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COLLEGE RECORD 2017-2018

Academic Calendar - 2017/2018

2017/2018 Keuka College Academic Calendar

Dates are subject to change. Please refer to keuka.edu for current information Version 1.3

FALL 2017

8/25/17 Friday Summer Field Period Term Ends

8/28/17 Monday Fall Classes Begin; Add/Drop Period begins

8/29/17 Tuesday Academic Convocation

9/1/17 Friday [Faculty] Day 5 Attendance Due

9/1/17 Friday Last day to Add/Drop courses without a Grade of "W" 11:59pm

9/29/17 Friday [Faculty] Mid Term Grades Due

9/29/17 Friday [Faculty] Summer Field Period Grades Due

10/2/17 Monday Seniors Application for Graduation Begins (May Commencement)

10/6/17 Friday October Break Begins at End of Classes; Residence Halls Close at End of Classes

10/10/17 Tuesday Residence Halls Open 1pm

10/11/17 Wednesday Classes Resume

10/20/17 Friday Last day to Withdraw from a class; last day to receive a Grade of "W"

11/3/17 Friday January Field Period Course Proposals Due in Career Connections

11/13/17 Monday Spring Online Registration Begins 7am

11/21/17 Tuesday Thanksgiving Break Begins; Residence Halls Close at End of Classes

11/26/17 Sunday Residence Halls Open 1pm

11/27/17 Monday Classes Resume

12/1/17 Friday January Field Period Approvals Due in Career Connections

12/8/17 Friday Fall Classes End

12/11/17 - 12/13/17 Monday - Wednesday Fall Final Exams

12/13/17 Wednesday Residence Halls Close at End of Classes

12/15/17 Friday Seniors Apply for Graduation Ends (for May Commencement)

12/17/17 Sunday January Field Period Term Begins

12/19/17 Tuesday [Faculty] Fall Final Grades Due

12/31/17 Saturday December Conferral/Degree Date

SPRING 2018

2/2/18 Friday January Field Period Term Ends

2/3/18 Saturday Residence Halls Open 1pm

2/5/18 Monday Spring Classes Begin; Add/Drop Period begins

2/9/18 Friday [Faculty] Day 5 Attendance Due

2/10/18 Saturday Last day to Add/Drop courses without a Grade of "W"

3/9/18 Friday [Faculty] January Field Period Grades Due

3/9/18 Friday [Faculty] Mid Term Grades Due

3/23/18 Friday Last day to Withdraw from a class; last day to receive a Grade of "W"

3/23/18 Friday March Break Begins at End of Classes; Residence Halls Close at End of Classes

4/1/18 Sunday Residence Halls Open 1pm

4/2/18 Monday Classes Resume

4/13/18 Friday Financial Aid Filing Deadline (FAFSA)

4/20/18 Friday Summer Field Period Course Proposals Due in Career Connections

4/23/18 Monday Fall Online Registration Begins 7am

5/11/18 Friday Summer Field Period Approvals Due in Career Connections

5/18/18 Friday Classes End

5/21/18 - 5/23/18 Monday - Wednesday Spring Final Exams End

5/24/18 Thursday [Faculty] Spring Senior Grades Due by NOON

5/26/18 Saturday Commencement Celebration (May Conferral/Degree Date)

5/27/18 Sunday Summer Field Period Term Begins

5/29/18 Tuesday [Faculty] Final Grades Due

8/31/18 Friday August Conferral/Degree Date

Date Published: 6/21/17

Keuka College Academic Calendar
Registrar's Office

Our Mission, Vision, and Shared Values

Vision Statement

To be renowned as a global leader in comprehensively integrating liberal arts, digital technologies, experiential learning, and professional practice.

Our Mission

To create exemplary citizens and leaders to serve the nation and the world of the 21st century.

Keuka College provides a transformational liberal arts based education, strengthened by experiential learning, which challenges students to develop their intellectual curiosity and to realize, with purpose and integrity, their full personal and professional potential.

Shared Values

Keuka College Values:

Integrity. At Keuka College, behaving ethically and with integrity means being honest, keeping promises, and respecting the property and interests of others. Our personal and professional integrity guides the actions of our college community, supports the character development, wellness, and spirituality of our students, and makes us a more civil society. Keuka College develops integrity and ethical behavior in its students through the curriculum and by consistent modeling of honest and forthright behavior by the faculty, staff, administration, and alumni.

Academic Excellence. At Keuka College, academic excellence is central to the college's educational mission, and high expectations are set for students and faculty alike. We value intellectual achievement and scholarship, employ innovative and engaging educational practices to develop the whole person, and emphasize the cultivation of critical thinking skills and the love of learning. Academic excellence is not solely a function of the intellectual abilities of the college's students, but rather is highly dependent on the quality and rigor of the teaching/learning process.

Student-Centeredness. At Keuka College, we provide a holistic learning experience fostering the intellectual and personal growth of each student. Students, teachers, staff, and alumni are engaged in a way that connects the learning process to the world beyond the college. Through academic programs, collaborative partnerships and experiential learning experiences, Keuka College students broaden their skills and perspectives of careers, personal responsibility, wellness, and civic engagement.

Diversity. At Keuka College, we acknowledge, respect, and celebrate our differences. Our community consists of many identities, each of which provides a valued perspective. We foster an inclusive environment in which we intentionally work toward understanding, respecting, and appreciating diversity. In doing so, we move beyond tolerance to understanding and mutual respect.

Global Perspective. At Keuka College, having a global perspective means being open-minded when working with people of diverse geographical origin and cultural heritage – learning from them, and they from us. In order to prepare students for the world of the 21st century, we provide them with opportunities to learn and interact with other cultures, peoples, and perspectives. Student exposure occurs in many ways – in the classroom through our domestic and international academic programs and curricula, and outside the classroom through multiple opportunities to interact with people from diverse backgrounds and experiences.

Stewardship. At Keuka College, we are committed to preserving and building our legacy for future generations and to fostering a sense of responsibility and commitment to the college. Active stewardship is an ethical and institutional responsibility that embodies careful, prudent utilization and management of our resources, including our people, financial holdings, natural resources, and capital assets. The College and its constituents have a moral and financial imperative to use our many and varied resources in ways that are effective, efficient, and sustainable.

Citizenship. At Keuka College, we believe citizenship includes aspects of leadership, service, and social responsibility. All members of the Keuka College community strive to be good leaders and exemplary citizens. Effective leaders and citizens exhibit common traits of wisdom, determination, vision, emotional intelligence, empathy and social responsibility. We actively model these qualities and mentor their development, thereby demonstrating and encouraging exemplary citizenship – locally, nationally, and globally.

Liberal Learning/Professional Education

We affirm the value of liberal learning both as a foundation for specialized study and as a principal means of achieving the College's Learning Goals for Students.

We value the depth of knowledge, skills, and ethical perspective provided through study and practice in an academic discipline or professional field.

We affirm the need for clearly articulated integration between general education and the academic or professional major.

Experiential Learning

We are committed to learning from experience, integrating theory and practice.

We teach students to apply knowledge, values, and skills effectively in learning problem-solving.

We teach students to learn actively and systematically from classroom-based, co-curricular, and off-campus experiences.

A Supportive Living and Learning Community

A Supportive Living and Learning Community

We understand that all members of the community make important contributions as partners in the work of the College, and seek to integrate curricular, co-curricular, and extracurricular learning.

We cultivate a spirit of service, shared responsibility, and leadership in all our community members and encourage the use of knowledge, skills, and resources for the benefit of others.

We recognize that learning is a lifelong process, and believe that it is best accomplished in a cooperative, mutually supportive environment.

We value human diversity in all its forms, and affirm the principles of human dignity and interdependence.

We value personal integrity, mutual respect, trust, and open communication, and expect that these principles will guide the actions of all community members.

We are committed to decision-making based on a balance between individual rights and community needs.

Essential Student Learning Goals

Experiential Learning- through involvement in multiple forms of experiential education both inside and outside the classroom.

Knowledge of Human Cultures and the Physical and Natural World- through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.

Intellectual and Practical Skills- through inquiry and analysis, critical creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork and problem solving.

Personal and Social Responsibility- through local and global civic knowledge and engagement, intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning.

Integrated Learning-through synthesis and advanced accomplishment across generalized and specialized studies.

Based on essential learning outcomes identified by the Association of American Colleges and Universities (AAC&U).

The College

Keuka College is the national leader in experiential, hands-on learning. It is an independent, four-year, coeducational institution located in the heart of New York's picturesque Finger Lakes region. For more than 125 years, the College has fostered the ideals of the humanistic tradition and a vision of life committed to academic excellence, professional achievement, and service to humanity.

Today, the hallmark of a Keuka College education is the four-week Field Period®, a nationally recognized experiential education program. Required annually of every student, Field Periods collectively represent the central academic experience shared by every Keuka College graduate. The many experiential educational components culminate in a succession of Field Periods that progressively challenge the student to develop, mature, and apply theories previously explored in the classroom.

A rigorous liberal arts core curriculum is the major focus of study during the freshman and sophomore years. The College believes a liberal arts education endows students with an understanding of the human condition, our collective heritage, and our pluralistic and technological society. Classes in the natural and social sciences, humanities, mathematics, and computer science provide a solid, integrated foundation that supports academic expectations encountered in upper-division course work. Whether majoring in one of the College's professional programs or one of the other disciplines available at the College, Keuka College students come together to exercise their intellectual curiosity, expand their levels of social tolerance, and test their moral convictions in a unique and non-threatening environment.

The faculty takes pride in its ability to simultaneously challenge and reinforce the values and goals students bring to Keuka College. Faculty members also welcome the intellectual stimulation afforded by a diverse, curious, and energetic student body. They confidently encourage, guide, and educate so that upon graduation, students possess the knowledge, skills, and confidence necessary for success in a world of increasingly competitive opportunities.

A Brief History

"This grand and noble enterprise." These dignified words, taken from Keuka's founding resolution, led to the establishment in 1890 of Keuka Institute as a coeducational preparatory college. The indefatigable founder of the College, the Rev. Dr. George H. Ball, selected the College's original 157-acre site that "made up in scenery what it lacked in fertility." Today, the main campus building still bears the name Ball Hall in tribute to the man who recruited Keuka's first faculty. Those teachers, and the ones who followed, exemplified the College's motto: "Committed teachers and scholars devoted to providing maximum attention to the individual student."

Keuka's intellectual strength and spirit come from the many dedicated individuals who have taken an active part in its 100-year history. For more than a century, each succeeding generation of Keukonians has built a unique institution upon the four cornerstones of academic excellence, social responsibility, the practical application of learning, and accessibility.

Keuka College became a women's college in 1920. Arthur H. Norton undertook the first of three major campus expansions, underscored the institution's spiritual commitment to Christian leadership, and rapidly expanded the liberal arts and science curriculum. The "small but great" College attracted statewide attention because of the service its students, faculty, and graduates rendered among the rural citizenry. At that time, the alumni of no other college in the state provided a more valuable educational service, administering to 75 churches and instructing thousands of rural children, the majority from poor families. The rich tradition of active service to the community was already well established and particularly evident throughout the Depression. As one eloquent trustee of the College remarked: "[At Keuka] the highest education is that in which the individual perceives the highest responsibility to be the use of intellectual training and acquired knowledge in the creative service to others."

During the 1940s, Keuka's size and reputation increased. Adding to the wartime effort, Keuka College established its nursing cadet program. Katherine Blyley joined Keuka College as the College's first woman president and, under her leadership, the Field Period® program came to fruition. To this day, Field Period® exemplifies the innovative spirit and philosophy of the College.

Along with increased enrollments, the next three decades witnessed the expansion of facilities devoted to virtually every aspect of campus life. New physical arts, library, and natural science buildings were constructed, and the architecturally-distinctive spiritual center of the campus, Norton Chapel, was dedicated.

In 1985, Keuka College once again became a coeducational institution. True to its historical willingness to accept change while faithfully adhering to its basic values, Keuka College revised its core requirements and substantially increased the number of major programs. In addition to highly regarded professional programs requiring licensure (nursing, occupational therapy, education, and social work), the College today offers a multifaceted business curriculum as well as its long-established programs in the humanities and natural and social sciences.

In the past decade, Keuka College has added master's degree programs, the Accelerated Studies for Adults Program, distance education offerings, and the Keuka-China Program. Some 2600 Chinese students are pursuing Keuka College degrees at four partner universities, the largest enrollment of any American college or university operating in China. Vietnamese students are also pursuing Keuka College degrees at Vietnam National University in Hanoi, Ho Chi Minh City and the Denang University of Economics.

The Keuka College community of scholars, students, and administrators vigorously supports the essential role student life plays in guiding the development of young adults. Co-curricular, social, and recreational activities, along with a renewed campus ministry program and competitive women's and men's intercollegiate athletic teams, complement Keuka College's academic programs, leadership in experiential learning, and splendid lakeside campus.

Campus

The beauty of the Keuka College campus is consistently cited as one of its best assets.

Hegeman Hall houses programs in English, criminology/criminal justice, business, American Sign Language, organizational communication, social work, psychology, child and family studies, sociology, political science, history, and occupational therapy, as well as the Center for Experiential Learning. Many faculty offices are housed in Hegeman, along with the office of the vice president for academic affairs and the president's office, as well as the Virginia Pearson MacKenzie '34 Center for Writing and Tutorial Assistance Program and the Olga Raue Patterson '28 Study Room.

The Lucretia Davis Jephson Science Center houses programs in mathematics, environmental science, chemistry, and biology. This center for the sciences features a 150-seat auditorium, laboratory, and greenhouse, as well as a computer lab and faculty offices.

Allen Hall houses the art program, featuring classrooms, studios, a design lab, and a darkroom. The first floor includes the American Sign Language laboratory and the Human Resources Offices, including Student Employment.

Strong Hall, home to the Division of Education, houses classrooms, faculty offices, and Information Technology. Each academic, administrative, and residential facility is directly connected to the institution's enterprise resources planning computer system.

Lightner Library is the intellectual center of the Keuka College community where users can access information and connect with each other in an open, positive learning environment. Lightner Library provides access to information in a variety of formats and holds approximately 110,430 volumes as well as a variety of online resources. There are reference librarians available Monday through Friday. Students and faculty can obtain materials not available at Lightner Library through the Library's Interlibrary Loan service.
The library houses:

- A Digital Learning Commons on the main floor with access to computers, printers/copiers/scanners, and other state of the art technology
- Collaborative space in addition to quiet study areas throughout the two main floors
- Two computer classrooms are available for student use when not being used for classes
- Six computers on the lower level for student use
- The Lightner Gallery where a variety of shows are held each year displaying a variety of artwork
- The Aben Gallery where the work of Yankel Ginzburg is on display

The library's hours vary during the year so it is always a good idea to check its web site at the Lightner Library link or call the Circulation Desk at (315) 279-5632.

The JMW Recreation and Athletics Center, featuring an auxiliary gym, main gymnasium, fitness center, and weight room serves both the physical education program and the recreational and intercollegiate sports interests of students, faculty, staff, and area residents.

The David Dahlstrom Student Center houses the Geiser Dining Commons, Commuter Student Lounge, and the associate vice president for student affairs and dean of students, director of student activities, director of residential programming, and the Center for Spiritual Life. Geiser Dining Commons hours can be found online at the Geiser link.

Keuka Commons is the home of the campus bookstore; the Health and Counseling Center, with contemporary, effective, and state-of-the-art space; the Division of Business and Management; the Center for Professional Studies; the Wertman Office of Digital Education (WODE); the Center for Business Analytics & Health Informatics; and the Wolf Den Café, which serves bistro fare and Starbucks coffees. The first floor also houses a group exercise studio featuring hundreds of on-demand video workout offerings for individual students, clubs, or teams. Cafe hours can be found on the Wofden link.

The Commons also provides three state-of-the-art classroom spaces that include new technology the College's faculty can use interactively during lecturing. In addition to student third spaces, there are 45 new faculty and staff offices on the second floor, and three conference rooms.

The College's performing arts center, known affectionately as the Barn, provides a vibrant environment for theater and dance performances. Student theater productions are staged twice each year, and the Barn sometimes hosts visiting performing groups.

Ball Hall, namesake of Keuka's founder and the oldest campus building, houses students on its upper floors and accommodates many of the College's administrative offices on the ground and first floors. The development, admissions and financial aid offices are located on the first floor while the ground floor is home to communications, the registrar and student accounts offices.

Norton Chapel provides Keuka College with a beautiful, inspiring, spiritual, and reflective setting. This steep-roofed, vaulted-ceiling building houses a majestic pipe organ and the Stephanie Lynn Pierce Meditation Room. The Chapel is the scene of campus church services, ceremonies, and all campus convocations.

Accreditation

Keuka College is accredited by the Middle States Association of Colleges and Secondary Schools. The College is also chartered by the Board of Regents of the University of the State of New York. Keuka College is one of 17 colleges affiliated with American Baptist Churches USA.

Middle States can be contacted at:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, Pa 19104
Telephone: (267)284-5000

The Council on Social Work Education accredits the College's social work program. The CSWE address is:

Council on Social Work Education
1725 Duke St., Suite 500
Alexandria, VA 22314-3457
Telephone: (703) 683-8080

The baccalaureate and masters nursing programs at Keuka College Division of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The CCNE address is:

Commission on Collegiate Nursing Education
One Dupont Circle NW Suite 530
Washington, DC 20036
Telephone: (202) 887-6791

The occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) through the year 2018. The ACOTE/AOTA address is:

Accreditation Council for Occupational Therapy
Education of the American
Occupational Therapy Association
4720 Montgomery Lane
P.O. Box 31220
Bethesda, MD 20824-1220
Telephone: (301) 652-2682

Graduates can sit for the national certification examination for occupational therapists administered by the National Board for Certification in Occupational Therapy (NBCOT). When students apply for the examination, questions relating to felonies will be asked. For more information on these limitations, contact:

NBCOT
800 South Frederick Ave., Suite 200
Gaithersburg, MD 20877-4150
Telephone: (301) 990-7979

After successful completion of this exam, the individual will be an occupational therapist, registered (OTR). Most states require licensure in order to practice; however, state licenses are based on the results of the NBCOT certification examination.

The business programs are accredited by the International l Assembly for Collegiate Business Education (IACBE)
11374 Strang Line Road
Lenexa, Kansas 66215 USA

The Teacher Education Accreditation Council (TEAC.) accredits the education program. The TEAC address is:

TEAC
One Dupont Circle NW Suite 320,
Washington, DC 20036

Admissions

Keuka College encourages applications from persons who seek an undergraduate education founded in the liberal arts and are committed to the benefits of experiential learning. The College provides career and pre-professional preparation and offers a strong educational experience for students who have not yet decided on career goals. Students who wish to avail themselves of the academic, co-curricular, extracurricular, and experiential programs of the College are invited to apply for entrance.

Candidates for admission must demonstrate the ability, motivation, and preparation to undertake college studies. Each candidate is evaluated on individual strengths in relation to the demands of the academic programs offered at Keuka College.

Admitted students must possess a high school diploma or its equivalent.

Freshman Application

Applicants should submit:
1. A completed application.
2. At least one letter of recommendation;.
3. An official copy of his/her high school transcript or general equivalency diploma (GED); or Test Assessing Secondary Completion (TASC).
4. SAT/ACT tests are encouraged but optional.
5. Applicants considered for scholarship will be reviewed on High School/Secondary School cumulative GPA.
6. Upon acceptance, students who enroll are required to submit an enrollment deposit of $200.
7. Before Enrolling, students must submit an official and final secondary school transcript.

Freshman Application for Occupational Therapy

Applicants should submit:
1. A completed application. There is no separate application for the occupational therapy program. Occupational therapy candidates must indicate occupational therapy as their intended major.
2. At least one letter of recommendation.
3. An official copy of his/her high school transcript. A minimum cumulative GPA of 3.0 or 85% and 85% or higher average in math and science coursework are required.
4. SAT/ACT tests are encouraged but optional.
5. Applicants considered for scholarship will be reviewed on High School/Secondary School cumulative GPA.
6. Upon acceptance, students who enroll are required to submit an enrollment deposit of $200 to reserve a seat in the program.
7. Before Enrolling, students must submit an official and final secondary school transcript.

Transfer Application

Applicants should submit:
1. A completed application.
2. An official final secondary school transcript or general equivalency diploma (GED); or Test Assessing Secondary Completion (TASC).
3. Official transcripts from all colleges and universities previously attended.
4. Applicants considered for scholarship will be reviewed on college cumulative GPA.
5. Upon acceptance, students who enroll are required to submit an enrollment deposit of $200.
6. Before Enrolling, students must submit an official and final secondary school transcript.

Graduate Application (Division of Business Master of Science In Management)

Applicants should submit:
1. A completed application*
2. Personal Statement
3. Essay

4. 1 Letter of Recommendation
5. Resume
6. Official transcripts from all colleges attended, showing proof of Bachelors degree conferred.
7. Upon acceptance, students who enroll are required to submit an enrollment deposit of $200.

* If international, also require TOEFL/IELTS, Copy of Passport, Declaration of Finance

Graduate Application (Division of Education Master of Science In Literacy)

Applicants should submit:
1. A completed application*
2. Personal Statement/Professional Statement
3. Official transcripts from all colleges attended
4. 2 Letters of Recommendation
5. Proof of graduation from a registered teacher education program
6. Proof of passing NYS Teacher Certifications*
7. Copies of certifications or proof of having applied for certification*
8. Upon acceptance, students who enroll are required to submit an enrollment deposit of $200.

*Applicants who have not successfully completed all certification tests will have additional application requirements.

*Students applying to programs housed within the Center for Professional Studies (such as A.S.A.P.) should refer to the CPS admissions section for details.

Freshman Selection Process

In addition to the required application materials, the admissions committee also looks at recommendations and evidence of participation and leadership in co-curricular activities, special talents, and community involvement. It should be noted that the challenge and scope of a candidate's secondary school program curriculum are also factors in the decision process. Although not required, applicants are encouraged to submit optional measures (such as SAT/ACT scores) that best represent their talents and aptitudes as outlined in the application.

High school students earning college credits will remain eligible for freshman merit scholarships- there is no limit to the number of college credits a secondary school student can earn prior to graduation from secondary school. The registrar will evaluate all college level courses completed for credit towards their Keuka College degree.

A freshman can earn up to 11 credits post high school graduation as long as they do not accept financial aid from another institution before enrolling at Keuka College and will still be considered for freshman merit scholarships. If they take more than 11 credits then their status would change to transfer and they would no longer be eligible for freshman merit scholarships.

Applicants seeking financial assistance are encouraged to apply as early as possible. An enrollment deposit of $200 is required for students who decide to accept an offer of admission. This deposit ensures a place in the entering class.

Transfer Selection Process

A transfer student is defined as: A student who has accrued the equivalency of one semester (12 credits) or more at college, following completion of high school/secondary education. If a student has accepted financial aid at another institution but did not earn the maximum credit (12 credits), then the student is considered transfer.

Students interested in transferring to Keuka College should consult with their current academic adviser and our transfer counselor as early as possible. Please contact Keuka College's admissions office for further assistance and information. Effective planning maximizes the number of credits a student will be able to transfer and apply toward graduation requirements at Keuka College. Students are directed to the Transfer Equivalency System (TES), which is located on our website. TES lists established course equivalencies recognized by Keuka College as transferable credit accepted from other institutions.

Transfer Credit Evaluation Process and Policies

Transfer credits are accepted from regionally accredited post-secondary U.S. institutions. Credit from foreign institutions require students to obtain an evaluation (WES or ECE), proprietary colleges, and other sources are evaluated and accepted on a case-by-case basis. Normally, credit is accepted only for those courses that are completed with a grade of C or higher. Grades of P, S, and CR earned in credit-bearing courses are normally not accepted (see below for discussion of exceptions for students holding associate degrees). Grades earned at other institutions are not included in the calculation of a student's Keuka College grade-point-average (GPA). Note: All Keuka college-level course work is used in calculating degrees with distinction. Please refer to that section of the Keuka College Record.

Transfer credit equivalencies can be viewed accessing the Collegesource TES link. Once official transcripts are received and equivalencies are recorded on the student's record, transfer students can access the Keuka College portal to review their program evaluation that displays accepted courses, the Keuka College course equivalencies, and estimated total number of credits needed to complete their degree requirements. All transfer students follow the academic policy that pertain to the class level in which (s)he has been placed.

The number of credits accepted toward matriculation and the number of credits a transfer student will need to complete all graduation requirements varies depending on a student's curriculum at his or her previous institution(s) and the major program the student selects at Keuka College.

Transfer credits for courses taken more than five years prior to a student's enrollment will be evaluated on a case-by-case basis. Because the rate of change in some areas of knowledge is so great, relatively outdated course work may no longer provide the necessary background to begin more advanced study and may hinder a student's success and professional preparation. A student may therefore have to repeat some courses at the discretion of the division and appropriate faculty and administrators.

Each transfer student must complete all prerequisite courses in his/her Keuka College major and, as specified, earn the appropriate minimum grade in each course. In cases in which a student repeats a course at Keuka College in order to earn the minimum grade in a prerequisite course, the College does not grant duplicate credit for repeated coursework. However, the grade for the repeated course will be calculated into the student's cumulative Keuka College GPA. The same policy applies in cases in which the College requires a student to repeat a class taken elsewhere because the material covered in the original course is considered irrelevant.

Maximum Number of Transferable Credits for all Program Types

Four-year college or university	90
Two-year college	72
Proprietary colleges	30
Other	18*

*Category includes non-college credit course work approved by ACE of PONSI, advanced placement tests such as CLEP, International Baccalaureate, or AP exams, and Keuka College challenge/exemption exams. Additional credit is evaluated on a case-by-case basis.

Students Holding B.A. and B.S. Degrees

Students entering Keuka College with a previously earned B.A. or B.S. degree from other accredited institutions are not required to complete the general education curriculum. They may be required, however, to make up any major prerequisites. They must also complete 30 of their last 36 credits at Keuka College (including one Field Period®) and at least 12 credits in the major at the 300 level or above. The maximum number of transferable credits is 90.

Students Holding Associate Degrees

Transfer students from two-year colleges who have earned an A.A. or A.S. degree are ordinarily granted at least 60 credits. Students who have earned an A.A. or A.S. degree can have credits granted for grades of C- and D.

Associate Degree Transfer Articulation Agreements

To encourage and facilitate the transfer of qualified students from regional community colleges, Keuka College maintains comprehensive, generic transfer articulation agreements with Broome Community College, Cayuga Community College, Corning Community College, Erie Community College, Finger Lakes Community College, Genesee Community College, Monroe Community College, and Onondaga Community College. All articulated course equivalencies are maintained and accessed using the Collegesource TES link.

Transfer General Education Requirements

General education provides a strong foundation for advanced study and pre-professional development in any academic major. Keuka College recognizes that transfer students often present widely differing backgrounds in general education depending on their previous program of study. Many have had classes in arts and sciences disciplines not represented in Keuka's curriculum.

Therefore, transfer students who have earned 25 or more credits are not required to complete exactly the same core requirements as entering freshmen. Instead, the College allows them to demonstrate a similar breadth of knowledge and experience in the arts and sciences by completing course work in three broad categories, as detailed below. (The list of acceptable academic disciplines under each category is representative, not comprehensive.) Keuka's flexible approach acknowledges the general education knowledge and skills transfer students bring with them through prior post-secondary course work.

Students with 24 or fewer credits are required to complete the same General Education requirements as students who started their academic career at Keuka College. All transfer students are required to complete INS 301 at Keuka College.

General Education Categories

Breadth of Knowledge Group I: Science (one laboratory science)
Astronomy
Biology
Chemistry
Environmental Science
Geology
Physics
Other (decisions made on case-by-case basis)

Breadth of Knowledge Group II (three, 3-credit courses in at least two disciplines)
Anthropology
Economics
Geography
History
Political Science
Sociology

Psychology
Other (decisions made on case-by-case basis)

Breadth of Knowledge Group III (three, 3-credit courses in at least two disciplines)
Fine arts (art, dance, music, theater)
Foreign languages
Literature
Philosophy
Religion
Other (decisions made on case-by-case basis)

Field Periods®

College policy requires students to complete one Field Period® for every two semesters at Keuka. Students with an A.A. or A.S. degree will therefore normally be required to complete two Field Periods®s. The number of Field Periods® required for transfer students will be made on a case-by-case basis by the registrar, based on the number of credits accepted and applied toward the baccalaureate degree.

International Student Admissions

Keuka College welcomes applicants from foreign countries. In addition to the requirements of traditional or transfer admissions, international students are required to submit:

1. A transcript report from an official credential evaluation agency (WES or ECE) for applicants with foreign high school or university transcripts.
2. Official TOEFL or IELTS score if you attended a high school or college that was taught in a language other than English.
3. Declaration of Finances, as required by the U.S. Government.
4. Copy of passport

We require that a student submit a copy of his/her passport for accurate immigration documentation. Interviews in person, over-the-phone, or by Skype are not required, but are highly recommended. International students, while not required to submit a FAFSA, can be considered for a Keuka College International Scholarship based on their completed application.

If an applicant is granted admission, Keuka College will issue an I-20. Our staff is equipped to advise potential students on obtaining a visa, safely traveling to Keuka College, and excelling in a foreign language culture.

Center for Professional Studies

Accelerated Studies for Adults Programs (ASAP)

Keuka College offers degree programs throughout New York State and online, making it easier to balance work and family priorities. Our graduate and undergraduate degrees connect with the needs of employers, address job growth opportunities, and position students for career advancement.

Bachelor of Science
- Organizational Management
- Criminal Justice Systems
- Nursing for RNs
- Social Work

Master of Science
- Management
- Criminal Justice Administration
- Nursing (concentration in Education)
- Nursing (Adult Gerontology Primary Care Nurse practitioner)
- Master of Social Work

Pathway Program options are also available for students not meeting the admission requirements for undergraduate programs.

CPS students are typically employed full time during the day; thus, the program is offered in the evening at most locations. Courses are delivered in an accelerated, blended-learning format. You'll move through each course as a group–creating opportunities for networking and support.An atmosphere of shared family, career, and interests develops camaraderie among our students.
A cohort is a class comprised of approximately 8-25 students who progress through their degree program together. Students build a strong support network and often cite this as one of the most positive factors for their success in the program. Students who succeed in our programs are self-directed and goal-oriented individuals.

The CPS format enables adult students to develop:
•interpersonal skills,
•written and oral communication skills,
•problem-solving and decision-making skills,
•understanding of research techniques and applications,
•self-knowledge and self-image growth,
•self-reliance and leadership skills

CPS Undergraduate Application Requirements
1. Completion of approximately 60 transferable credit hours from Keuka College or another accredited college/post-secondary institutions and/or accredited programs.
2. Nursing applicants must have a current Registered Professional Nursing License (RN). Applicants must be working in a nursing position for at least 20 hours per week while in the program.
3. Social Work applicants must be employed, at least part time, in a human service related position and have a minimum of two years experience working in human services. Applicants are required to submit employment verification.
4.Cumulative grade point average in prior academic coursework of at least 2.00 on a 4.00 scale for Social Work, Organizational Management and Criminal Justice Systems and a 2.50 on a 4.00 scale for Nursing.
5.Submission of all official college and military transcripts for transfer evaluation.
6.Additional credits required beyond the major are not to exceed 18 credit hours (organizational management, criminal justice and nursing), after the completion of any required prerequisite courses. A maximum of 6 credit hours beyond the major are permitted to enroll in the social work program.
7.Completion of the Keuka College health and meningitis forms.
8.Completion of the admission form and payment of the non-refundable admission fee.
9. Successful completion of an interview with a representative from the CPS, as needed. 10. Payment of the required enrollment deposit.
11. Submission of final High School transcript or GED certificate

Conditional Acceptance

Conditional Acceptance will be considered on a case-by-case basis. Conditional acceptance to any program is at the discretion of the program director and associate vice president for professional studies. All terms of the conditional acceptance will be outlined in the student's letter of acceptance. Students not meeting the terms of a conditional acceptance, as outlined in their letter of acceptance, will be administratively withdrawn from the program. After a student is administratively withdrawn from the program, s/he may no longer attend classes and is responsible for all costs incurred while a student at Keuka College.

The student must have completed the following in order to be considered for conditional admission:

- demonstrated strong writing skills, and/or
- demonstrate a substantial and sustained employment history, and/or
- meet with a representative from the Center for Professional Studies to discuss the number of hours needed beyond the degree, and
- receive a preliminary evaluation of transfer credit/graduation audit.

CPS Graduate Application Requirements

Keuka College expects its graduate students to exhibit high professional standards and academic excellence in the areas of leadership, research, communication, and critical thinking.

CPS Graduate Application Procedures

Admissions information and application forms are available on our website at www.keuka.edu/asap
Applicants for graduate study must have completed a bachelor's degree from an accredited institution with a minimum grade - point-average (GPA) of 3.00 (on a 4.00 scale). Students not meeting the minimum standard may be admitted into the program on a conditional basis (see Conditional Admission).

Keuka College utilizes a self-application process. Students who wish to apply for graduate study must submit the following items to the Center for Professional Studies.
1.Application form with non-refundable application fee.
2. Personal/professionals goals statement.
3. Essay as described in the application (not required for nursing applicants).
4.Two letters of recommendation from those who can attest to your potential to be successful at graduate level work.
5.Official transcripts from all colleges previously attended.*
6. Current resume.
7. Health forms.
8.The results of the Test of English as a Foreign Language (for international students).
9.Copy of nursing registration/license number (for nursing only).
10.Personal interview and on-site writing sample, if needed.
11. Some programs have additional application requirements as outlined on the graduate application and our website.
12. Payment of the required enrollment deposit.

The College may admit students to the graduate programs on a rolling basis up to the start of each semester. However, to ensure a smooth and effective enrollment process, Keuka College encourages potential students to apply early.

Incomplete application files will not be considered for admission and therefore delay the student's acceptance into a graduate program.

All documents submitted as part of the application process become the permanent possession of Keuka College and cannot be returned to the applicant or forwarded to a third party.

Complete application files will be forwarded to the appropriate graduate program. The program director will then review the academic background and qualifications and will make appropriate recommendations for admission status. Students will receive official notification of acceptance or denial from admissions.

*Official transcripts must be submitted in a sealed envelope bearing the signature of the College Registrar across the seal of the envelope. All accepted students (matriculated and non-matriculated) are required to file an official, degree-bearing transcript with the registrar's office before they are permitted to enroll in classes.

Conditional Acceptance

Conditional Acceptance will be considered on a case-by-case basis. Conditional acceptance to any program is at the discretion of the program director and associate vice president for the center for professional studies. All terms of the conditional acceptance will be outlined in the student's letter of acceptance. Students not meeting the terms of a conditional acceptance, as outlined in their letter of acceptance, will be administratively withdrawn from the program. After a student is administratively withdrawn from the program, s/he may no longer attend classes and is responsible for all costs incurred while a student at Keuka College.

Campus Visits

Prospective students and their parents are encouraged to visit Keuka College and meet with an admissions counselor, current students, a member of the faculty, and a financial aid counselor. A tour of the campus with a current student or admissions representative is included in a visit to the College. Prospective students may attend classes, lectures, club meetings, and other extra-curricular events as time permits. The admissions office is open year-round and encourages prospective students and their parents to visit. The best time to visit the College is during the academic year, when classes are in session and faculty members and students are available.

A personal interview with a member of the admissions staff is an opportunity to exchange information and to discuss the College's programs. To arrange a visit, contact us at 1-800-33-KEUKA (1-800-335- 3852) or at admissions@keuka.edu.

Readmission of Former Students

Students in the traditional program who have voluntarily and officially withdrawn from the College must notify the Director of Admissions in writing if they wish to re-enter Keuka. Information regarding academic work completed elsewhere must accompany the request.

Those who have been dismissed for academic or disciplinary reasons, or who have been involuntarily withdrawn for medical reasons, must request readmission in writing and must provide supporting information from appropriate academic authorities, employers, or other agencies. These requests must be submitted to the Director of Admissions and are forwarded to the Office of Academic Affairs for a decision.

Traditional students who have withdrawn or have been suspended because of academic deficiencies but who have demonstrated personal and academic maturation may request to be readmitted under Keuka College's academic "fresh start" policy. Contact the registrar's office for further information.

Students enrolled in the Center for Professional Studies programs, who have withdrawn from the College but wish to return to active status must do the following:
1. Notify the Center for Professional Studies, Advisement Division, of their desire to return.
2. Clear any account holds.
3. Finish any incompletes.
4. Submit an application and registration form.
5. Make financial arrangements.

CPS students who have been away from the program for one year or more are withdrawn and must complete a new application form when re-entering the program. A change of status form must be completed and submitted with the appropriate fee to reactivate the student's registration. This process must be completed in order to re-enter the program. Students who arewithdrawn, repeating a course or who take a leave of absence may have to change cohorts, which will also change the anticipated graduation date. Students re-entering the College must abide by the current academic progression policy for their major of study."

Credit by Examination

Under certain conditions, Keuka College grants credit toward graduation based on College Proficiency Examinations (CPE) administered by the New York State Department of Education, the College Level Examinations Program (CLEP) offered by the College Board, the International Baccalaureate Examinations (IB), or the DANTES Subject Standardized Tests (DSSTs) offered by Service Members Opportunity Colleges (SMOC).

Credit is granted to students who meet the entrance requirements and who matriculate in a program leading to a degree. The granting of credit does not necessarily guarantee that all prerequisites for advanced study have been met. Students who have completed work in lower-level courses by examination are urged to consult with a departmental adviser before registering for advanced work in a subject.

A full-time student may be eligible to earn credits through any of the above-mentioned examinations upon approval of the registrar.

Advanced Placement (AP) Credit

Keuka College encourages prospective students in secondary schools to take the AP examinations sponsored by the College Entrance Examination Board. In most instances, students who receive AP scores of three, four, or five are awarded credit, which may be applied toward their degree requirements based on review by the individual degree requirements.

Additional Information

Additional information regarding admission to Keuka College may be obtained by contacting our admissions office at:

Office of Admissions
Keuka College
Keuka Park, NY 14478-9147
or by calling: 1-800-33-KEUKA (1-800-335-3852)
or by e-mail: admissions@keuka.edu

2017-2018 College Costs

Tuition

Full-Time: (12 or more credits)

2017-2018 College Costs

Tuition
FULL-TIME: (12 or more credits)
Per Semester: $14,251
Per Year: $28,501

A normal, full-time course load consists of no fewer than 12 and no more than 19 credits in any semester, excluding Field Period®. Students are required to pay overload tuition charges when their course load exceeds 19 credits in a semester, 38 credits in an academic year excluding Field Period®, or 44 credits in an academic year with Field Period®."

A normal, full-time course load consists of no fewer than 12 and no more than 19 credits in any semester, excluding Field Period®. Students are required to pay overload tuition charges when their course load exceeds 19 credits in a semester, 38 credits in an academic year excluding Field Period®, or 44 credits in an academic year with Field Period®.

Other Than Full-Time

(Per Semester Credit Hour)
Part-time (up to 11 credits): $952
Part-time, summer: $955
Overload Tuition (per credit)*: $730
Audit Tuition (space available): $410
Audit Tuition-Senior Citizen: $105/credit
Master’s in OT (fifth year students): $940/credit
Master's in Literacy: $670/credit
Master's in International Business: $835/credit
Master's in Social Work (2 year program): $695/credit"

Tuition, CPS Students, Undergraduate

Organizational Management: $478/credit
Criminal Justice: $463/credit
Social Work: $478/credit
Nursing: $568/credit

Tuition, CPS Students, Graduate

Master’s in Organizational Management: $656/credit
Master’s in Criminal Justice: $623/credit
Master’s in Social Work: $712/credit
Master’s in Nursing: $814/credit
Nursing Practitioner: $814/credit

Tuition, Online: $463/credit

Course Fees in Addition to Tuition

There are a few courses and labs that require additional charges to cover the specialized costs of providing these courses.

These courses are:

American Sign Language/English Interpreting*
AEI 485 Internship $350/course

Business and Management*
BUS 444 Strategic Management Comprehensive Business Exam $40

Education*
EDU 452-457 Student Teaching $300/course Masters of Education Tech Fee $290

Lab*
$60 fee for all lab courses in natural science and Mathematics Division

Music*
MUS 130 Private Instrument Instruction
MUS 131 Private Voice Instruction $325/credit
$325/credit
MUS 399 Independent Study Private Music Lessons $300/credit

Photography*
ART 282 Photography $70

Social Work*
SWK 450 Senior Practicum and Seminar $200

Theatre *
THR 101 Introduction to Theater & Drama $85

Individualized Instruction (surcharge per course) $420/course

*Overload and course fees are nonrefundable after the second week of classes.

Room and Board

Room and Board
Room & Board: Undergraduate
Per Semester: $5,595
Per Year: $11,190 (includes “Carte Blanche Basic” meal plan)

Room- Ball Hall
Per Semester: $2,988
Per Year: $5,976

Room- Harrington Hall
Per Semester: $2,906
Per Year: $5,812

Commuter Meal Plan Block 30
Per Semester: $260
Per Year: $520
Commuter Meal Plan Block 50
Per Semester: $430
Per Year: $860

Platinum Meal Plan (17 + 2): $2,966/semester
Gold Meal Plan (15 + 4): $2,966/semester
Silver Meal Plan (13 + 6): $2,966/semester

Keuka College requires all traditional-aged students to live on campus. Some exceptions are made by the assistant dean of students. Students requiring special consideration in housing should consult with the director of housing and residence life, and students with special dietary needs should consult with the director of food service.

A variety of meal plans are available to students. Information about the specific cost and meal options are sent out during the summer months from the Office of Student Affairs.

Students may change their meal plan selection during drop/add period or the first two weeks of classes.

Students who reside in an under-occupied room will incur the following charges:

Single: $425/semester
Double Single: $800/semester/person
Triple Double: $425/semester/person
Quad Triple: $300/semester/person
Summer Session (Housing only)$75/week
Field Period ®(Housing only) $75/week
Break (Housing only) $30/night
Student rooms are periodically inspected, and charges for damages appear on a student’s monthly bill.

Room and Board
Room & Board: Graduate
Per Semester: $6,527
Per Year: $13,054 (includes Copper Meal Plan 8 +2)

Student Activities Fee

Student Activities Fee

Resident Students
Per Semester: $165
Per Year: $330

Commuter Students (more than 6 credit hours)
Per Semester: $80
Per Year: $160

The student activities fee covers the expenditures of student organizations and is allocated by students, under the supervision of the dean of students, through a budget process.

Miscellaneous Fees

CPS students should refer to their CPS handbook located at learning.keuka.edu

New Student Orientation
Freshman $225
Transfer $225
Graduation $150
This fee is required for any student wishing to graduate and is not waived for students not participating in the formal graduation ceremonies.

Late Registration $150
ID Card Replacement $20/$50
This fee is $20 for first replacement, $50 thereafter.

Return Check Fee $50

Parking Permit Sticker
Resident Student $50
Commuter Student $50

Comprehensive Fee (covers telephone, cable and Internet access)

Resident Student
Per Year $540.00
Per Semester $270

Commuter Student
Per Year $440
Per Semester $220 (over six credit hours)

Field Period®
Late Registration Fee $160
Transcript (Regular) $10
Transcript (Co-Curricular) $10
Credential File $5
Diploma Printing Fee $25
Student Accident Insurance $50 (mandatory for full–time)
Student Medical Insurance $2,125 (mandatory unless waiver form filled out online www.haylor-college.com/keuka by the end of drop/add period)
Challenge Examination $80 (per examination)

Note: In addition to the aforementioned costs, students will incur expenses associated with their attendance at Keuka College. These include books, supplies, transportation, and other personal/miscellaneous expenses.
"

Deposits

First time enrollment deposit:

Freshman and transfer students	$200
HEOP	$ 50

Additional Program Costs

In addition to costs reflected in the previous schedules, students enrolled in certain academic programs need to plan for additional costs as follows:

EDUCATION (Student pays independently)	
Academic Literacy Skills Test (ALST)	$131
Education All Students test (EAS)	$102
Content Specialty Test (CST)	varies, range $125-$195
Certification Fee (per certification)	$100
Finger Printing Fee	$100

Deadline Statement

Enrollment deposits for new students are refundable until May 1 prior to the entering fall term.

Payment Schedule

Keuka College is proud of its efforts to help make its education affordable to all who seek admission. The options available to parents and students to finance a part of their education with Keuka's assistance are numerous. In the cases of sponsorship (including a student's employer), the charges remain the student's individual responsibility until the College receives payment from the sponsor.

All charges are the student's responsibility. New and returning students are expected to forward their remittance or make other acceptable arrangements with the College's student accounts office by July 15 for fall semester, and Jan. 15 for spring semester, or risk de-registration of classes.*

All checks should be made payable to Keuka College and sent to the remit address on the statement. Visa, MasterCard, American Express, and Discover charges are also accepted. Students who are anticipating financial aid from the College's Office of Financial Aid may also be charged interest on the outstanding balance on their accounts if all required documentation has not been submitted to the satisfaction of the financial aid office.

Student status (i.e., full time/part time) will not be adjusted after the end of the drop/add period.

If a student leaves the College with an unpaid balance, payment arrangements must be made with the student accounts office. If the student fails to pay the College when promised payment is due, the outstanding principal and interest will be placed in collection. Students will be responsible for all collection or litigation costs related to the collection of their accounts.

Invoices are mailed at the beginning of each semester to the student's permanent address as provided by the student. All charges are due upon receipt of the College's statement. Charges remaining on the student's account for more than 30 days beyond the charges' individual due dates will accrue interest at the rate of one percent per month.

The College reserves the right to disallow class attendance and withhold meal plans, grades, transcripts, or diplomas if financial obligations are not met when due.

*As financial aid and payments are received, they will be applied as follows: tuition, mandatory fees (student activity fees,comprehensive fees, accident/health insurance, etc.), room, board, and other fees (finance charges, parking violations, etc.).

Monthly Payment Plans

Convenient alternatives to paying College costs by the semester are offered to qualifying students and parents. These plans allow for the payment of charges (or portions of charges) on a monthly or semester basis and are managed for Keuka College through Tuition Management Systems. Information on the payment plans are available through the Office of Student Accounts.

Refund Policy

Keuka College's refund policy for a student who withdraws, drops out, takes an approved leave of absence, or otherwise fails to complete the program on or after the student's first day of class of the enrollment period for which the student was charged, is dictated by federal rules and regulations. The withdrawal process is initiated by the student by completing appropriate forms available from the Dean of Student Engagement and Success, located in the Center for Experiential Learning.. A withdrawal is considered effective on the date specified by the student or the date the student notifies the Associate Vice President for Academic Affairs, whichever is later. In the case of an approved leave of absence, or in the case of a student who fails to follow proper procedure in notifying the College, the withdrawal is considered effective the last recorded date of attendance, as determined by the registrar.

An orderly withdrawal is essential for the College to provide any refund due to a student as described below. A student is liable for any amounts still owed the College upon withdrawal, and should settle the account before leaving campus. Failure to properly close the account before leaving the College may delay any request for academic credentials.

Refund Calculation

A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV assistance earned is based on the amount of time the student spent in academic attendance. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the Title IV funds.

Order of Return of Title IV Funds

In accordance with regulations, a school must return Title IV funds to the programs from which a student received aid during the payment period or period of enrollment as applicable, in the following order; up to the net amount disbursed from each source:

- Direct Unsubsidized Loan
- Direct Subsidized Loan
- Federal Perkins Loan
- Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal TEACH Grant
- Other assistance under this Title for which a return of funds is required
- Other federal, state, private, or institutional sources of aid
- The student

Financial Assistance

The underlying philosophy of financial assistance is that no student should be denied access to a college education solely on the basis of economic constraints. At Keuka College, we adhere to this belief, and for more than 100 years have helped students afford the quality education offered at Keuka.

Keuka College participates in a number of federal and state financial aid programs. Financial aid is also made available through the generosity of alumni and friends of the College in the form of grants and scholarships.

All financial aid programs can be divided into four categories:

1. GRANTS—These financial aid programs are gift-type aid not requiring repayment, and are awarded on a racially non-discriminatory basis.
2. SCHOLARSHIPS—These are also gifts of aid awarded in recognition of academic ability on a racially non-discriminatory basis. Some also may have special requirements such as a major or class year in school.
3. EMPLOYMENT—Part-time employment is available within the College to help students with their educational expenses.
4. LOANS—Loans are awarded to students with the agreement that they will be repaid.

The Financial Aid Process

The process begins with two applications:

1. Free Application for Federal Student Aid (FAFSA) or renewal FAFSA.
2. New York State Tuition Assistance Application (generated from the FAFSA for NYS residents).

These applications are available online. These forms should be filed with the appropriate parties as soon as possible after (not before) Oct. 1. In order to be considered for the greatest amount of assistance, it is recommended that the student submits these applications by Feb 1.

The FAFSA is processed by the Central Processor, who in turn sends the student a Student Aid Report (SAR) which explains eligibility for federal financial aid. The Central Processor also sends the financial aid office an electronic copy of this report. This information is used, along with the NYS Tuition Assistance Application, to determine how much financial assistance the student may be eligible to receive. Keuka College then sends a "financial aid package" stating the sources, types, and amounts of assistance available to help the student afford a Keuka College education.

Major Financial Assistance Sources

The following are the known sources of financial aid available to students who enroll at Keuka College. The recommended filing date for federal, state, and institutional sources of financial aid is March 1 or earlier.

Federal Programs

Following is a list of federal financial assistance programs for which students enrolled at Keuka College may qualify. Unless otherwise indicated, students apply by submitting a Free Application for Federal Student Aid (FAFSA). Aid from most of the federal programs described herein is awarded on the basis of "financial need." When a student completes the FAFSA, the information reported is used in a formula (established by the U.S. Congress) that calculates an Expected Family Contribution (EFC), an amount a family is expected to contribute toward the student's education. The EFC is subtracted from the cost of attending Keuka College to determine a student's financial need.

After all eligibility requirements have been met (see heading 'Terms and Conditions for Receiving Financial Aid'), unless otherwise indicated, funds are credited (one payment/semester) to the student's account. Additional information and criteria specific to each program are listed here.

Federal Pell Grant Program

This federally sponsored, need-based grant program is for enrolled undergraduate students who have not earned a bachelor's or professional degree.

Application: Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This federally sponsored grant program is for undergraduate students enrolled at least half-time who have not earned a bachelor's or professional degree. The student must demonstrate exceptional financial need. Priority is given to Federal Pell Grant recipients.

Application: Free Application for Federal Student Aid (FAFSA).

Teacher Education Assistance for College and Higher Education Grant (TEACH)

Available to both full- and part-time students who have maintained a 3.25 cumulative GPA. In exchange for TEACH grant aid, students must agree to serve as full-time teachers at specified schools and teach in specified fields for four academic years within eight years of completing their coursework. Recipients who do not fulfill their teaching obligations must repay the grant as if it were an unsubsidized, direct loan. Lists of eligible majors and eligible school districts are available in the Office of Financial Aid.

Application: Free Application for Federal Student Aid (FAFSA).

Federal College Work Study

This federally sponsored, need-based part-time employment opportunity is for undergraduate students enrolled at least half-time. Students are paid (minimum wage) bi-weekly for hours worked.

Application: Free Application for Federal Student Aid (FAFSA).

Amount: Variable (typically $500-$2,000), depending upon course load, need, and available funds.

The student employment (work study) program helps undergraduate students in the traditional academic program to practice and learn valuable work-related skills and helps them meet their educational and personal expenses while at Keuka. Program staff serve as mentors for both students and work supervisors to enhance the student's job skills competence and to help the student develop a sound foundation for a successful career. A wide range of work study jobs are available to students each semester.

Federal Direct Subsidized Loan

This federally-sponsored, need-based loan program (which must be repaid) is for students enrolled at least half-time. The interest rate is fixed for loans disbursed. The federal government pays interest while the student is in school and until repayment begins. The loan proceeds will be sent to Keuka College in two payments by Electronic Funds Transfer (EFT). Origination and default fees may be deducted proportionately from each disbursement. Repayment begins six months after the student graduates, leaves school, or drops below half-time enrollment.

Application: Free Application for Federal Student Aid (FAFSA).

Federal Direct Unsubsidized Loan

This federally sponsored loan program is for students enrolled at least half-time. Terms are the same as described above for Direct subsidized loan except that: (1) unsubsidized interest rate is fixed for loans disbursed (2) unsubsidized loans are not based on need; and (3) students must either pay the interest while in school or capitalize the interest (which is added to the principal to be repaid).

Application: Free Application for Federal Student Aid.

Additional Federal Direct Unsubsidized Loan for Independent Students

Independent undergraduate or dependent students whose parents are unable to get a federal Direct PLUS loan (see below) may borrow additional funds under this program. Terms are the same as described above under the federal Direct unsubsidized loan program.

Amount: Freshmen, and sophomores, up to $4,000; juniors and seniors, up to $5,000.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

This federal loan program is for credit-worthy parents of dependent, undergraduate students who enroll at least half-time, regardless of need. For loans disbursed, the interest rate is fixed. Repayment typically begins within 60 days of the final loan disbursement, but it may be deferred until six months after the student ceases to be enrolled at least half- time. The loan proceeds are sent to Keuka College in at least two installments. Origination and default fees may be deducted proportionately from each disbursement.

Amount: The yearly limit is equal to the student's cost of attendance minus any other financial aid received.

Federal Direct Plus Loan for Graduate Students

This federal loan program is designed for graduate students enrolled at least half-time. Borrower must be a U.S. citizen. It is recommended that the student borrow their maximum loan eligibility under the federal Direct student loan program before applying for a Grad PLUS loan. For loans disbursed, the interest rate is fixed.. Repayment begins immediately after the final disbursement, however, loan may be deferred while the borrower is enrolled in school at least half-time.

Veterans Administration Educational Benefits

This federal grant program is for eligible veterans and children of deceased veterans or service- connected disabled veterans. Applicants must provide verification of enrollment and any other documents required by the Veterans Administration (VA). Submit an application and a copy of DD-214 or Notice of Basic Eligibility (NOBE) to the Office of Financial Aid. Benefits are paid monthly in accordance with VA regulations and enrollment status.

Application: Contact any regional Veterans Administration Office, or call 1-800-827-1000.

Post 9/11 Veterans Educational Assistance Act of 2008

Under the Post 9/11 Act, students who meet all necessary criteria would be eligible for tuition benefits, housing stipends and an allowance for books. Benefit amounts are based on the amount of time a veteran has served in the military. Recipients will receive an amount for tuition and fees that is not more than the most expensive in-state undergraduate public college tuition. Housing allowances are equal to the amount of basic housing for military personnel in military housing adjusted by ZIP code. The stipend for books, supplies, equipment, and other educational costs are paid proportionately by term. Students should refer to www va.gov for more information about this program.

New York State Programs

The following is a list of New York state programs for which students enrolled at Keuka College may qualify. Unless indicated, students apply by submitting a FAFSA (or renewal FAFSA) and a New York State Electronic TAP Application. Generally, after all eligibility requirements have been met, funds are credited (one payment per semester/per term) to the student's account. Additional information and criteria specific to each program are listed here.

NYS Tuition Assistance Program (TAP)

This entitlement program is based on New York state net taxable income for New York state residents attending college full-time in New York state.

NYS Aid for Part-Time Study Program (APTS)

This grant program is for New York state residents enrolled for 3-11 credits per semester, with awards based on New York state net taxable income. Application: in addition to FAFSA, submit Aid for Part-Time Study Application. Contact Keuka's financial aid office for an application.

Part-Time TAP

This grant program is for students who are a first-time freshman that are taking 6 to 11 credits who in the previous academic year have earned two consecutive semesters of 12 credits each (24 credits total) and maintained a "C" average.

NYS Aid to Native Americans

This grant program is for students providing documentation as a member on an official tribal roll of a NYS tribe or as a child of an enrolled member. Awards are available for two-, four-, or five-year programs.

Veterans Tuition Award

This program is for undergraduates and graduates meeting New York state residency requirements who served in the armed forces in Indochina between February 1961 and May 1975 and meet other eligibility requirements. Persian Gulf veterans who served in hostilities beginning Aug. 2, 1990 or Afghanistan veterans who served on or after Sept. 11, 2001, may also be eligible. Students must demonstrate good academic standing and meet the College's guidelines for satisfactory progress in their program. Application: in addition to the FAFSA, and the New York State TAP Application, students must file a Veterans Award Supplement available from the New York State Higher Education Service Corporation (NYSHESC) at (888) 697-4372. Deadline is June 30 of the academic year the award is sought.

Maximum Annual Award: Actual tuition costs or SUNY tuition costs, whichever is less for full-time study.

Veterans: Keuka College is approved by the New York State Department of Education for the training of veterans and other eligible persons.

NYS Math and Science Teaching Incentive Scholarships

This program is for undergraduates and graduates who agree to serve five years of full-time employment as secondary math or science teachers. Students must have a cumulative grade point average of 2.5 or higher and must execute a service contract in which they agree to serve. Students may not hold both the Federal TEACH Grant and a NYS Math and Science Teacher Incentive Program award at the same time. Application: In addition to the FAFSA, a student must complete the NYS TAP application.

Maximum Annual Award: Actual tuition costs or SUNY tuition costs, whichever is less for full-time study.

NYS Scholarships for Academic Excellence

This program provides scholarship assistance to outstanding NYS high school graduates. Awards are based on student grades in certain Regents exams. Application: To apply, see your high school guidance counselor.

Senator Patricia K. McGee Nursing Faculty Scholarship Program

This program offers awards on a competitive basis to applicants who are registered professional nurses enrolling in graduate programs that will qualify them as nursing faculty or adjunct clinical faculty. Students must be registered nurses professionally licensed to work in NYS and agree to practice as nursing faculty in NYS for four years. These awards are available for up to three academic years of graduate study. Application: Must complete the FAFSA, NYS TAP application and McGee Nursing Faculty Program Supplement.

Regents Awards for Child of Veteran

This program is for children of veterans who are deceased, 40 percent or more disabled, a former prisoner of war or missing in action as a result of service during certain specified conflicts. Student must be a U.S. citizen, a New York state resident, study full-time, and be matriculated at a college in New York state.

Application: In addition to the FAFSA and a New York State TAP Application, student must complete the Award Supplement, available on request from NYSHESC at (888) 697-4372. Deadline is June 30.

Segal AmeriCorps Education Award

This program is for students who have successfully completed their term of service in accordance with their member contract in one of the following approved AmeriCorps programs: AmeriCorps State and National, AmeriCorps VISTA or AmeriCorps NCCC. For more information contact NYS Office for National and Community Service, Office of Children & Family Services, 52 Washington Street, Rensselaer, NY 12144 or www.americorps.gov.

World Trade Center Memorial Scholarship

This program is for children, spouses and financial dependents of deceased or severely and permanently disabled victims of the Sept. 11, 2001 terrorist attacks or the subsequent rescue and recovery operations. This includes victims at the World Trade Center site, Pentagon or on flights 11, 77, 93, or 175. New York state residency and U.S. citizenship is not required. Undergraduate students must be full- time and matriculated in an approved program in New York state. Submit documentation to: HESC Scholarship Unit, 99 Washington Avenue, Albany, N.Y. 12255. Call for information: (888) 697-4372.

Application: Free Application for Federal Student Aid (FAFSA), New York State TAP application and the New York State World Trade Center Memorial Scholarship Application online at www.hesc.ny.gov.

Maximum Annual Award: At a private institution, an amount equal to SUNY four-year college tuition and average mandatory educational fees and allowances for room and board, books, supplies and transportation.

Flight 587/ Flight 3407 Memorial Scholarship

This program is for children, spouses, and financial dependents of individuals killed in the American Airlines flight 587 crash in Queens, N.Y. Nov. 12, 2001 and the Continental flight 3407 crash in Buffalo, N.Y. on Feb. 12, 2009. Students must be enrolled full-time in an approved program in New York state.

Application: Free Application for Federal Student Aid (FAFSA) and New York State TAP application.

Maximum Annual Award: See World Trade Center Memorial Scholarship

Military Enhanced Recognition Incentive & Tribute Scholarships (MERIT) aka Military Service Recognition Scholarship

This program is for members of the armed forces of the U.S. who were New York state residents and at any time on or after Aug. 2, 1990, became severely and permanently disabled as a result of injury or illness incurred in a combat theatre or combat zone of operations. Children, spouses and financial dependents of armed forces member may also be eligible. Student must be enrolled full-time in an approved program in New York state. Deadline is June 30.

Application: Free Application for Federal Student Aid (FAFSA) and New York State TAP application.

Memorial Scholarships for Families of Deceased Firefighters, Volunteer Firefighters, Police Officers, Peace Officers, and Emergency Medical Service Workers

This program is for a child or spouse of a deceased firefighter, volunteer firefighter, emergency medical service worker, police officer, or peace officer who died as a result of injuries sustained in the line of duty. Student must meet the same criteria as Child of Veteran award and submit supporting documentation. Student must be enrolled full-time in an approved program in New York state. Deadline is June 30.

Application: Free Application for Federal Student Aid (FAFSA) and New York State TAP application.

Office of Vocational and Educational Services for Individuals with Disabilities (VESID) – ACCESS-VR

This program, for students with disabilities, provides vocational rehabilitation and independent living services to eligible persons. Students should obtain information about this program at www.vesid.nysed.gov.

Keuka College Award Programs

Students apply for Keuka College financial assistance by completing a FAFSA (or renewal FAFSA), and a NYS TAP Application (for New York state residents). After all eligibility requirements have been met, funds are credited (one payment per semester/ per term, unless otherwise indicated) to the student's account. Additional application information and criteria specific to each program are listed below. All Keuka College scholarships are for traditional undergraduate admissions and based on full-time status. Keuka College grants/scholarships are only available for your first four years of undergraduate study (maximum of 8 semesters).

Board of Trustees Scholarship/Alumni Scholarship

Offered to high school seniors, this is a competitive scholarship program based on academic achievement. Recipients are typically in the top 1/3 of their class. Scholarships are renewable for up to four years of undergraduate study. Recipients must be full-time, maintain satisfactory academic progress, and reside in on-campus housing for renewal. Scholarship is not based on financial need. New students will need a 3.5-4.0 grade point average to be eligible.

George H. Ball Achievement Award

Offered to high school seniors with solid academic records and involvement in co-curricular activities/ programs. Scholarships are renewable for up to four years of undergraduate study as long as the student maintains full-time status, satisfactory academic progress, and continues to reside in on-campus housing. Scholarship is not based on financial need.

Keuka Presidential Scholarship

Offered to high school seniors who have strong academic records. Scholarships are renewable for up to four years of undergraduate study provided the student is full-time status, satisfactory academic progress and continues to reside in on-campus housing . Scholarship is not based on financial need. New students will need a 3.0-3.49 grade point average to be eligible

Keuka College Gold Scholars Award

Offered to high school seniors who have a grade point average between 2.5-2.99. Scholarships are renewable for up to four years of undergraduate study as long as the student maintains full-time status,satisfactory academic progress, and continues to reside in on-campus housing.

Keuka Scholars Award

Offered to high school seniors who have at least a 2.67 grade point average. Scholarships are renewable for up to four years of undergraduate study as long as the student maintains full-time status, satisfactory academic progress, and continues to reside in on-campus housing.

Keuka Acorn Award

Offered to high school seniors who have a grade point average between 2.0 – 2.49. Scholarships are renewable for up to four years of undergraduate study as long as the student maintains full-time status, satisfactory academic progress, and continues to reside in on-campus housing.

Leading the Way First Generation Scholarship

Offered to high school seniors whose parents did not attend college. This scholarship provides financial assistance to those students who demonstrate strong academic promise, leadership potential through high school or community programs, and who have an overwhelming desire to make the world around them better.

All candidates are asked to submit an essay. Scholarships are renewable for up to four years of undergraduate study provided the student is full-time, maintains satisfactory academic progress and resides in on-campus housing. Recipients must be available to serve a fellowship directed at encouraging high school students to "lead the way." This scholarship is not based on financial need.

Experiential Learner Fellowship Program

Offered to high school seniors who have strong academic records and demonstrate characteristics of leadership, good character, participation in community service, and experiential, hands-on learning. Students should be nominated by their high school principal or guidance counselor. Recipients must be full-time and are required to maintain satisfactory academic progress and reside in on-campus housing for renewal.

Student must hold a work-study position in the Center for Experiential Learning the first year and conduct 50 hours of community service each year. Student must also serve as an experiential learner ambassador to the public and be involved in at least one co-curricular activity per year.

Community Achievement Award

This award is offered to high school seniors who have made a significant impact on their community through volunteer service. This award is given to five incoming freshmen each academic year, one each month, September through January. Recipients must be full-time, are required to maintain satisfactory progress and reside in on-campus housing for renewal.

Keuka College Honors Scholarship

Offered to high school seniors who demonstrate consistent academic achievement throughout high school as indicated by their academic performance records. Scholarships are renewable for up to four years of undergraduate study as long as the student maintains full-time status, satisfactory academic progress, and continues to reside in on-campus housing.

Keuka College 911 Service Scholarship

For recipients of the World Trade Center Memorial Scholarship, the portion of tuition, room and board not covered by that scholarship or other grants will be covered by the 911 Service Scholarship. For application information on the World Trade Center Scholarship, go to www.hesc.com to print an application, or call 1-800-NYS-HESC. Recipients must be full-time undergraduate students who are matriculated in an approved program in New York state.

International Scholarship

Scholarships may be awarded to international students accepted to the College who are not eligible to apply for federal or state aid. This scholarship is awarded based on a tiered rating system for an academic year. Two full-tuition scholarships may be available on a first-come, first served basis to students with exceptional academic records. Renewable for up to four years of undergraduate study. Recipients must be full-time, maintain satisfactory academic progress, and reside in on-campus housing to continue to receive the full amount of the scholarship.

American Baptist Scholarship

Scholarships awarded to students who are members of an American Baptist Church. Students must submit a recommendation letter from the pastor of their church. Renewable for up to four years of undergraduate study. Recipients must be full-time, maintain satisfactory academic progress, and reside in on-campus housing to continue to receive the full amount of the scholarship. Recipients may not be eligible for other merit awards.

Keuka College Heritage Award

Scholarships awarded to children and grandchildren of Keuka College alumni. Renewable for up to four years of undergraduate study. Recipients must be full-time, maintain satisfactory academic progress, and reside in on-campus housing to continue to receive the full amount of the scholarship.

Keuka College Family Award

Scholarships awarded to members of the same immediate family attending Keuka College at the same time (both must be attending full-time). Renewable for up to four years of undergraduate study. Recipients must be full time, maintain satisfactory academic progress, and reside in on-campus housing to continue to receive the full amount of the scholarship.

Keuka College Tradition Award

Scholarships awarded to students who are a relative of a Keuka College alumna/ alumnus and not eligible for a Heritage Award. Renewable for up to four years of undergraduate study. Recipients must be ful- time, maintain satisfactory academic progress, and reside in on-campus housing to receive the full amount of the scholarship each year.

Keuka College Urban League of Rochester Scholarship

Five scholarships will be made available to students who are enrolled in the Black Scholars/ Early Recognition program. Renewable for up to four years of undergraduate study. Student must maintain satisfactory academic progress, live in on-campus housing, and remain in full-time status to continue to receive the full amount of the scholarship each year.

Today's Students-Tomorrow's Teachers (TSTT)

Keuka College will offer 10 scholarships valued at half-tuition to students entering our education program who are TSTT participants. Students meeting all entrance requirements will receive this award each year for up to four years of undergraduate study. Student must maintain satisfactory academic progress, live in on-campus housing, and remain in full-time status to continue to receive the full amount of the scholarship each year.

Certificate Scholarships

These awards are currently being offered to high school seniors from Bloomfield Central School & Newark High School. Recipients are nominated by the high school counselor. These awards are to provide recognition to reward academically talented students as they reach significant points during their secondary school career.

Transfer Achievement Award

A merit scholarship is available to transfer students who have a cumulative GPA of 3.5+ upon entrance to Keuka College.. This scholarship is guaranteed for up to four years of undergraduate study provided the student is full-time and maintains satisfactory academic progress.

Transfer Scholarship

A merit scholarship is available to transfer students who have a cumulative GPA of 3.25 to 3.499 upon entrance to Keuka College. Students who do not meet the 3.0 guideline may be eligible to receive funds under this award based on both academic achievement and financial need. This scholarship is guaranteed for up to four years of undergraduate study provided the student is full- time and maintains satisfactory academic progress.

Transfer Acorn Scholarship

A merit scholarship is available to transfer students who have a cumulative GPA of 3.0 to 3.24 upon entrance to Keuka College. This scholarship is guaranteed for up to four years of undergraduate study provided the student is full-time and maintains satisfactory academic progress.

Phi Theta Kappa Scholarship

An academic scholarship for traditional undergraduate transfer students. This scholarship is renewable if the student remains in good academic standing and maintains full- time status. Applicant must be a current member of Phi Theta Kappa and provide proof of membership at the time of application to be eligible.

Keuka College Grant

Grant given to students who have demonstrated financial need. Recipients must be full time, maintain satisfactory academic progress, reside in on-campus housing and continue to demonstrate financial need to receive the full amount of the scholarship.

Keuka College Residency Grant

Grant given to students demonstrating financial need who reside in on-campus housing. Students must maintain satisfactory academic progress, and be at full-time status to continue to receive the full value of this award.

Keuka College Scholarship

This is a scholarship for students who are strong academically and do not demonstrate financial need. Students must be full-time, maintain satisfactory academic progress, and reside in on-campus housing to continue to receive the full amount of the scholarship.

Keuka College Work Study

Part-time employment opportunities are available on campus for students not demonstrating financial eligibility for federal work study. The student employment (work study) program helps undergraduate students in the traditional academic program to practice and learn valuable work-related skills and helps them meet their educational and personal expenses while at Keuka College. Program staff serve as mentors for both students and work supervisors to enhance the student's job skills competence and to help the student develop a sound foundation for a successful career. A wide range of work study jobs are available to students each semester.

Tuition Benefits – Tuition Exchange/Tuition Remission

These benefits are offered to eligible employees and their families. Please contact Human Resources to determine if you are eligible. Information can also be obtained from the Employee Handbook.

Named/Endowed Scholarships and Prizes

These specially funded scholarships are awarded through the support of alumni and friends.

George Alden Trust Scholarship
Mabel Archbold Scholarship
Beverly Nessel Au '51 Scholarship
Fay Audra Brethen '55 Scholarship
Judith Oliver Brown '63 Memorial Scholarship
President Joseph G. and Professor Diane M. Burke Scholarship
Beth Purdy Canuteson Scholarship Trust of 1928 Scholarship
Class of 1937 Scholarship
Class of 1939 Scholarship
Class of 1946 Field Period Scholarship
Class of 1947 Scholarship
Class of 1952 Memorial Field Period Scholarship
Class of 1953 Living Memorial Scholarship
Class of 1954 Memorial Scholarship
Class of 1955 Memorial Scholarship
Class of 1958 Scholarship
Class of 1959 Living Memorial Endowment Fund
Class of 1962 Scholarship
Elizabeth Coker '30 Scholarship
Marcia Clark Cooley '28 Award
Luella Walker Corbit '37 Scholarship
Louise Stryker Davis '34 Scholarship
William and Virginia Davison Family Scholarship
Dodd/Lyon Scholarship
Judge Frederick Dugan Scholarship
Florence Eells '31 Scholarship
Edith Louise Estey '33 Memorial Field Period Scholarship
Estey-Judd Memorial Scholarship

Max Mendel Fezer Scholarship
Clarence Joseph Gannon Scholarship
Marion Goodwin ’30 Scholarship
The Elizabeth Marshall Gordon ’49 Scholarship for a Woman to Study Science
William Randolph Hearst Scholarship
Anne D. Hotchkiss ‘ 38 Scholarship
Frederick L. Hoyle Scholarship
Lucretia Davis Jephson Scholarship
Christin Johnson Memorial Scholarship
Keuka College Alumni Association Scholarship
Keuka College Student Senate Scholarship
Katherine Towner King ’37 Scholarship
Stuart Komer Family Scholarship
Dorothy Wheeler Krum Scholarship
Lambda Pi Eta Award for Excellence in Communication Studies
Dr. F. Marion Lougee Award in Clinical Science
Dr. Aileen Lougee Prize in Modern Language
Dr. Geraldine Lynn Scholarship
Virginia Pearson MacKenzie ’34 Memorial Scholarship
Deb Manahan Scholarship
Joyce Oakleaf Mandigo ’67 Scholarship
Marva Davis Mapp Scholarship
Doris Ackley Mattison ’43 Scholarship
Anastasia Alisa McManus ’14 Memorial Scholarship
Commander Barbara Ellen Miller ’56 Scholarship
Don Miller Memorial Scholarship
Anne Graham Munson ’68 Memorial Scholarship
Barbara Neuhaus ’50 Scholarship
Elizabeth A. Nussey ’78 Nursing Award
Betty Jane Ackerson Ogg ’46 Scholarship
Osborn Memorial Scholarship
Imogene Bauer Pais ’38 Scholarship for the Liberal Arts
Panarites Sisters Keuka Circle Fellowship
Parkin/Ashforth Scholarship
Doris Artley Peck ’43 Scholarship
Penn Yan Keuka Club Award
Agnes Pierce Scholarship
Richard A. Pinneo, Jr. Scholarship
Lorraine K. Potter ’68 “Leading the Way First Generation” Scholarship
Margaret C. Pratt ’32 Keuka Circle Fellowship
Presbyterian Women’s Scholarship
Edith O’Connell Rector ’51 Memorial Scholarship
Jerry Richardson Scholarship
Rosalie & R. William Rose Memorial Scholarship
Margaret Neville Sand ’53 and Barbara Neville Malatesta ’56 Scholarship
Wilbour E. and Esther Saunders Scholarship
Elizabeth Schiefer ’41 Scholarship
Mary P. Schleiermacher Scholarship
Dorothy Schrell ’42 Nursing Scholarship
Doris B. Scott ’50 Memorial Scholarship
Ruth L. and Ralph W. Seager Memorial Scholarship
John and Audrey Settle ’67 Scholarship
Imogene Smith ’34 Scholarship

A. Space Memorial Scholarship
Byron Spence Scholarship
Spiritual Exploration Field Period Scholarship
Barbara Robitsch Squattrito'51 Memorial Scholarship
Donald and Corinne Stork Scholarship
Viola Titus '41 Endowment
Walter O. Vail Scholarship
Charles Wallis Scholarship
Betty Watson Wallis Scholarship
Michael Weiss Field Period Scholarship
Jean Maxine Whittemore '35 Scholarship
Michael A. Wiley '00 Scholarship
Alissa Putnam '00 / Michael Wiley '00 Scholarship
Yates County Home Bureau Scholarship
Mary Simpson Young '28 Memorial Scholarship

Terms and Conditions for Receiving Financial Aid

1. To receive federal, state and institutional financial aid, a student must:
   - be a United States citizen or eligible non-citizen,
   - be enrolled in an approved program of study,
   - not be in default on any federal education loan,
   - not owe a refund on any federal grant,
   - be registered with the Selective Service, if required,
   - use all funds received solely for educational costs attributed to a student's attendance at Keuka College, and
   - maintain satisfactory academic progress as defined by the College and displayed in the Keuka College Record.
2. Decisions on admission of an applicant are based on criteria entirely separate from financial aid considerations.
3. Final decisions concerning a student's financial aid are dependent upon acceptance and enrollment in the College.
4. If the student is a first-time borrower at Keuka College under the Federal Direct Loan programs, the student must complete entrance counseling before loan proceeds may be credited to the account.
5. If a student is transferring to Keuka, the Financial Aid Office will perform a check on the National Student Loan Data System (NSLDS) to determine if the student received federal funding prior to receiving any federal funds at Keuka.
6. If the student has been selected for verification, the student has 30 days from the day Keuka College requests information to complete the process. Federal funds will not be disbursed until this process has been completed.
7. If the student withdraws before the end of the academic term for which these awards are intended, federal regulations require the student to repay any federal funds received that cannot be reasonably attributed as expenses at Keuka.
8. The financial aid offer assumes the student will attend full-time. If attending part-time, or if the student drops below full-time attendance before the drop/add period ends, the Financial Aid Office must be notified immediately so financial aid may be adjusted. Certain programs require full-time attendance; others may be pro-rated based on part-time attendance.
9. A student's financial aid eligibility assumes the living arrangement (i.e., on-campus, with parents, etc.) indicated on the Free Application for Federal Student Aid. If a student's living arrangements change at any time during the academic year, the Financial Aid Office must be notified so an adjustment can be made.
10. If a student is receiving financial aid (other than campus employment) that exceeds the costs reflected on the student account in a given semester, the student may be entitled to a refund. Keuka College does not process requests for refunds until the drop/add period has concluded. Additionally, depending upon the specific funds involved, refunds may be disbursed in monthly allotments.
11. If a student is receiving financial aid that is not reflected in the award, it is the student's responsibility to notify the Financial Aid Office immediately. Federal regulations require Keuka College to consider all resources available to a student. The financial aid eligibility will be recalculated accordingly.

12. Student financial aid is awarded on an annual basis. A student must reapply (using the appropriate applications) and fulfill all eligibility requirements each year. Additionally, adherence to all stated deadlines is imperative. Funds may be unavailable for applications filed late.
13. If the student's or his or her family's financial situation has changed since completion of the FAFSA, the student should describe in detail those circumstances in writing to the Financial Aid Office by submitting a Financial Aid Appeal form, available in the Financial Aid Office. Keuka College may be able to re-evaluate the student's eligibility for assistance.
14. An offer of financial aid is contingent upon receipt of funding from federal, state, and institutional sources. In the event funding from federal or state sources is decreased, Keuka College assumes no responsibility to provide alternative funding.

Keuka College Reinstatement of Aid Policy

Federal and Institutional Aid

Students receiving federal,state and/or Keuka College aid must maintain satisfactory academic progress as defined in the College Record.

If students are suspended from the College (unless they successfully appeal the decision), they are no longer considered to be making satisfactory academic progress. These students are not eligible to receive financial aid from federal or institutional sources. (This includes students on suspension who have been given approval by the Academic Dean to continue enrollment.)

Students who have been suspended must apply to the Academic Review Board through the Office of the Associate Vice President for Academic Programs for reinstatement.

To be reinstated, students must demonstrate their capability and readiness to successfully pursue college-level work by providing/ accomplishing the following:

- letters of recommendation from two faculty members at Keuka College; and/or
- removal of academic deficiencies; or
- a year of successful study, with a full course load, at another accredited institution.

New York State Aid Eligibility Requirements

For state financial aid purposes, "full-time" is defined as being enrolled for 12 or more credits during each fall semester and each spring semester. Three credits from January or summer Field Period® do not influence the fall or spring credit hours. Students who fail to enroll as stated above forfeit their New York State TAP awards and face a possible reduction in other federal, state, and institutional awards.

Satisfactory Academic Progress

In addition, students must maintain "satisfactory academic progress" to remain eligible for financial aid. Loss of good academic standing means that a student has failed to meet the standards outlined on page 33 and as approved by the commissioner of education. The academic records of financial aid recipients are reviewed at the end of the fall and spring semesters to verify compliance with these standards. Please read and be familiar with this chart.

To receive New York State Aid (Aid for Part-Time Study [APTS], Child of Veteran Award [CV], Veterans Tuition Award [VTA], Regents College Scholarship [RNS], Empire State Mathematics and Science Teacher Scholarship [ESMSTS], Tuition Assistance Program [TAP], etc.), a student must pursue a program and maintain satisfactory progress as defined by the New York state commissioner of education.

These standards, set by the commissioner, are as follows: "...institutions should be guided by the knowledge that the commissioner will not approve a standard which allows a student more than ten semesters... to accumulate 120 credits, with a grade point average of 2.0, in a typical baccalaureate degree program." The maximum timeframe for an undergraduate program measured in credit hours is a period no longer than 150 percent of the published length of the program.

The requirements of this policy follow:

Program Pursuit:

The regulations define program pursuit as receiving a passing or failing grade in a certain percentage of a full-time course load (for TAP), as follows:

1st year— Must pass or fail 6 credits per semester.
2nd year— Must pass or fail 9 credits per semester.
3rd year— Must pass or fail 12 credits per semester.
4th year— Must pass or fail 12 credits per semester.

A passing or failing grade is defined as the grades A through F or any grade that indicates that the student:

1. Attended the course for the entire semester or payment period; and
2. Completed all the necessary requirements.

- An S for developmental coursework would be acceptable.
- A grade of W would not count as a pass or fail (toward Program Pursuit).
- A grade of Incomplete would be acceptable only if it is automatically changed to a standard passing or failing grade before completion of the next term of study. (Incompletes require submission of the Keuka College Incomplete Form.)

Academic Progress:

The academic progress part of this policy, as defined by the commissioner, must include:

1. The minimum number of credits earned, or courses successfully completed at each interval; and
2. The minimum cumulative GPA or similar measure at each interval.

Note: Keuka College certifies a student's eligibility for TAP and APTS before each payment (in other words, each semester); therefore, the above must be checked and standards developed for each semester.

The policy must include treatment of transfer, full-time (for students receiving TAP), and part-time (for students receiving APTS) students.

Note: The federal and New York state financial aid funds listed in this section could be reduced or withdrawn based on the approval of proposals in the federal and New York state budgets.

New York State Aid Eligibility Requirements

Before being certified for this payment:	1st	2nd	3rd	4th	5th	6th	7th	8th
A student must have accrued this many credits:	0	6	15	27	39	51	66	81
With at least this grade point average:	0.00	1.50	1.80	1.80	2.00	2.00	2.00	2.00

*This applies to full-time attendance (12 or more credit hours). Students attending half-time (6, 7, or 8 credit hours) are expected to meet 50 percent of the above standards for minimum credits earned. Students attending three-quarters time (9, 10, or 11 credit hours) are expected to meet 75 percent of the above standards for minimum credits earned.

Graduate students must maintain a minimum G.P.A. of 3.0 throughout their program of study.

Student Life

Student Life

Student Affairs works collaboratively with the academic faculty to facilitate the intellectual development of Keuka College students. Division staff are committed to creating a campus and residential environment that promotes student academic success.

In keeping with an institutional commitment to experiential education, the division also promotes students' intellectual, professional, social, and personal development through participation in structured out-of-class activities. Student affairs staff help students identify and create opportunities for meaningful, out-of-class involvement and teach them how to learn from these experiences. Division members also help students integrate this experiential knowledge with classroom theory. Through these efforts, students are prepared to make dynamic and responsible contributions to society throughout a lifetime of learning. The Keuka College Division of Student Affairs develops citizens of the world who possess the essential qualities of integrity, leadership, respect, compassion, and social responsibility.

Traditions

Traditions

The fall semester kicks off with academic convocation where words of wisdom and encouragement are delivered by the reigning professor of the year. Representatives of the new freshmen class and new transfer students formally present the Keuka College President with canoe paddles and acorns and the new class is officially welcomed to Keuka College.

Green and Gold Celebration Weekend is held in mid-October and brings together students, faculty, staff, alumni, parents, families, friends, and the local community for a variety of programs, athletic contests and special events. The entire Keuka College Community engages in all that is Keuka College and creates special memories that are shared by all. The annual semi-formal dance is held in the fall semester.

The winter season convenes with Attack of the Pack, a takeoff on the popular Midnight Madness theme. Members of the winter teams (men's basketball, women's basketball and men's volleyball) are introduced before the basketball players take part in shooting and dunking competitions. Keuka College marks the end of fall semester classes and the start of exams with two events: a Christmas candlelight service in Norton Chapel and Late Night Breakfast, where faculty and staff come to the Geiser Dining Commons to cook and serve students.

Spring Weekend is held during one of the last weekends in April and is coordinated by the junior class. The junior class executive board and class members choose the theme and events that will take place throughout the weekend. Past themes have included Rising High (with high elements and activities), Carnival (carnival rides, games and food), and Color the Campus.

Perhaps the most storied of all Keuka College traditions is May Day Weekend, which includes Honors Convocation, the Leadership/Moving Up Ceremony, the Annual Carl and Fanny Fribolin Lecture, and the awarding of Class Member of the Year. Years ago, the College staged a May Day pageant—complete with maypole—and while there is no longer a pageant, May Day Weekend is still an important part of the academic year. A number of recognition luncheons (Student Employee of the Year, Experiential Learners of the Year) are held as the spring semester winds down, along with the Multicultural Student Association (MSA) Fashion Show. Another Late Night Breakfast is held as well. Senior Week and the academic year officially comes to a close with baccalaureate and commencement.

Student (Conduct)

The college expects appropriate and responsible behavior from its students. Entrance into the academic community automatically obligates each student to abide by the established regulations of the College. Expected standards of conduct exist for the purpose of furthering the accomplishment of educational objectives. These standards are outlined in the Keuka College Student Handbook and Student Code of Conduct, (19.00 STUDENT CONDUCT & COMMUNITY STANDARDS; POLICIES & PROCEDURES).

Student Affairs assumes primary responsibility for adjudication of incidents of misconduct and for protecting the rights of students in matters of discipline. Officials of the College become directly involved in student disciplinary proceedings when actions of individuals or groups conflict with the welfare and integrity of the institution or when they disregard the rights of other members of the College community, including guests and visitors to the campus.

Disciplinary intervention is approached as an important opportunity to further students' ethical development and the College's emphasis on responsible independence. Disciplinary action by the College can range from a reprimand to expulsion, depending upon the severity of the violation.

Residence Life

Keuka College is committed to the belief that residence hall living is an integral and dynamic part of each student's education. The individual attention and developmental programming available in the residence halls provide students with a firm foundation for their college experience and their individual maturation.

The residence halls are supervised by the senior director of student affairs, who supervises resident directors (RDs) and by resident assistants RAs. RAs are carefully selected and trained undergraduate students who live on each residence hall floor/area. RAs are considered student paraprofessional staff and receive extensive training to meet the diverse needs of the resident population.

Residence life at Keuka College is structured around the philosophy of responsible independence. Students are considered adults who have entered into a contract with the College. As part of this agreement, the College provides housing, food service, and learning opportunities. In return, students are expected to act as members of an adult community, abide by College rules, and be considerate of other members of the College community.

Residence life staff members provide students with information, assistance and guidance, and enforce student behavioral standards. The purpose of these standards is to ensure a residence hall environment that is conducive to learning and student development.

The residence hall is much more than a place to sleep—it is an important living/learning center. Residence hall staff are responsible for the development of a well-rounded program of social, cultural, recreational, and educational activities. They work closely with the Residence Hall Association and other student groups to develop and implement programs such as movies, fundraising activities, community service projects, workshops, and sports and recreational events. Through these activities, students can develop skills in leadership, communication, planning, decision-making, conflict resolution, and evaluation.

Because the College considers residential living an integral part of a Keuka College education, traditional-age students who do not live with their parents or guardians within commuting distance are required to live in College residence halls for their entire time at Keuka College. Exceptions to this policy are made by the Office of Housing and Residence Life in accordance with the provisions outlined in the Student Handbook. Students are provided with many alternate living options from which to choose, including co- educational or all-female residence buildings, community living, theme housing, upper class areas and apartments.

The Office of Multicultural Affairs

The Office of Multicultural Affairs coordinates the College's efforts to meet the needs of underrepresented students at the College. The office assists individuals, student groups and organizations, as well as faculty and staff, in their efforts to provide educational and social programs that reflect cultural diversity, promote cultural competence and foster an inclusive campus environment.

The office is located in the Dahlstrom Student Center. Questions or inquiries can be directed to the Office of Multicultural Affairs on (315) 279-5225 or via email at mcaffair@keuka.edu

International Students Services

The Office of International Student Services coordinates the College’s efforts to meet the needs of international students. The office offers support and guidance for all international students in the cultural adjustment of living abroad, to college life, and in the immersion to American culture.

The Office of International Student Services assists with immigration advising, immigration related questions and topics of concern, as well as provides general advising services.

Keuka College strongly believes that diversity is the celebration of many identities and nationalities that comprise the campus community. Located in the Dahlstrom Student Center any questions or inquiries can be directed to the Office of International Student Services at (315) 279-5714.

The First-Year Experience

The First-Year Experience Program assists students in making the transition to college life. Faculty, student success, and student affairs staff, as well as upper class students, work together to ensure that freshmen become familiar with the academic culture at Keuka College; take advantage of opportunities to improve academic, psychological, and social aptitudes and skills; and become involved as active participants in curricular and out-of-class student life opportunities. Key components of the program include:

Orientation—Essential information is provided and bonds to the institution are fostered through ongoing correspondence, an Accepted Students' Day in the spring, one full day New Student Orientation in the summer, and Wolf Week immediately before classes begin.

Freshman Advising—(See section on Academic Advising.)

Student Success Advisors--In addition to faculty major advisors, all freshmen are assigned a student success advisor to assist with navigating the college's policies and procedures and providing personal and academic support to enhance the student's academic potential.

Monitoring—Timely identification of potential problem areas is enhanced through monitoring by advisors and peer mentors. The College also utilizes an electronic alert system to identify early barriers to student success.

Course work—Specially designed freshman courses such as Experiential Learning, College English, and Wellness help students develop the cognitive and affective orientation and abilities essential to learning.

New Student Orientation

In order to promote a rapid and sound adjustment to its educational mission, Keuka College requires all newly matriculated students to participate in New Student Orientation.

The objectives of the New Student Orientation program are to:
• assess students' academic and personal preparedness for college work;
• introduce the academic advising process;
• provide information regarding academic and personal concerns; and
• aid in the adjustment to campus social life.

When a student chooses Keuka College, family and/or spouses and College personnel also enter into an important partnership of wanting what is best for that student during his/her stay on campus. Toward this end, family and/or spouses of new students are strongly encouraged to attend orientation, as important information on academics and student services is covered.

Counseling Services

Keuka College Counseling Services offers confidential psychological counseling during the academic year to all registered students. There is no fee for this service. Students can address a full range of emotional, developmental, and relational issues with the assistance of professional staff members. Counseling Services is located in the Keuka Commons Building and is open weekdays from 8:00 a.m. to 4:30 p.m. Please check our Web page at https://www.keuka.edu/life-kc/health-counseling for the most up-to-date information about counseling services.

Health Services

Health Services is located in the Keuka Commons building and provides assessment, diagnosis, treatment, and referrals for such health concerns as upper respiratory infections, gastrointestinal distress, urinary tract infections, and muscle strains and sprains, to name a few.

Other services provided are T.B. testing, pregnancy testing, blood glucose testing, strep throat screening, urine testing for infection, physicals, clearance for sports, and counseling for health related conditions. Students will be referred if needs exceed what Health Services is able to provide on campus.

The nurse practitioner or registered nurse can call in prescriptions to area pharmacies. The college works with several pharmacies in Penn Yan that will deliver prescriptions or over-the-counter medications to Health Services once items have been paid for. Health Services bills insurance, so students should bring their insurance card to each visit. (The rest of the policy is the same)

Center for Spiritual Life/College Chaplain's Office

Keuka College seeks to help students acquire knowledge and standards of value, develop a sense of civic responsibility, explore their religious concerns and issues, and develop their own sense of purpose. Keuka College gives expression to this aspect of personal development through the Office of the Chaplain and the programs of the Center for Spiritual Life, which the College chaplain directs.
These programs help members of the Keuka College community:
• address issues of religion, values, ethics, and morality in life;
• articulate their own faith or philosophy of life, and to understand that of others;
• examine the relation of their faith or philosophy of life to current moral, ethical, and social issues, and to various academic disciplines and professional and vocational fields; and
• understand the interactions of faith, intellectual inquiry, and social responsibility as bases for finding and affirming meaning and satisfaction in life.

The Center for Spiritual Life uses 8 paths that help spiritual growth regardless of a person's religious/non religious background. The 8 paths include: arts/creativity, contemplation, intellectual inquiry, nature, relationship, service, social activism and worship. A "Quest" survey is available to help identify which spiritual paths one most likely relates to. Student directors of spiritual pathways, under direction of the chaplain, offer programs in these 8 paths throughout the academic year. Regular activities include Christian worship services (both Protestant and Catholic), a meditation hour, multi-faith studies, occasional retreats, a service trip called an Alternative Spring Break, leadership opportunities, as well as local service trips.

The Center for Spiritual Life encourages student involvement in spiritually based groups on campus, through the Senate recognized club entitled Coexist. Coexist provides opportunities for faith and non- faith communities to explore their beliefs, customs, traditions, and communities as well as to work collaboratively with other faith groups represented on campus. The College chaplain encourages the development of new faith-based clubs on campus as opportunity allows. The center also encourages student participation in religious life in the local community.

The College chaplain and the Center for Spiritual Life programs receive guidance, feedback, and advice from the Spiritual Life Advisory Board, which consists of students, faculty, staff, local clergy, and lay persons from a variety of religious and denominational backgrounds. These people work together to give guidance and serve as a resource to connect the religious resources of the College to the spiritual needs of the Keuka College community and to assist in the development of spiritual programs.

The College chaplain and the Center for Spiritual Life are available for pastoral care and spiritual guidance.

The College chaplain's office is located in the Dahlstrom Student Center. The college chaplain can be reached by phone at ext. 5377 or 5378.

Athletics

Based on the old adage "healthy body, healthy mind," Keuka College supports a high-quality intercollegiate and intramural athletics program. It is possible for all students to participate in some supervised sport. For those with particular athletic skills and interest, there are varsity teams. For others there is the opportunity to participate in the intramural program, for which competitive teams are organized from residence halls and other groups on campus. Non-competitive leisure activities are also offered.

The intercollegiate teams are members of the NCAA Division III, and the North Eastern Athletic Conference (NEAC). Women compete in soccer, volleyball, basketball, softball, cross country, golf, field hockey, and lacrosse. Men's sports include basketball, lacrosse, soccer, cross country, golf, baseball, and volleyball. Co-ed sports include cheerleading, dance, step team and equestrian.

Indoor facilities include two gymnasiums, locker rooms, fitness and strength centers, video-conference room and an athletic training suite. The Jephson Community Athletic Complex features Kuhl Field (baseball), a softball field, several practice fields, and a lighted artificial turf competition field. Keuka College also supports six outdoor tennis courts. Located only a few miles from campus are both Riesling Ridge Stables (equestrian) and Lakeside County Club (golf).

Student Government

The Keuka College Student Senate includes all students and is governed by a student-elected Senate and officers. Members are elected to represent residence halls and commuting students, class years, and students-at-large and there is also an international student representative.

Elected members serve one-year terms. The Student Senate governs social activities on campus, controls financial matters related to the student activities fee, and serves as the formal vehicle for gathering student recommendations on College policy and plans. The Student Senate has overall responsibility for reviewing and monitoring the activities of all student organizations it has recognized.

While all organizations and clubs have a role in the co-curriculum, two student government groups provide particularly important opportunities for developing attributes such as leadership, problem– solving, decision–making, group process, and interpersonal skills, all of which are transferable to future life and career roles. These groups are:

• The Budget Allocations Committee allocates the student activities fee to recognized student organizations. Allocated funds support activities, concerts, lectures, dances, other social events, conferences, and student publications.

• Campus Activities Board: CAB, the primary programming body of the Student Senate, sponsors mixers, cultural activities, recreational events, and lectures in addition to special events for Green and Gold Weekend, Alcohol Awareness Week, Celebrate Seniors Weekend, Spring Weekend, May Day, New Student Orientation/Wolf Week, Welcome Back Week, and the Annual Semi-Formal Dance.

Student Organizations and Activities

The student activities office provides services and assistance to the College's recognized student organizations. Along with the Keuka College Student Senate, this office encourages student involvement in out-of-class experiences, provides leadership and organizational effectiveness training for student leaders, and offers general assistance to the diverse array of extracurricular opportunities on campus. The student activities office works to coordinate and schedule the programs sponsored by various groups within the College community. This office encourages students to help plan, work on, learn from, and participate in the varied activities that provide a valuable adjunct to the formal curriculum.

Activities at Keuka College are many and varied. Each week and nearly every weekend there are all- campus events. New clubs and organizations are easily formed by interested members and an advisor. Those that have persisted from year to year and have become part of campus life are listed under the following categories:

Professional

These student organizations are affiliated with academic departments. Membership is optional and open to all interested students. The activities of these groups often reinforce classroom learning experiences while bringing together students with common career goals.

- Association of Future Social Workers (AFSW)
- American Sign Language (ASL) Club
- Behavioral Sciences Association (BSA)
- Biology Club
- Chemistry Club
- Education Club
- ENACTUS
- Political Science and History Club
- Psychology Club
- Sociology, Criminal Justice & Criminology Club
- SOTA (Student Occupational Therapy Association)

Communications/Media

Students desiring exposure or more experience in journalism, creative writing, graphics, and photography can gain valuable entry-level skills in the following organizations.

- Keukonian (College newspaper)
- Kiondaga (College yearbook)
- Red Jacket (literary magazine)

Honor Societies

The honorary societies at Keuka College recognize academic excellence and achievement as well as potential for success in specific career fields. Their activities are often instrumental in promoting student interest in particular fields of study. Each society maintains specific criteria for membership:

- Alpha Mu Gamma (foreign language)
- Alpha Psi Omega (theater and drama)
- Chi Beta Phi (natural sciences, mathematics, and psychology)
- Lambda Gamma Pi (education)
- Lambda Pi Eta (communications)
- Pi Gamma Mu (social sciences)
- Pi Theta Epsilon (occupational therapy)
- Phi Alpha (social work)
- Sigma Alpha Pi (scholarship, leadership, and service)
- Sigma Lambda Sigma (scholarship, leadership, and service)
- Sigma Tau Delta (senior English majors/minors)
- Society for Collegiate Journalism
- Sigma Beta Delta (Business Management)

Performing Arts

Many opportunities for performing are available through various fine arts programs. The following organizations offer opportunities to participate in concerts and musical productions, dance performances, choreography, acting, directing, staging, and lighting. Membership is generally determined by auditions.

- Keuka College Chorale
- Symphonic Band

Special Interest Groups

Several special interest groups provide outdoor recreational trips, as well as activities and opportunities for fellowship and spiritual growth. Membership is open to interested students.

- Adventure Club
- Art Club
- Bowling Club
- Campus Activities Board (CAB)
- Circle K
- Class Council/Officers
- CoExist
- Disabilities Awareness at Keuka College (D.A.K.)
- Keuka College International Club (K.C.I.C)
- K.C. Future Alumni Network (KC FAN)
- Multicultural Students Association (MSA)
- National Association for Mental Illness (NAMI)
- Political Science
- P.R.I.D.E.
- Rotaract
- Women’s Center Advocacy Club

Club Sports

• Cheerleading
• Dance Team
• Equestrian/Riding Club
• Step Team

Student Employment

Student employment (work-study) is an opportunity (not a guarantee) for the undergraduate student in the traditional academic program to practice and learn valuable work-related/transferable skills and assists with meeting their educational and personal expenses while at Keuka College. A wide range of work-study jobs are available to students each semester.

Department of Campus Safety

Department of Campus Safety officers are New York state-certified security officers who provide continuous safety services and law enforcement to the Keuka College community.

Officers provide the following services: direct and assist visitors; deter unauthorized persons from entering buildings, loitering, or soliciting; assist emergency responders; enforce College policy, state and federal laws, and parking regulations; document and report hazards or maintenance concerns; patrol the entire campus community including residence halls 24 hours a day, seven days a week; assist with lock-outs; secure found property; and provide vehicle jump starts.

Parking on Campus

The Department of Campus Safety has the responsibility for enforcing the Keuka College parking plan. Students, faculty, staff, and guests must register their vehicles at the campus safety office and receive a valid parking permit. Students who wish to register their vehicles must pay an annual fee at the student accounts office, and present their receipt of payment at the campus safety office to receive their permit. Faculty and staff receive their permits as a benefit from the College. All persons driving on campus must observe College policy for driving on campus as listed on the Campus Safety webpage: https://www.keuka.edu/life-at-kc/safety/parking

2017-2018

Keuka College Campus Parking Management Plan

Policies, Procedures and Regulations

Revised summer 2017. Effective august 24, 2017

The following policies and regulations have been adopted to maintain a safe and orderly movement of vehicular and pedestrian traffic on campus and are fundamental to the comprehensive parking management plan of Keuka College.

Policies, Procedures and Regulations

1. Drivers must use authorized parking spaces and lots, obey instructions from Campus Safety officers and comply with all provisions of the New York State Vehicle and Traffic code as well as the Keuka College Campus Parking Management Plan.

2. A student vehicle authorized to park on campus that receives a third parking-related citation in one semester will result in a written notice being sent to the responsible student by email and/or D-box. It will notify him/her that any subsequent instances of parking violations for that vehicle will result in having his or her registration status changed to “V” lot only. A Campus Safety Incident Report will be generated and sent to the Office of Student Conduct and Community Standards for possible disciplinary action as a “Chronic Violator.” Permanent revocation of parking privileges could be a potential sanction administered by that office. Thereafter, upon receipt of any additional uncontested or upheld Parking Violation Notices (PVN), will be forwarded to the Office of Student Conduct and Community Standards. A student, who has had his or her parking restricted to lot “V” or privilege to park on campus revoked, may file a written appeal to the associate dean of student affairs for consideration of relief thereof.

3. Parking rules and regulations are in effect from the first day of classes through graduation and are enforced 24-hours/day, 7-days/week.

4. The speed limit on campus is 10 mph.

5. No overnight parking in Visitor spaces. Overnight is defined as 12 a.m. to 6 a.m. any day of the week.

6. Removal, damage to, or possession of any official traffic control device (e.g. safety cones) may result in disciplinary action, revocation of parking privileges, criminal charges, or all of the above.

7. Parking on campus is by classified lots.

8. The inability to locate a parking space in a student's designated parking area will not be considered a valid defense for a violation of any Keuka College parking policy or regulation.

9. Vehicles may not park in areas/spaces that are reserved for specific purposes (e.g., handicap, fire personnel, loading docks, service vehicles). An exception will be made during student move-in/out days in the designated fire lane between Ball and Harrington Halls but only on the precondition that the vehicle not be left unattended.

10. Parking is not permitted on lawns or in fire lanes, driving lanes, intersections, and 15-feet from a fire hydrant

11. Driving on campus sidewalks and lawns is prohibited. Only emergency, commercial delivery vehicles on official business, and College service vehicles are permitted access to the sidewalks and lawns. Exceptions may be made at the discretion of the Campus Safety Office for special events.

12. Short-term parking is available in designated areas for loading or unloading vehicles, picking up or discharging passengers, or making quick deliveries. Short-term parking spaces are limited to 10 or 15 minutes (refer to posted signs) and four-way flashers must be on. Short- term parking will be strictly enforced.

13. All vehicles parked on campus must be legally registered in a U.S. state or a Canadian province as well as being currently registered for parking at the Campus Safety Office. Any vehicle considered to be abandoned, improperly registered, or does not display a valid Keuka College parking decal will be subject to being issued a Parking Violation Notice (PVN) for the first offense. A second PVN issued to the same vehicle after 24 hours from the first PVN for any of the violations mentioned above may result in towing at the owners expense. A vehicle is considered "abandoned" when the last known registered owner has, for cause, been sent a certified return receipt letter notifying that person that they have 30 days to remove the vehicle.

14. On occasion, the College may close portions of parking lots due to weather or to accommodate visitors to sports or special events. The College will provide the College community with advance notice and parking instructions by signs, email, and/or other appropriate announcements.

15. Any requests for temporary suspension of the above policies and regulations to accommodate a special event must be made in advance to the director of campus safety.

16. The College reserves the right to permanently or temporarily modify these policies and regulations in the best interests of the campus community.

17. Keuka College does not assume any responsibility for any loss or damage to your personal vehicle while it is parked or driven on college property. This includes loss or damage caused by falling ice or snow falling trees, limbs or other wind-blown objects; malicious mischief, vandalism or theft; damage caused to your vehicle because you hit College property, including curbs, barriers, speed-bumps or other objects; damage caused by towing or booting an illegally parked vehicle; damage caused by persons or vehicles unknown whether the possibility of such an event is warned against or not. Keuka College will be responsible for 'at-fault' accidents between its vehicles and personal vehicles. Should you be involved in an 'at-fault' accident, contact Campus Safety to fill-out an accident report.

18. Parking spaces outlined with white paint are designated for student parking and yellow painted spaces are designated for faculty/staff and visitor parking. Commuter Parking lots are for Commuter students only. Strong Apartment lots are for Strong Apartment permits only. Keuka Park Apartment lots are for Keuka Park Apartment permits only.

After Hours Open Parking

The college allows for after-hours parking in most Faculty/Staff lots from 6pm-6am Monday thru Friday and 6pm Friday until 6am Monday with the following caveats: *Lots L, O and X are closed to student parking at all times. Violators will be ticketed.*

Snow Emergency Parking Rules

Keuka College may declare a snow emergency in order to clear parking lots and access roads. If a snow emergency is declared, the Keuka College community will be instructed by signs, email, and/or other appropriate announcements where to park vehicles to allow plowing operations to proceed unimpeded. Clearing snow into large piles may result in the partial loss of some parking spaces. Do not park in a space if doing so will block a driving lane, sidewalk, or intersection. Failure to comply with snow emergency directives may result in vehicles being towed at owner's expense.

Disabled Vehicles

If a vehicle becomes disabled and necessitates it being parked in a non-designated space/lot, the student responsible for the vehicle must immediately notify the Campus Safety Office of the make, model, license number, and location of the vehicle as well as the reason for parking in a non-designated space/lot. The student responsible for that vehicle must make arrangements to move /tow vehicle within 24 hours. The Campus Safety Office provides a free battery jump service upon request. Vehicle lockouts will be referred to local vendors or, in cases of an emergency, the Yates County Sheriff's Office at 536-4438.

Violations and Fines

$25 • Decal improperly placed.• Parking in unauthorized lot or space. • Blocking crosswalk or driveway. • Parked on grass (plus lawn repair cost). • No Keuka College parking decal (plus towing charge). • Unauthorized parking in visitor's lot or parking space. • Expired Keuka College parking decal. • Parking in No Parking Zone. • Unauthorized overnight parking

$50 • Parked in handicap space without valid handicap permit (plus towing charge). • Parked within 10 feet of hydrant or in Fire Lane (plus towing charge).

Fines must be paid at the cashier's office located in Ball Hall. Violations issued to vehicles not having a Keuka College registration will be billed to the registered owner.

Important Notice

The Campus Safety Office may employ various means of enforcement to maintain compliance with parking policies and regulations including, but not limited to: ticketing, change of registration status, permanent revocation of parking privileges, booting, disciplinary action, or towing at owner's expense. In addition to the above means of enforcement students may be contacted directly to move improperly parked vehicles whenever they are discovered by the Campus Safety Office regardless of the time of day. Fines must be paid for students to be eligible to register for the next semester and to be eligible to walk at commencement.

Appeals

Parking violation appeals must be filed within seven days of the date on the violation notice. Appeal forms are provided by the Campus Safety Office, located at 132 Central Ave. When filing an appeal at the Campus Safety Office, please attach the original Violation Notice along with supporting documents to be considered by the Appeals Administrator. Parking appeals will NOT be accepted for consideration after seven days from the date written on parking violation notice, no exceptions. Appeals are reviewed by the appeals administrator. Notice of parking appeal decisions will be made to the appellant by email within seven days from date the appeal was submitted. Be advised the following appeals will be denied immediately as they are not acceptable defenses:

- Student in the Visitor Lot
- Student without a valid parking registration for the semester
- Never received the ticket
- Did not know the Parking Rules
- Only parked a few minutes
- Lot was full

- Was late/weather was bad
- Had my flasher on
- Picking up/dropping off friends/books/labs etc.
- Someone else was using my car
- Inability to pay fine
- My co-worker/friend told me I could park there
- Repeat violations/multiple violations for same type

Did You Know? • Regardless of where they live your family can subscribe to NIXLE and can be kept aware of emergency events on campus. • There is at least one Campus Safety officer on duty around the clock every day of the year. • There is a fire and crime log available for your review at the Campus Safety Office and Keuka College website. • Campus Safety will provide you with a security escort anywhere on campus upon request.

Parking Decals and Permits

A Keuka College parking decal or permit is required for all vehicles parked on campus by students, staff, faculty, and overnight guests. Any vehicle that does not properly display a valid Keuka College parking decal may be issued a Parking Violation Notice. Student vehicle registration decals are valid for the school year. Any change in vehicle information or license plate numbers must be reported to the Campus Safety Office immediately. There are no refunds for the parking decal fees at any time for any reason. The parking decal must be affixed using the adhesive side of the decal. The decal may not be affixed with tape or in any other way. The decal placement will be as follows: the left rear window of passenger vehicles and four-door pickups; a two-door pick-up must have the decal placed on the rear window on the driver's side. Exceptions can be made at the discretion of Campus Safety. When applicable, parking permits may be placed on the dash board and the information on the permit must be clearly visible from the outside. Temporary parking permits are issued for a period of up to 10 days one time, per person, per semester. Exceptions may be made on a case-by-case basis.

Permit and Decal Distribution

Faculty and Staff Parking Decals may be obtained in the Campus Safety Office at any time of day, 24 /7.

Student Parking Decals may be obtained during student registration upon proof of a valid vehicle registration, Keuka College ID, and payment of $50/yr. Thereafter, payment must be made to the cashier's office first, and then the decal may be obtained from the Campus Safety Office upon presentation of the cashier's receipt, proof of a valid vehicle registration, and Keuka College ID. Student parking is not allowed in visitor spaces on campus at any time.

Official Visitor Permits for persons on "official college business" are available through administrative services (located in Ball Hall) or the Campus Safety Office. Official visitor permits are valid in visitor spaces or faculty/staff designated lots and must be displayed on the vehicle's dashboard so that it is visible from outside of the vehicle.

Temporary Parking Permits for students, faculty, and staff are available through the Campus Safety Office and intended for short-term use while the person's Keuka College-registered vehicle is unavailable. Temporary parking permits are subject to the same restrictions as the person's parking status on campus. Temporary parking permits must be displayed on the vehicle's rear view mirror so that it is visible from outside of the vehicle.

Handicap Permits By law Keuka College does not issue handicap parking permits. A government issued Handicap Permit or Registration is valid in any handicap-designated space on campus. If a handicap-designated space is unavailable, parking in the closest available appropriate space is permitted.

Guest Parking Permits for relatives and guests of students may be obtained from the Campus Safety Office any time and allow for parking in V-lot only 6 a.m.-6 p.m. Monday-Friday (other times V or C-lots only). Guest permits are not valid in visitor parking spaces anywhere on campus. Guest permits are issued for a maximum of three days in a ten (10) day period per guest. (Exceptions to this policy must be approved by the Senior Director of Student Affairs.) The student host is responsible for all of his or her guest's violations and fine assessments. The guest permit must be displayed on the vehicle's dashboard so that it is visible from outside of the vehicle.

• Parking permits are color- coded so that the decal color corresponds with the designated parking lot signs.

• Decals for vehicles brought on campus after February 1st may be purchased at a prorated fee of $25.00.

• Permits must be affixed to the vehicle immediately and placed on the outside of the rear-most side window on the driver's side. Any lost decal must be replaced with a new decal, free of charge.

• Note: There is no overnight parking on Lake Ave. and North Ave. Parking on Lake and North Avenues is enforced by NY State Police & Yates County Sheriff dept.

• Decals will be replaced at no charge for change of vehicle, replacement of window, change of status, etc. The old decal (or pieces) must be submitted with an application for a replacement decal. (To remove an old decal, tape over it and then scrape it with a single edge razor or window scraper.)

• Affixing a decal or using a permit in any vehicle other than the one to which it was issued is a violation and will result in a fine and/or revocation of parking privileges.

Clery Act- Campus Crime Statistics

In accordance with the requirements of the Clery Act (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act), Keuka College gathers and publishes statistics on a variety of crimes that occur on or near campus—hate crimes, sex offenders, liquor and drug violations, thefts, arson, assaults, manslaughter, and murder, etc. . These crimes, as well as all other non-Clery crimes, are reported to Campus Safety or to other school officials with "significant responsibility for student or campus activities," particularly the Office of the Dean of Students.

The statistics are reported by calendar year, not academic session, and definitions of named offenses are provided. Historical data are also included for comparison purposes. For additional information on the Clery Report and campus safety, contact the director of campus safety at (315) 279-5250.

The annual security and fire safety report can be found at:

https://drive.google.com/file/d/0B856ZeGoaGT_ZW56Ry04RXNEUms/view

Registered Sex Offender Information

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Keuka College Campus Safety Office provides a link to the New York State Criminal Justice Services' (DCJS) Sex Offender Registry for high risk (level 3) registered sex offenders. This registry can be viewed on the internet at: www.criminaljustice.ny.gov/nsor or by contacting the NYS DCJS Sex Offender Registry at (518) 457-6236. Also, persons seeking to obtain sex offender registration information may contact Yates County Sheriff's Office Records Section at (315) 536-5778.

The Academic Program

Major Fields of Study

Educational programs are registered by the though the New York State Education Department. Meeting academic requirements other than the officially registered programs listed below may jeopardize a student's eligibility for certain student aid awards. (HEGIS is the Higher Education General Information Survey.)

Bachelor degree titles	Degree	Hegis Code
Adolescent Biology Education	BA	0401
Adolescent Biology Ed/Special Ed	BA	0808
Adolescent Chemistry Education	BA	1905
Adolescent English Education	BA	0808
Adolescent English Ed/Special Ed	BA	1501
Adolescent Mathematics Education	BA	0808
Adolescent Mathematics Ed/Special Ed	BA	0808
Adolescent Social Studies Education	BA	0808
Adolescent Social Studies Ed/Special Ed	BA	0808
Art & Design with Advertising/Marketing concentration	BA	1002
Art & Design	BA	1002
Art & Design with Communications concentration	BA	1002
Art & Design with Digital Graphic Design concentration	BA	1002
Art & Design with Studio Art concentration	BA	1002
Art & Design w/ Sm Bus/Entrepreneurship concentration	BA	1002
Art & Design with Theatre concentration	BA	1002
Art & Design with Verbal Arts concentration	BA	1002
American Sign Language	BA	1199
American Sign Language/English Interpreting	BS	1199
Biology with Biomedical	BA	0401
Biology with Organismal	BA	0401
Biochemistry	BA	0414
Child and Family Studies	BA	1305
Communication Studies	BA	0601
Criminal Justice Systems (CPS*)	BS	2105
Criminology/Criminal Justice	BS	2105
Unified Childhood/Spec Ed-Art Concentration	BS	0808
Unified Childhood/Spec Ed-ASL Concentration	BS	0808
Unified Childhood/Spec Ed-English	BS	0808
Unified Childhood/Spec Ed-Family/Child Concentration	BS	0808
Unified Childhood/Spec Ed-Global Studies	BS	0808
Unified Childhood/Spec Ed-Mathematics Concentration	BS	0808
Unified Childhood/Spec Ed-Science Concentration	BS	0808
Unified Childhood/Spec Ed-Spanish Concentration	BS	0808
Educational Studies	BS	0801
English	BA	1501
English with Creative Writing Concentration	BA	1501
English with Theatre/Drama Concentration	BA	1501
English with Writing/Communication Concentration	BA	1501
Environmental Science	BS	1999
Marketing	BS	0509
Medical Technology	BS	1223
Management with Accounting Concentration	BS	0506
Management	BS	0506
Management with Entrepreneurship Concentration	BS	0506
Management with Human Resource Mgmt Concentration	BS	0506
Management with International Business Concentration	BS	0506

Mathematics	BA	1701
Management with Marketing Concentration	BS	0506
Management with Sports Management Concentration	BS	0506
Nursing (CPS*)	BS	1203
Nursing (CPS*) with Psychology	BS	1203
Nursing 1-2-1	BS	1203
Occupational Science	BS	1201
Organizational Management (CPS*)	BS	0506
Political Science & History	BA	2299
Psychology	BA	2001
Psychology With Developmental Disabilities Concentration	BA	2001
Psychology with Forensic Concentration	BA	2001
Psychology with Mental Health	BA	2001
Social Work	BS	2014
Social Work (CPS*)	BS	2014
Sociology	BA	2208
Student Initiated Major	BS	4901

*Programs offered through the Center for Professional Studies

Master degree titles	Degree	Hegis Code
Criminal Justice Administration	MS	2105
Literacy B-6	MS	0830
Management	MS	0506
Management (IB)	MS	0506
Nursing Education	MS	1203
Nurse Practitioner in Gerontology		
Occupational Therapy	MS	1208
Social Work Advanced	MSW	2104
Social Work with Foundations	MSW	2104
Teaching Literacy 5-12	MS	0830

Minor Fields of Study

A student may elect to complete a minor program that complement a major field of study. Minor programs allow students to concentrate within a particular area of interests.

Accounting
Art and Design
Applied Mathematics
American Sign Language
Biology
Chemistry
Communication Studies
Creative Arts
Criminology/Criminal Justice
Creative Writing
Digital Design
Digital Studies
Education
English
Environmental Studies
Finance
Forensic Chemistry
Gerontology
Human Resource Management
Pre-Law
Mathematics
Management
Marketing
Political Science and History
Psychology
Sociology
Spanish/Cross Cultural Studies
Sports Management
Theatre
Visual and Verbal Arts

Interdisciplinary Studies

Students may design an interdisciplinary major reflecting their own educational objectives and career interests.

This program, the student-initiated major (S.I.M.), permits a student, in consultation with three faculty advisers, to include courses and Independent Study credits in two or more academic disciplines. Examples include human services administration, health administration, and children's literature. Students may earn either a BA or a BS degree.

Students may also design an interdisciplinary minor (S.I.M.R.) or a disciplinary concentration (S.I.C.) that reflects their educational objectives or career goals. Student-initiated programs (S.I.M and S.I.M.R) must be approved by the Curriculum Committee.

Academic Advising

All incoming students are assigned a faculty academic advisor, who serves as a mentor to help students make an effective transition to college. In addition to a faculty academic advisor, students are also assigned a student success advisor.

Advisors help students become independent, responsible learners who understand self; are familiar with institutional policies and cultural norms; possess problem-solving skills; and know how to access a variety of academic, career planning, and personal support services. They also help students develop an educational plan consistent with their aptitudes, interests, and life goals.

Freshman students are normally assigned to a faculty advisor in their designated major. Exploratory students are initially assigned to special faculty or professional staff advisors. Freshman advising cohorts are kept small to ensure that freshmen receive strong support and guidance during a significant transitional period. Transfer students are also assigned to a faculty member in their chosen major and a student success advisor.

Students are officially accepted into specific programs at various times, depending on the discipline. In most cases, students will be assigned an advisor in their intended major even if official acceptance into the program comes later.

Grades and Quality Points

Explanation of the letter grades:

A	Superior
B	Commendable
C	Satisfactory
D	Deficient
F	Failing

Grade points for the letter grades:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Non-quality point grades:

S	Satisfactory
U	Unsatisfactory
W	Withdrawl
AU	Audit
IN	Incomplete*
N	Not posted at time of printing

Incompletes not resolved by the date specified by the faculty member and/or the associate vice president for academic programs result in a grade of F.

Graduation Requirements

All students working toward a baccalaureate (bachelor of arts or bachelor of science) degree must meet the following basic requirements for graduation:

1. At least 75 percent of the credits for a bachelor of arts (B.A.) degree and at least 50 percent of the credits for a bachelor of science (B.S.) degree must be in the liberal arts and sciences (LAS);
2. Satisfactory completion of 120 semester credit hours and a cumulative grade point average (GPA) of 2.00, unless otherwise specified;
3. One satisfactory Field Period® for each 30 Keuka College credits required for degree completion. No more than four Field Periods® may count toward the total number of required credits for graduation;
4. Completion of all General Education requirements. However, students who have previously completed a B.A. or B.S. are exempted from General Education requirements exclusive of any major program requirements;
5. Completion of major requirements with a discipline GPA of at least 2.00, unless otherwise specified;
6. Completion of one laboratory science course.
7. Completion of 30 of the last 36 credits at Keuka College, including one Field Period® and at least 12 credits in the student's major in courses at the 300-level or above; and
8. Participation in College outcomes assessment testing as scheduled during the College experience.

The student is ultimately responsible for ensuring that all degree requirements are satisfactorily met.

CPS (ASAP) students should refer to their CPS (ASAP) student handbook for specific graduation requirements located at http://learning.keuka.edu.

Program Evaluation/Degree Audit

Students should continuously review degree progress at the start of each semester by accessing the program evaluation tool using web advisor.

Students who transfer coursework from other colleges or resources must have official transcripts or official test-score documents sent to the registrar's office and validate planned transfer credit has been applied.

If a substitution or waiver is necessary to complete a requirement, the student is required to ask their advisor for support to complete the ETP process, requesting approval and prompting special encoding to update the program evaluation/degree audit to reflect how external credits should satisfy program requirements including the need for different assignment, substitution or waiver.

Registration

Matriculated OnCampus students register online for classes using the KC Portal. Students are encouraged to meet with their advisor a head of time to ensure that their selections fit their degree program.
Matriculated CPS students are registered for classes by the Registrar's Office for the entire program.

The Academic Calendar provides specific dates for the following:

1. Add/Drop Period: OnCampus students may add or drop a class online with no approval the first week of class. If a class requires consent, a completed Add/Drop form is required with the appropriate approvals and brought to the Registrar's Office. Students should be aware when dropping classes, that all institutional, state and federal grants are based on full-time status.

2. Withdraw Period: OnCampus students who wish to withdraw from a course during the Withdraw period must complete an Add/Drop form with the appropriate approvals. The form must be brought to the Registrar's office. A grade of W will be applied to the class.

3. Withdrawals from a course subsequent to mid-semester shall be permitted by formal exception and only for extenuating circumstances, e.g., medical or other problems of a non-academic nature requiring an absence from class and/ or the campus. Such withdrawals require written permission signed by both the adviser and the appropriate instructor(s) and must be submitted as an exception to the policy to the associate vice president for academic programs by the student or the adviser.

4. Students who do not formally withdraw from a class that they do not attend, will result in a grade of F.

Course Load

The usual course load is 30 semester credit hours during each academic year, including three semester credits for a Field Period experience. Students typically enroll in five 3-credit courses each semester. Some majors require slightly larger loads.

Permission may be granted through an Exception to Policy to exceed the normal number of semester credit hours in any given semester on the basis of previous academic achievement. A per-credit charge is assessed for over 19 hours a semester or 36 per year.

Minimum Enrollment

Under-enrolled courses may be cancelled or rescheduled at the discretion of the associate vice president for academic programs.

Students must monitor cancellation communications and their semester schedule and add credit as needed to retain minimum enrollment.

Credit

Degree requirements are stated in terms of semester credit hours.
The proportion of classroom, laboratory, and study time will vary from course to course.

Quarter-term credits are transferred from other accredited colleges to Keuka College and are translated into semester credit hours as follows: quarter credit hour multiplied by .67 equals semester credit hour.

Credit by Examination

Under certain conditions, Keuka College grants credit toward graduation based on the following exams:

- College Proficiency Examination (CPE) administered by the New York State Department of Education.
- College Level Examinations Program (CLEP) offered by the College Board.

- Advanced Placement Program of the College Entrance Examination Board (CEEB).
- New York State Regents College Examination (RCE).
- International Baccalaureate Examinations (IB).

Credit is granted to students who meet the entrance requirements and who matriculate in a program leading to a degree. The granting of credit does not necessarily guarantee that all prerequisites for advanced study have been met. Students who have completed work in lower-level courses by examination are urged to consult with a departmental adviser before registering for advanced work in a subject.

A matriculated student may be eligible to earn credits through any of the above-mentioned examinations upon approval of the registrar. Further information is available from the registrar's office.

Transfer Credits

Course work transferred from another accredited institution by a Keuka College student is by credit only. Credit is only given for courses with a grade of C or higher (a C- does not transfer, a C does transfer). Grades do not transfer. A transfer student's GPA is computed based only on credits earned at Keuka College. The number of credits completed toward a degree includes credits accepted by transfer.

Students who have twice failed a Keuka College course cannot take an equivalent course at another institution and transfer the credit. (The only way to fulfill the requirement and remove the F is to repeat the course at Keuka College.)

Enrolled students must follow the procedures listed on the Keuka College website for approval of non-Keuka course work.

Transfer Articulation Agreements

To encourage and facilitate the transfer of qualified students from regional community colleges, Keuka College maintains transfer articulation agreements with the institutions listed below with the equivalent courses displayed accessing Keuka's Collegesource TES website.

Broome Community College
Cayuga County Community College
Corning Community College
Erie Community College
Finger Lakes Community College
Genesee Community College
Herkimer County Community College
Jamestown Community College
Jefferson Community College
Mohawk Community College
Monroe Community College
Niagara Community College
Onondaga Community College
Tompkins Cortland Community College

Students interested in transferring to Keuka College should consult with their academic adviser and an Admissions or ASAP transfer counselor as early as possible for help and information. Effective planning maximizes the number of credits a student will be able to transfer and apply toward graduation requirements at Keuka College.

Repeating a Course

A course may be repeated only once. The grade and credit from the repeated course become the official grade and credit. The earlier course grade does appear on the student's transcript, but is not computed in the GPA or Keuka College credit hours earned toward academic standing or graduation.

Independent Study

An Independent Study is designed to give the student with adequate qualifications an opportunity to undertake a self-directed study of a particular topic or subject not regularly offered by the College, under the guidance of a sponsoring faculty member. The title of the Independent Study will be included on the student's permanent academic record. The student may not register for more than one Independent Study during one semester. Registration for an Independent Study must be completed by the fifth day of the semester in which it is to take place. The student will be assessed a fee for each Independent Study.

Individualized Instruction

Individualized Instruction is defined as instruction of a course that is part of the standing Keuka College curriculum as listed in the Keuka College Record. It may be granted at a professor's discretion: (1) if the course is not being offered that academic year; (2) if for significant non-academic reasons the student withdrew from the course when it was previously offered; (3) if the course was cancelled; or (4) if the course lends itself to an individualized, less traditional classroom format. Procedures for arranging Individualized Instruction are available in the registrar's office and the website. Registration for Individualized Instruction must be completed by the fifth day of the semester in which it is to take place.

To minimize the need for Individualized Instruction, students should work carefully with their academic adviser in planning their course schedules each semester to fulfill all General Education and major requirements when the required classes are regularly scheduled. The student will be assessed a fee for each Individualized Instruction.

Religious Holidays

Keuka College is committed to respecting the religious beliefs and spiritual traditions of its entire community of faculty, staff, and students, and will comply with all relevant portions of the state law on religious holidays. Toward these ends, the College will provide "equivalent opportunities" to make up any absences, examinations, study, or work requirements for students who miss class due to their religious beliefs and/ or observances.

If observing a religious holiday conflicts with the responsibilities of a student regarding class attendance and participation, students are responsible for articulating their needs with their professor. This conversation should take place at the beginning of the semester in order to avoid last minute complications.

For more information, students are urged to review the relevant portions of the Student Handbook.

Non-matriculated Students

Non-matriculated students are those who have not declared their intention to work toward a degree. Non-matriculated students may register for a maximum of six credits during a regular semester (enrollment in courses is on an as-space-available basis). Non-matriculated students may accumulate a maximum of 12 credits, including all transfer credits to be counted toward their degree, before matriculating.

Non-matriculated students are not eligible for financial aid, health services, counseling services, or the use of special facilities. These students must register through the registrar's office, where an adviser is assigned. Students subsequently wishing to matriculate must contact the admissions office.

Off-campus Study

Students wishing to apply credits for courses taken at other accredited institutions toward graduation requirements at Keuka College should consult with their adviser and the registrar's office. Credit is transferred to Keuka College only if **prior** approval is obtained. Forms for approval of these courses are available in the registrar's office and the website. Students are responsible for having official transcripts of their work at other institutions forwarded to Keuka College. Transfer credit will not be awarded until **official** transcripts have been received and reviewed by the registrar's office.

Washington and Albany Semester Programs

A limited number of upper-class Political Science and History majors and others may participate in the Washington or Albany Semester Programs. The Washington Semester Program is sponsored and coordinated by SUNY Brockport. It includes internship, seminar, and research components.

The Albany Legislative Internship is sponsored and operated by a bipartisan Assembly committee. College students have the opportunity to gain first-hand knowledge and experience in the state government process.

Keuka College students may acquire a maximum of 15 semester credit hours in this program. Students wishing to participate in either program should consult a member of the Political Science and History faculty during the spring semester prior to their enrollment in the program. Approval (prior to the experience) must be received from the Division of Basic Applied Social Sciences and the Associate Vice President for Academic Programs.

Study Abroad

Study abroad represents an invaluable kind of experiential learning and cultural enrichment. Students who study abroad enhance their preparation as citizens and working professionals in an increasingly multicultural world.

The opportunity to study abroad is a special privilege open to students who have demonstrated the academic preparedness and personal maturity to handle the challenges of living and learning in another country and culture.

Therefore, students seeking institutional permission to study abroad must meet the following minimum standards:

1. Sophomore (24 or more credits) or higher standing at the time of the experience;
2. A cumulative grade-point-average of 3.0 or higher;
3. At least one letter of support from their adviser or other faculty member; and
4. Good standing within the College's Student Conduct Code.

Permission must be sought at least one full semester prior to the time of the proposed study abroad experience. In addition, students must meet all the eligibility standards for the study abroad program to which they intend to apply.

Students interested in international study should begin by contacting their faculty adviser and the office of academic affairs. They will (a) help you research and select a quality program suited to your academic needs and interests; (b) guide you throughout the application process (e.g., course selection, financial aid, and orientation); and (c) help you secure institutional approval to study abroad. Students wishing to study abroad must obtain final institutional approval from the associate vice president for academic programs.

Please note: Students enrolled in programs of study approved for credit by Keuka College are considered enrolled at Keuka College for Title IV financial aid purposes.

Rochester Area Colleges Consortium

Keuka College is a member of the Rochester Area Colleges Consortium (RAC). This cooperative program provides an opportunity for full-time, matriculated students to register in a member institution for one or two courses not available on the home campus. Approval is on a space-available basis at the second institution. Arrangements are completed during the week following the first day of instruction at the second institution. Approval of both institutions is necessary.

The Consortium members include Alfred University, Colgate Rochester Divinity School, Empire State College, Finger Lakes Community College, Hobart and William Smith Colleges, Keuka College, Monroe Community College, Nazareth College, Roberts Wesleyan College, Rochester Institute of Technology, St. John Fisher College, SUNY Brockport, SUNY Geneseo, and the University of Rochester. Registration forms are available in the registrar's office.

College Consortium of the Finger Lakes

The College Consortium of the Finger Lakes is a cooperative arrangement among Keuka College, Hartwick College, Alfred University, Corning Community College, and Elmira College. Through the consortium, students, faculty, and staff have access to the academic and cultural resources of the other campuses.

Honors within Academic Disciplines

Honors in a discipline (major) is awarded to seniors who fulfill the requirements specified by the individual disciplines and, in the case of student-initiated majors, by the student's advisory committee and at least one additional faculty member. Students usually indicate their plan to meet the requirements for disciplinary honors during the spring semester of the year preceding graduation.

Information concerning requirements may be obtained from the appropriate division chair.

Degrees with Distinction

The faculty and student association of Keuka College believe the achievement of high academic standards is very important. In order to promote, encourage, and recognize academic excellence, Degrees with Distinction are awarded to graduating seniors upon the recommendation of faculty.

Eligibility for an award of Degree with Distinction is based on the earned cumulative grade point average as follows:

Summa Cum Laude	3.90
Magna Cum Laude	3.70
Cum Laude	3.50

Transfer students, in order to qualify for any of the Degrees with Distinction, must have taken a minimum of 34 semester credits at Keuka College. In the computation of commencement honors, only coursework completed at Keuka College will count towards the calculation of a Degree with Distinction. A student is thus eligible for a Degree with Distinction based on his/her Keuka College work alone.

A student may not obtain a higher honor than his/her Keuka College grade point average indicates.

Degrees with distinction are not awarded in graduate programs.

Dean's List

Full-time, matriculated students are eligible for the dean's list on the basis of academic work for the semester, having achieved a GPA of 3.50 and earned a minimum of 12 semester credit hours, excluding Field Period and courses designated as non-credit bearing, with no incompletes.

Part-time, matriculated students are eligible for the dean's list on the basis of academic work completed within a two-year time period if they have achieved a GPA of 3.50 for each block of at least 12 semester credit hours, excluding Field Period and courses designated as non-credit bearing, with no incompletes.

Participation in Commencement

Upon the recommendation of the College and the Board of Trustees, Keuka College confers baccalaureate and masters degrees during December, March, May and August. The College's formal commencement ceremony is held during May.

Participation in the May commencement ceremony is limited to those who have completed their degree requirements and those who are within 15 credit hours of meeting all graduation requirements.

Students who are within 15 credits of meeting graduation requirements may participate in the May ceremony if a petition has been filed with the registrar's office and if the student can complete the remaining credits prior to July 31 of the same year. The student's ability to complete all outstanding requirements by this deadline may be verified by proof of registration at another accredited institution, approved Field Period learning contracts, or similar documentation.

Those students who will be registering for student teaching, criminal justice internships, or similar official full-time internship requirements during the following fall semester may participate in the May ceremony.

Graduate students who will be able to complete their graduation requirements during the following summer semester may also participate in the May ceremony.

Students who are degree pending for a conferral date must have all graduation requirements completed on or before the conferral date.

A student who is unable to produce documentation (official transcript, Field Period supervisor's evaluation, etc.) showing the completion of requirements by the above specified date, will have his/her name removed from the official conferral list. The student's name will be added to the next available conferral list upon completion of the degree requirements.

Students must have paid or made arrangements to pay all College fees and other charges incurred at Keuka College.

Students completing degrees must notify and express the intent to graduate to the registrar's office to prompt the conferral process.

Student Success

The Office of Student Success helps students succeed in their academic endeavors and assists them in becoming competent, independent learners. Professional assistance is provided by the Dean of Student Engagement and Success, the Assistant Director of Student Success, and several Success Advisors. The Office of Student Success is located on the first floor of Hegeman Hall. The Success Advisors offer students academic counseling and individual and small group instruction in test-taking, time management, and general learning strategies. Tutoring in academic subjects, provided by trained peer tutors who work with students individually or in groups, can be requested.

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Services for Students with Disabilities

Keuka College provides a variety of services for students with documented disabilities. In addition to individual and group tutoring, students can access readers, scribes, alternative testing, note taking services, and advocacy counseling. Students should contact the Assistant Director of Student Success for details.

Policy on Academic Standing

Keuka College has set three academic standings; they are defined as follows:

Good: Good standing is defined as maintaining at least the minimum academic standards as defined in the "Guidelines for Satisfactory Academic Progress" (see table on following page). Students who maintain those standards have no restrictions on their activities. Any student failing to maintain those standards or failing a repeated, required course will either be placed on probation or suspended. Note: Simply meeting the minimum requirements for Good standing may not mean that a student will graduate in a four-year period.

Probation: Students failing to maintain satisfactory academic progress will, at a minimum, be placed on academic probation. If a student fails to return to good standing after one probationary semester, or at any later point in his/her academic career again fails to maintain good standing, he or she may be placed on a second semester of probation or suspended. A maximum of two probationary semesters is allowed to correct academic deficiencies. After two semesters of probation, whether the probationary semesters are contiguous or not, students who fail to return to good standing will automatically be suspended.

Suspension: Any student failing to maintain Satisfactory Academic Progress or failing a repeated, required course may be suspended. Any student reinstated to the College after suspension will be placed on contract probation (see "Academic Reinstatement to the College (p. 72)"). A student who is suspended has the right to appeal to the associate vice president for academic programs (see "Appeal Process (p. 72)"). A student on suspension may take courses at Keuka College only with the approval of the associate vice president for academic programs (see "Academic Reinstatement to the College (p. 72)".

Some academic programs require students to attain a minimum passing grade in designated courses in order to complete the degree program. The Academic Review Board will adjudicate cases when students fail a repeated, required course. However, cases in which the repeat grade is a D-or better but still insufficient to meet the major's minimum standard will be referred to the appropriate faculty and division chair for resolution.

Academic standing is defined as a matriculated student's progress toward completion of the requirements for a degree from Keuka College. A student's continued enroll-ment and eligibility for financial aid at Keuka College depend on making satisfactory academic progress. There are four separate measures of academic progress:

1. the minimum cumulative credits earned per semester of attendance;
2. the cumulative grade-point-average (GPA);
3. the number of Field Periods® completed; and
4. performance in repeated, required courses.

Guidelines for Satisfactory Academic Progress for Undergraduate Full-Time Students

Semester of Attendance	Minimum Cumulative Credits Earned	Minimum CUM GPA	Minimum Field Period® Credits
1	6	1.25	0
2	15	1.50	0
3	27	1.75	0
4	39	2.00	1
5	51	2.00	1
6	63	2.00	2
7	75	2.00	2
8	90	2.00	3
9	105	2.00	3
10	120	2.00	4

Satisfactory Academic Progress is defined as maintaining the above standards without failing a repeated required course.

The above chart encompasses all students, both full time and part time. All students are reviewed on a case-by-case basis. For the purpose of determining "credits earned," developmental courses are excluded from consideration.

Minimum Field Periods® credited include the minimum number of Field Periods® completed for which a grade of "S" was earned.

Minimum cumulative GPA is calculated as described in the Grading System Policy (p. 63).

This applies to full-time attendance (12 or more credit hours). Students attending half-time (6, 7, or 8 credit hours) are expected to meet 50 percent of the above standards for minimum credits earned. Students attending three-quarters time (9, 10, or 11 credit hours) are expected to meet 75 percent of the above standards for minimum credits earned. Graduate students must maintain a minimum G.P.A. of 3.0 throughout their program of study.

ASAP students should refer to the A.S.A.P. handbook located at http://learning.keuka.edu.

Review of Satisfactory Academic Progress

At the end of each semester the Academic Review Board (ARB) will determine the academic progress of all students according to the standards given in the table. The measures of academic progress are independent; students must meet all of the requirements.

Any student failing to meet any one (or more) of the minimum criteria for satisfactory academic progress will either be suspended or placed on academic probation. The Academic Review Board may place an academically deficient student on academic probation if it determines that an additional semester at Keuka College is warranted by the student's performance or potential.

A probationary student not improving his/her performance during a probationary semester is subject to immediate dismissal before or at the end of the semester.

A student improving his/her performance but not yet back in good standing may be eligible for a second probationary semester—at the Academic Review Board's discretion. A second semester of academic probation is possible, but not guaranteed.

The Academic Review Board may immediately suspend a student failing to achieve good standing without having awarded him/her a probationary semester. Suspension is automatic after a student has had a total of two semesters on academic probation.

A.S.A.P. students should refer to their A.S.A.P. student handbook for information regarding Satisfactory Academic Progress located at http://learning.keuka.edu/.

Suspension Appeal Process

Students on suspension may appeal for readmission in writing to the associate vice president for academic programs within 10 days following receipt of the notification of suspension. Students must provide evidence to support their appeal and must include plans for academic improvement. If the associate vice president for academic programs does not grant an appeal, the student is dismissed from the College. If the associate vice president for academic programs grants an appeal, the student will be given an academic performance contract for the next semester. Any changes to this academic performance contract must be pre-approved by the associate vice president for academic programs. If the student does not fulfill the contract, the student will be suspended again. A.S.A.P. students should refer to their A.S.A.P. student handbook regarding the Suspension Appeal Process.

Academic Reinstatement to the College

After a minimum of one semester, students suspended for academic reasons may petition the associate vice president for academic programs for reinstatement. If the associate vice president for academic programs grants an appeal, the student will be given an academic performance contract for the next semester. If the student does not fulfill the contract, the student will be suspended again. The College recommends, however, that students wait a full academic year before petitioning the associate vice president for academic programs and that they use this time to pursue academic and other activities that will demonstrate their capability and readiness to succeed at Keuka College.

Students petitioning the associate vice president for academic programs must present a compelling, persuasive letter of appeal. This letter must present a thoughtful educational plan that includes specific academic and career goals and strategies for achieving them. In addition, students should discuss and provide evidence of having achieved all of the following conditions (or others not listed) that apply to their individual situation:

1. course work completed with a grade of C (C- does not count) or higher at another accredited institution of higher education (a minimum of two classes; at least one full-time semester preferred);
2. intellectual development and academic preparedness through other means than traditional, credit- bearing academic courses, such as private tutoring, remedial course work, academic skills workshops, work experience, etc.;
3. maturity, responsibility, personal growth and development through work, community service, family care-giving or other means;
4. having sought and received personal and/or academic testing and/ or counseling;
5. changes in personal circumstances that adversely affected prior performance.

Students who successfully complete course work at another college increase their chances for reinstatement.

Students may also want to present letters of recommendation from individuals who can attest to their readiness to regain good academic standing and successfully complete a degree at Keuka College.

A.S.A.P. students should refer to their A.S.A.P. student handbook regarding the Academic Reinstatement Process.

Reinstatement of Financial Aid

The probation and suspension policies governing attendance at Keuka College also affect eligibility for financial aid. For purposes of financial aid a student on academic probation is considered in "good academic standing" and is therefore eligible for financial aid.

A student who loses federal student aid eligibility because they failed to make satisfactory academic progress may appeal that result on the basis of: personal injury or illness, death in the family or other extenuating circumstances. A student unable to prove mitigating circumstances is not considered to be making satisfactory academic progress, and is therefore ineligible to receive federal and institutional aid.

An appeal worksheet will accompany the official notification of suspension from the College. Documentation of mitigating circumstances should accompany the student's appeal of suspension to the associate vice president for academic programs. The decisions regarding attendance at Keuka College and eligibility for financial aid are separate. The appeal worksheet includes both the academic and financial aid requests; however, the decisions are separate and independent.

Leave of Absence and Withdrawal

Leave of Absence and Withdrawal - all leaves of absence (LOA) and withdrawals must be requested using the official forms available only through the Office of Student Success (Hegeman Hall 107).

1. Voluntary
A voluntary leave of absence provides automatic re-entry to the College within 180 days. The student must submit the reason for the request in writing, and it must be dated and signed. The LOA may be granted to students who desire to temporarily discontinue or interrupt their education due to extenuating circumstances (e.g., medical or mental health). A student may apply for a leave of absence for a maximum of 180 days (including weekends and scheduled breaks) in any 12 month period. Students considering a leave of absence should be aware that although there will be no problem of re-entry to Keuka College, there may be problems of re-entry to a particular major due to enrollment limits or changes of course offerings or degree programs. Applications for a leave of absence are available from the Dean of Student Engagement and Success.

2. Involuntary
A student may have encountered unforeseen circumstances which have prevented the student from applying in advance for an official LOA (e.g., motor vehicle accident). The student on this leave remains matriculated at the College for up to a maximum of 180 days; he/she is not required to apply for admission to the College should she/he return during that time.

3. Withdrawal
A student may withdraw from Keuka College by completing an official withdrawal form through the Office of Student Success. An exit interview will be arranged with a Success Advisor to assist the student through the process. A withdrawal would be appropriate for a student who needs to temporarily leave college and will be gone for longer than 180 days. Students returning after a withdrawal would then go through a streamlined readmission process.

4. Administrative Withdrawal
Students who are not registered for classes by Day 10 of each term, are administratively withdrawn from Keuka College. Students who wish to return, should contact the admissions office.

Resumption of Study from a Leave of Absence

a) The student wishing to return to the College from a LOA must notify the Dean of Student Engagement and Success in writing and present a written verification on official letterhead from a health professional stating that the student is deemed medically able to return to the College. Requests should be made as far in advance as possible of the semester in which she/he expects to return.

b) The student requesting to return after normal registration or housing selection processes is not guaranteed course and room preference. Students returning from a medical LOA are required to meet with counseling or health services staff to ascertain the degree of counseling or health care support needed and to make arrangements, when appropriate, for off-campus and on-campus support services tailored to their individual needs.

c) Students return to the College under the same academic status they departed. Students placed on academic probation prior to their LOA are still considered on probationary status upon their return.

d) If there are any student conduct charges pending involving the student requesting the LOA, those proceedings will continue during the student's absence.

e) Students should re-enroll in the coursework he/she began prior to the LOA at the start of the next available semester.

Academic Warnings

Success Alerts

Faculty may submit an electronic success alert at any point during the semester for any student who may need assistance in a variety of areas. Not all alerts require assistance, however, positive alerts are also issued to recognize students who have achieved something extraordinary during the semester. Students, advisors, and coaches all receive these notifications.

Alerts are issued for a number of reasons: (a) to notify students, their advisors, and their coaches of poor performance in a course, (b) to provide students with suggestions for how to improve performance, and (c) to refer students for supportive services, such as success advising, financial advice, or counseling, and (d) to recognize something positive that a student has achieved in class.

Additionally, Success Advisors utilize the information from these alerts to monitor the progress of at-risk students. Every alert issued is followed by an outreach by a Success Advisor to provide assistance and support to the student.

Academic Dishonesty

Keuka College expects students to fulfill academic assignments independently and honestly, including all matters related to Field Period®. Any cheating, plagiarism, or other forms of academic dishonesty at Keuka College will be penalized, with sanctions ranging from an F on a specific assignment to expulsion from the College.

Academic Dishonesty defintions

1. Cheating refers to the use of unauthorized assistance on academic assignments. Unauthorized aid may include the use of printed material, equipment, personal notes or the help of other people. Students should assume that assistance should not be used unless it has been expressly permitted. It is the students' responsibility to know the limits of assistance, if any, permitted on any assignment.

2.The faculty of Keuka College abide by the definitions of plagiarism offered by James D. Lester in Writing Research Papers, 4th ed., pages 95-96 (Glenview, Illinois: Scott, Foresman and Company). The following is reprinted with permission of Scott, Foresman and Company:

> "Fundamentally, plagiarism is the offering of words or ideas of another person as one's own. While the most blatant violation is the use of other students' work, the most common is the unintentional misuse of your reference sources…"
>
> "An obvious form of plagiarism is copying direct quotations from your source material without crediting the source. A more subtle form, but equally improper, is the paraphrasing of material or use of an original idea that is not properly introduced and documented…"

Student's use of source materials requires them to conform to a few rules of conduct:

> a. Acknowledge borrowed materials within the text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. This practice serves to indicate where the borrowed materials began.
>
> b. Enclose within quotation marks all quoted materials.
>
> c. Make certain that paraphrased material is rewritten in the student's own style and language. The simple rearrangement of sentence patterns is unacceptable.
>
> d. Provide specific documentation for each borrowed item.
>
> e. Provide a citation on the reference or works cited page for every book or journal that is referred to in the paper.

3. Other possible examples of academic dishonesty include:

> a. Falsely claiming to have done work or obtained data.
>
> b. Misrepresenting reasons for not completing assignments or taking examinations as scheduled.

c. Submitting the same work in different courses without the prior approval of the instructors.

Keuka College Academic Dishonesty 1

d. Forging a signature on any college document.

e. Damaging or stealing college documents and/or equipment from the library, computer center, classrooms, or other academic resource areas.

Although cases of vandalism against College property described above in item (e) will be adjudicated through the Student Conduct Code, they are also listed here as examples of academic dishonesty. After all, the damage or theft of academically related resource materials and equipment by an individual student severely jeopardizes the pursuit of learning and academic performance of others in the College community. Students found guilty of committing acts of vandalism against academic property transgress both the Student Conduct Code and the Academic Dishonesty Policy, and therefore are more likely to receive severe penalties for their violation of community standards, including immediate dismissal.

Instances of academic dishonesty

1. An instructor who discovers evidence of cheating, plagiarism, or other forms of academic dishonesty will meet with the student and orally inform the student of the suspected violation and the evidence upon which it is based as soon as possible after the offense is discovered.

2. If still convinced that a violation of academic honesty has occurred, the faculty member will charge the student with academic dishonesty in a written statement that (a) details the specifics of the violation and (b) clearly states the course penalty(ies) to be imposed.

Student Appeal Process

A student may accept an instructor's charge of academic dishonesty and the imposed course penalty(ies) or appeal the decision; a letter describing the incident and the supporting evidence will be placed in the student's record in the Academic Affairs Office. However, if the student disputes the charges, then the student has ten days from the time the charge is received to submit an appeal in writing. In sequence, appeals may be made to the faculty member's division chair, the Associate Provost for Academic Innovation (and possibly the Academic Review Board), and, finally, to the president of Keuka College. In cases where a division chair is the faculty member levying the charge of academic dishonesty, a student should appeal directly to the Academic Review Board through the Associate Provost for Academic Innovation.

At any stage of the appeal, the division chair, the associate provost, or the president may dismiss or reaffirm the charge based on interviews with all relevant parties and a thorough review of the evidence.
If the charges against the student are dismissed at any stage of the process, all the parties involved in the decision will be informed in writing. All parties have the right to appeal any decision except the president's, which is final.

Class Attendance Policy and Student/Faculty Responsibilities

Class Attendance Policy and Student/Faculty Responsibilities

Students are expected to fulfill all requirements and obligations of courses in which they are registered.

It is the prerogative of each individual instructor, faculty, discipline, or division to determine the importance of class attendance. Any instructor who elects to have a class attendance policy will set forth the policy for that term in the course syllabus.

If students are absent because of illness or family emergencies, it is their responsibility to notify their instructors in advance, if at all possible. This notification does not constitute an excused absence; it is the student's responsibility to consult with his/her instructor(s) upon return about completing missed work. The instructor has final authority in these matters.

Absences might also occur because of planned events. Keuka College students are encouraged to participate in activities outside of the classroom, yet these activities may conflict with class times. Students are responsible for consulting with instructors in advance to ascertain whether the absence will be allowed, for submitting all written work on time, and for arranging reasonable makeup times and methods. Although instructors may wish to facilitate student participation in these activities, the nature of courses, laboratories, and practicum experiences may require that students attend class in order to better assure successful completion of the course. The instructor has the final authority in these matters.

CPS students should refer to their CPS student handbook for information regarding attendance policy.

Student Records

Keuka College complies with the Family Educational Rights and Privacy Act of 1974 (referred to as the "Buckley Amendment"), establishing the right of students to inspect and review their educational records and providing guidelines for the correction of inaccurate or misleading data. This Act authorizes the release of information only with the written consent of the student.

Release of Academic Records

Keuka College complies with the Family Educational Rights and Privacy Act of 1974 (referred to as the "Buckley Amendment"), establishing the right of students to inspect and review their educational records and providing guidelines for the correction of inaccurate or misleading data. This Act authorizes the release of information only with the written consent of the student.

Release of Academic Records

The Family Educational Rights and Privacy Act of 1974 protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, 230 Independence Avenue, S. W., Washington, DC 20201, concerning alleged failures by the institution to comply with the Act.

Keuka College will not disclose personally identifiable information from the educational records of a student without the prior written consent of the student, except as permitted by the Act and specified in the College's statement of policy.

The College designates the following as Directory information and will release it without consent unless the student has informed the registrar's office (registrar@keuka.edu) in writing that he/she does not wish it to be so designated: student's name, local and home address, telephone number, date and place of birth, student's schedule, attendance, class year, and major field of study; name, home address, and telephone number of parents/guardians; officially recognized activities and sports; degrees and awards received, including dean's list; and the most recent previously attended educational agency or institution. If the student does not wish any or all of this information released without his/her prior consent, he/she must notify the registrar's office by the end of the second week of the fall semester. In the absence of a negative response, the College will release this information when appropriate.

Copies of the Keuka College policy and procedures can be obtained from the registrar's office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the registrar's office. Keuka College directs the grades of individual students to the student unless a waiver of these rights is signed by the student. Parents may receive access to records regardless of student consent if a student is listed as a deductible dependent for income tax purposes. Keuka College will furnish grades to the parents if the Parent's Statement of Student Dependency has been filed with the registrar's office. The College reserves the right to contact a student's parents or guardians when, in the opinion of the College, the notification is necessary to protect the well-being of the student or others.

Transcripts are released only after the student makes a request in writing. Transcripts are not released until all debts to Keuka College are paid.

Exceptions to Academic Policy

The associate vice president for academic programs is responsible for the implementation of academic policies, including determination of academic standing and exceptions. If a student wishes to appeal a decision made by the office of academic affairs, an appeal should be submitted in writing to the chairperson of the Instruction Committee of the faculty. (Refer to the Student Handbook for more information.)

Experiential Learning

In keeping with Keuka College's mission, Student Success and Experiential Learning assists faculty and students in the promotion and integration of each student's intellectual, social, personal, physical, and spiritual development. Programs administered by this department include Field Period®, career services, and student success.

Field Period®

The Keuka College Field Period® provides students the opportunity to link academic learning with hands-on experiences. This integration and synthesis of theoretical and applied learning provides a rich, real-world laboratory for student growth and learning. Through Field Periods® students can test academic principles, investigate diverse environments or cultures, raise awareness of social responsibilities, explore and develop career possibilities, enhance their cultural understanding of the world, and grow personally. Field Periods® help students become active, self-directed, and, ultimately, lifelong learners.

Field Periods® are a minimum of 140-hour experiences done each year by all students scheduled traditionally during the month of January or during the summer months. They involve self-initiated placement, an intensive experience, and multi-faceted evaluation. The faculty supports and works closely with students in planning, preparation, and evaluation of Field Period®. It is ultimately the student, however, who is responsible for the success of the Field Period® experience.

Through Field Period® , opportunities exist for individual or group placements, career exploration or development, service learning, cross-cultural/diversity exploration, spiritual exploration, and personal growth. Field Periods have been accomplished in small and large organizations, rural and metropolitan areas, from New York to Israel to Russia, from Latin America to London. Field Period® opens the world to Keuka College students Field Periods® can be a paid or non-paid experience.

College policy requires students to complete one Field Period® for every two semesters at Keuka College. Students with an A.A. or A.S. degree will, therefore, usually be required to complete two Field Periods. The number of Field Periods® required for transfer students will be determined on a case-by-case basis by the registrar, based on the number of credits accepted and applied toward the baccalaureate degree.

Center for Professional Studies students should refer to their CPS student handbook for specific Field Period® requirements.

Field Period® Opportunities

Individual Experiences

Each student consults with a faculty member to establish individual learning objectives, evaluation methods, and standards.

Students are required to keep a journal, prepare a written and oral presentation, and demonstrate learning and accomplishments via a customized evaluation tool. The Assistant Direct of Field Period® and Internships provides orientation sessions on Field Period® and assists students in locating sites through an online database, Web searches, consultations, networking, and hard copy resources."

Prior Experiential Learning (PEL) Field Period® Experiences

PELs provide a framework for the assessment of learning and the awarding of academic credit based on a student's synthesis of prior non-collegiate experiences and academic theory. Students must be out of high school for four or more years or have four or more years of interruption in post-secondary education and be a matriculated Keuka College student. A student must have no more than six credit hours to complete in the general education curriculum. Prior non-collegiate experiences that can be considered include employment, community service, cultural activities, travel, or independent research. An eligible student works with a faculty Field Period® evaluator to assess and critically analyze the learning for which Field Period® credit is sought. A critical essay, extensive portfolio documenting the experience, and discussion are required.

At least one Field Period® must be completed as an individual or group experience.

Field Period® Policies and Procedures

Some major programs may require students to complete several Field Period® experiences within the discipline. Registration, requirements for credit and grading, and suggestions for an enhanced learning experience are located in Career Connections, a database of opportunities for students, alumni and employers. It also houses the Field Period® process, including course proposals, approvals, and evaluations and is accessible through the KC Portal.

Career Services

Career Services is dedicated to helping Keuka College students and alumni develop and work towards their career goals. We offer personalized career counseling, guidance, and resources on a variety of topics, including major and career exploration, creating resumes and cover letters, job searching, applying to graduate school, and conducting a successful job search. Workshops, on- and off-campus special events, and an employer network are also available.

Community Service

The Community Service Office connects potential volunteers with local and national non-profit organizations that need support and assistance. Students can volunteer in the community or benefit non-profit organizations through events on campus.

The Big Brother Big Sisters program is also coordinated by the Community Service Office.

Adventure Program

The Keuka College Adventure Program is comprised of three components: Leadership and Team building (our TeamWorks! Program), On-Campus Adventure, and Off-Campus Trips. Our goal is to make adventure accessible to everyone, and use it in a manner that will allow students to develop personally, professionally, and academically.

Off campus trips are available to all students. These experiences allow students to try things that might make them nervous, make friends, and do things they may not have ever had the opportunity to do. Some examples of trips include: white water rafting, rock climbing, skiing/snowboarding, and canopy tours. Students of all comfort and skill levels are welcome to come and try something that will get their adrenaline pumping.

Our on campus adventure programs are used to teach students that adventure can be found anywhere. Whether climbing on our high challenge course, utilizing the lakefront, or running in our 5k challenge run, students have the opportunity to experience that rush without leaving campus.

Our TeamWorks! program is used in orientations, classrooms, and by a variety of other organizations on campus. This high and low challenge course and portable program is used to supplement academic coursework, develop stronger groups, and enhance a student's leadership style plus much more. Any full time student may request a program for their club, group, class or team at no cost!

General Education Curriculum

A Keuka College education is based on the liberal arts as delivered primarily through our general education program. The general education program is the common educational experience of all Keuka College students, providing them with breadth of knowledge, intellectual skills, and personal dispositions of an educated person.

Complete general education learning goals listed within each general education component.

The General Education requirements are based on a set of student learning goals, which are organized in three categories: Foundational Skills, Breadth of Knowledge, and Dispositions. Every general education course addresses one or more of these student learning goals:

Foundational Skills

Written and Oral Communication
Information Literacy
Experiential Learning
Wellness
Quantitative and Mathematical
Reasoning
Effective Thinking

Breadth of Knowledge

Content

Community and Society
Cultural Contexts
Physical/Natural World
Self and Individual

Ways of Knowing:

Creativity, Imagination, and Aesthetics
Empirical Investigation
Ethical Inquiry
Reasoning and Analytical Thinking

Interconnectedness

Dispositions
Experiential Learning
Diversity
Values and Ethics
Independence and Interdependence
Social and Personal Responsibility
Intellectual Initiative
Global Perspectives

Total General Education requirements: 41-43 credits

General Education Requirements

Foundational Skills

Written/Oral Communication, Info Literacy (WO) / Take two:

ENG-110	College English I†*	3

ENG-112	College English II†*	3

Experiential Learning (EL) / Take one:

FYE-101	Experiential Learning†*	1

Wellness (WL) / Take one:

FYE-140	Wellness†*	3

Quantitative/Math Reasoning (QM) / Choose one:

MAT-102	College Algebra†*	3
MAT-103	Elem Probability and Statistics†*	3
MAT-104	Math for Liberal Arts†*	3
MAT-105	Pre-Calculus†*	3
MAT-106	Calculus I†*	4
MAT-222	Mathematical Concepts for Education II†*	3
SS-231	Statistics for Social Science†*	3

Breadth of Knowledge

No more than two courses in the same discipline may meet Breadth of Knowledge learning goals.

Community and Society (CS) / Choose one:

ECO-211	Principles of Microeconomics†*	3
POL-120	American Government†*	3
POL-130	State and Local Government†*	3
SOC-101	Introduction to Sociology†*	3
INS-301J	IS: Leadership†*	3
INS-301T	Bldg A Culture of Health†*	3

Cultural Contexts: Our cultures (OC) / Choose one:

HIS-113	Western Civilization I†*	3
HIS-114	Western Civilization II†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
INS-301B	Integrative Studies: Food and Society†*	3
INS-301M	IS: Culture, Gender, Comm†*	3
INS-301N	IS: Science in Popular Culture†*	3
SOC-101	Introduction to Sociology†*	3
SOC-230	Social Problems†*	3

Cultural Contexts: Cross Cultures (CC) / Choose one:

ENG-207	Lit and Society in Latin America†*	3
HIS-115	Europe and the World†*	3
POL-140	International Relations†*	3
REL-103	Introduction to Religion†*	3
SPA-101	Introduction to Spanish†*	3
SPA-102	Continuing Introduction to Spanish†*	3
SPA-203	Spanish for Communication†*	3
SPA-208	Spanish for the Professions†*	3
SPA-220	Intro Spanish Translation and Interpretation	3
SPA-225	Spanish in the Community*3	3
INS-301R	IS: Intercultural Studies†*	3
POL-355	Globalization†*	3

Physical/Natural World (PN) / Choose one:

BIO-102	Introduction to the Science of Life†*	4

BIO-135	Cells and Organisms†	4
BIO-202	Human Biology†*	4
BIO-208	Life and the Universe†*	4
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
ENG-145	Literature, Nature, Place†*	3
ENV-105	Environmental Science†*	4
INS-301L	IS: Environment†*	3
PHY-201	General Physics I†*	4
PHY-202	General Physics II†*	4
SOC-275	Environmental Sociology†*	3

Self and Individual (SI) / Choose one:

INS-301C	Integrative Studies: Morality/Dil†*	3
INS-301A	Integrative Studies: Creativity†*	3
PHL-101	Introduction to Philosophy†*	3
PHL-115	Ethics†*	3
PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3
REL-103	Introduction to Religion†*	3

CIA: Fine/Performing Arts (FP) / Choose one:

ART-101	Foundations of Art and Design†*	3
ART-125	The Art of Improvisation†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
DAN-101	Introduction to Dance†*	3
DAN-201	Dance, Self, and Culture†*	3
DAN-205	Movement in the Wider World†*	3
MUS-101	Music Appreciation†*	3
MUS-201	American Musical Traditions†*	3
THR-101	Introduction to Theatre and Drama†*	3
THR-105	Reader's Theatre†	3
THR-170	History of Theatre and Drama†*	3
THR-222	Acting on and Off the Stage †*	3

CIA: Verbal Arts (VA) / Choose one:

ENG-118	Poems, Plays and Prose†*	3
ENG-120	Introduction to Literature†*	3
ENG-125	Literature in the Wider World†*	3
ENG-130	Great Books: Beginnings†*	3
ENG-135	Great Books: Modern Age†*	3
ENG-140	Literature and Film†*	3
ENG-145	Literature, Nature, Place†*	3
ENG-207	Lit and Society in Latin America†*	3

Empirical Investigation (EM) / Choose one:

BIO-135	Cells and Organisms†	4
BIO-208	Life and the Universe†*	4
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
ENV-105	Environmental Science†*	4
PHY-201	General Physics I†*	4
PHY-202	General Physics II†*	4

PSY-101	Introductory Psychology†*	3
CFS-223	Close Relationships	3

Ethical Inquiry (EI) / Choose one:

INS-301D	Integrative Studies: Values and Ethics†*	3
INS-301P	IS:The Brain, Neuro-Ethics & Society†*	3
INS-301S	Social Justice in a Multicultural World†*	3
PHL-101	Introduction to Philosophy†*	3
PHL-115	Ethics†*	3
PHL-215	Environmental Ethics†*	3

Interconnectedness (IN)

One INS-301 course is required:

INS-301	Integrative Studies (topic)*†	3

Effective Thinking (ET):

This learning goal is met through Foundational Skills and Interconnectedness courses.

Reasoning and Analytical Thinking (RA):

This learning goal is met through Written and Oral communication, Information Literacy, Quantitative & Mathematical Reasoning, Interconnectedness learning goals and requirements.

Degree Requirements

General Education Requirements

Students must complete each of the following areas. No more than two courses with the same disciplinary prefix may meet the Breadth of Knowledge learning goals.

Foundational Skills

Written/Oral Communication, Info Literacy (WO) / Take two:

ENG-110	College English I†*	3
ENG-112	College English II†*	3

Experiential Learning (EL)

FYE-101	Experiential Learning†*	1

Wellness (WL) / Take one:

FYE-140	Wellness†*	3

Quantitative/Math Reasoning (QM) / Choose one:

MAT-102	College Algebra†*	3
MAT-103	Elem Probability and Statistics†*	3
MAT-104	Math for Liberal Arts†*	3
MAT-105	Pre-Calculus†*	3
MAT-106	Calculus I†*	4
MAT-222	Mathematical Concepts for Education II†*	3
SS-231	Statistics for Social Science†*	3

Breadth of Knowledge (Group I)

Any combination of 4 credits offered in disciplines generally associated with Keuka College's Division of Natural Sciences (egs:Astronomy, Biology, chemistry, environmental science, geology, physics).

Students must take at least one laboratory science course.

See advisor for recommended/required courses

Please reference breath of knowledge PN and EM course options.

Breadth of Knowledge (Group II)

Any combination of 9 credits offered in two different disciplines generally associated with Keuka College's Division of Basic and Applied Social Science. (egs. Psychology, sociology, political Science, history, anthropology, geography or economics.)

See advisor for recommended/required courses

Please reference breath of knowledge CS, OC, and SI course options.

Breadth of Knowledge (Group III)

Any combination of 9 credits offered in two different disciplines generally associated with Keuka College's Division of Humanities and Fine Arts (egs. Fine and performing arts, language, Literature, philosophy, religion). Note Fine arts include art, music, dance, and theatre as one discipline.)

See advisor for recommended/required courses

Please reference breath of knowledge CC, FP, VA and EI course options.

Breadth of Knowledge Elective

Complete one additional course (3-4 credits) from any group I, II, or III above or in the Quantitative/mathematical reasoning categories.

See advisor for recommended/required courses

Please reference breath of knowledge group 1,2, 3, and QM course options.

Interconnectedness (IN)

One INS-301 course is required:

INS-301	Integrative Studies (topic)*†	3

Effective Thinking (ET):

This learning goal is met through Foundational Skills and Interconnectedness courses.

Reasoning and Analytical Thinking (RA):

This learning goal is met through written and oral communication, information literacy, quantitative & mathematical reasoning, interconnectedness learning goals and requirements.

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Fulfilling General Education Requirements

Some degree programs may designate specific courses to fulfill a major requirement. Students must consult the graduation requirements for their individual major to ensure that all requirements have been met. The General Education program generally begins with the Experiential Learning course, FYE-101, and culminates with an interdisciplinary course, INS-301. Select each component separately to view learning goals.

Component One: Foundational Skills

(13 credits)

Foundational Skills learning goals require that students will acquire and expand the intellectual skills necessary to become successful lifelong learners.

Written and Oral Communication, Informational Literacy

(6 credits)

Learning Goals: Students will demonstrate the ability to write and speak clearly, logically, precisely, and persuasively based upon effective reading, reflection and observation skills; and to locate, access, evaluate and document a variety of sources of information and ideas, consistent with the principles enunciated in the Graduate Outcome Statements in Written and Oral Communication and Information Literacy.

See General Education Requirements (p. 82) for list of applicable courses.

Experiential Learning

(1 credit)

Learning Goal: Keuka College students will demonstrate the skills and understanding necessary to developing a lifelong ability to learn effectively from experience consistent with the principles enunciated in the Graduate Outcome Statement in Experiential Learning.

Applicable course includes: FYE-101.

Wellness

(3 credits)

Learning Goal: Students will demonstrate an understanding of the processes and principles of

- effective physical and emotional wellness,
- relationship with others of similar and different cultural backgrounds, and
- college success skills, and the ability to apply these processes and principles in maintaining wellness.

See General Education Requirements (p. 82) for list of applicable courses.

Quantitative and Mathematical Reasoning

(3 credits)

Learning Goal: Students will demonstrate an understanding of and ability to apply mathematical concepts as well as their assumptions and implications, and general reasoning and problem-solving skills consistent with the principles enunciated in the Graduate Outcome Statement in Quantitative Literacy. See General Education Requirements (p. 82) for list of applicable courses.

Effective Thinking

Learning Goal: Students will demonstrate proficiency in critical and creative thinking consistent with the principles enunciated in the Graduate Outcome Statement in Effective Thinking. This student learning goal is addressed through foundation skills and Interconnectedness courses.

Component Two: Breadth of Knowledge

(28-29 credits)

Breadth of Knowledge learning goals require that students will gain a breadth of knowledge which will help students to develop their intellectual, social, cultural, and creative potential as preparation for a life of continued growth, responsibility and fulfillment. This knowledge is organized across content and ways of knowing with the ultimate goal that students comprehend the interconnected nature of knowledge.

Students must take one or more courses in each of the elements of Breadth of Knowledge, as indicated below, but may not take more than two courses with the same disciplinary prefix. In addition, students must take a minimum of one course in laboratory science, and may take no more than one INS course to meet a Breadth of Knowledge learning goal.

Content

Community and Society

(3 credits)

Learning Goal: Students will demonstrate an understanding of

- the nature and functioning of social structures, institutions and processes and the relationships within and between members of communities,
- the institutions and processes that comprise democratic societies, and
- the obligations of members of communities to one another, and in particular the value of service, leadership and the full participation of citizens in a community.

See General Education Requirements (p. 82) for list of applicable courses.

Cultural Contexts

(6 credits)

Learning Goal: Students will demonstrate an understanding of their own cultural contexts and heritage, as well as cultural contexts beyond their own. In particular, they will demonstrate their understanding of

- the interrelations within and among global and cross-cultural communities, and
- the ways historical processes and conditions shape a culture's values and behaviors.

Our Cultures learning objective:

(3 credits)

Students will demonstrate an understanding of important elements of the cultural contexts and historical development of the United States and/or the legacy of Western cultural heritage.

See General Education Requirements (p. 82) for list of applicable courses.

Cross-Cultural learning objective:

(3 credits)

Understanding, adapting to, and thriving in multicultural and international settings is a prerequisite to living responsible, productive, and creative lives in a dramatically changing world. Cross-cultural learning opportunities challenge students to gain knowledge about the world's people and problems, explore the legacies that have and continue to shape the world, and help them understand the interrelational nature of identity. Students will demonstrate an understanding of cultural institutions, traditions, and ways of looking at the world beyond their own, and an ability to connect, integrate, and act on this understanding in at least one of the following ways:

- Demonstrate proficiency—culturally and/or linguistically—in a language and culture other than English.
- Articulate how knowledge and analysis of global, social, political, and economic systems can help one to embrace and adapt to cultural differences as well as to recognize similarities across cultures.
- Describe how knowledge of others' cultures, languages, and histories create opportunities for personal and societal improvement.

See General Education Requirements (p. 82) for list of applicable courses.

Physical/Natural World

(3-4 credits)

Learning Goal: Students will demonstrate an understanding of

- the nature of the physical world that encompasses and supports us all,
- the impact of human activity and decisions on that world, and
- ways of representing and interacting with the natural environment.

See General Education Requirements (p. 82) for list of applicable courses.

Self and Individual

(3 credits)

Learning Goal: Students will demonstrate knowledge that enhances their ability to understand themselves and others as individuals and to act with autonomy as well as responsibility in the world. This component encourages the development of their understanding of the human condition and human functioning as well the ability to appreciate individual differences and individual values.

See General Education Requirements (p. 82) for list of applicable courses.

Interconnectedness

Learning Goal: Students will demonstrate

- an understanding of the fundamental interconnectedness of knowledge and ways of knowing,
- the ability to integrate ideas and information from multiple perspectives and domains of knowledge,
- application of interdisciplinary knowledge to problem solving,
- application of critical and creative thinking skills, and
- competence in oral, written, and other creative modes of expression.

Students choose ONE course identified for this category that also fulfills either a Content or Ways of Knowing requirement.
See General Education Requirements (p. 82) for list of applicable courses.

Ways of Knowing: Creativity, Imagination, and Aesthetics

Learning Goal: Students will demonstrate an understanding of the role of the imagination, creativity, aesthetic response, and artistic expression in human experience. Students will gain direct experience with artistic creation both as a creator and as a responder. In particular, they will demonstrate an understanding of

- different ways of seeing and representing the world and human experience,
- the interactive relationship between creative expression and human cultures and societies,
- the nature and value of aesthetic response to artistic expression, and
- the use of metaphor, symbol, imagery, narrative and an ability to communicate their interpretations of and responses to verbal as well as visual, spatial and/or musical art and expression.

Fine/Performing Arts learning objective:

(3 credits)

Students will demonstrate an understanding of the fine and performing arts as means for representing and responding to human experience. In particular, students will demonstrate an understanding of visual, spatial, and/or musical art and expression. Students will gain direct experience with artistic creation both as a creator and as a responder.

See General Education Requirements (p. 82) for list of applicable courses.

Verbal Arts learning objective

(3 credits)

Students will demonstrate an understanding of the nature and importance of language as a medium for representing and responding to human experience. In particular, students will demonstrate an understanding of narrative, metaphor, symbol, and imagery in literary works and as fundamental elements in all human communication. Students will gain direct experience with artistic creation both as a creator and as a responder.

See General Education Requirements (p. 82) for list of applicable courses.

Empirical Investigation

(3-4 credits)

Learning Goal: Students will demonstrate an understanding of and an ability to utilize scientific methods of inquiry, including the use of observation and experimentation to investigate, describe and discover knowledge.

See General Education Requirements (p. 82) for list of applicable courses.

Ethical Inquiry

(3 credits)

Learning Goal: Students will demonstrate their ability to

- engage in ethical decision-making in a manner that takes into account the consequences of their actions for themselves and others,
- analyze and evaluate a range of examples of ethical reasoning,
- analyze and evaluate representative examples of moral precepts, and the role of morality and ethics in social and environmental contexts, and
- understand, respect, and evaluate the role(s) that history and cultural diversity play in the formation of cultural and societal norms.

See General Education Requirements (p. 82) for list of applicable courses.

Reasoning and Analytical Thinking

Learning Goal: Students will demonstrate the ability to:

- develop a critical perspective, analyze and evaluate inductive and deductive reasoning and in particular the use of evidence, and utilize arguments to arrive at a rationally justified belief;
- understand logical systems and develop statistical and symbolic reasoning; and
- engage in effective problem-solving.

This student learning goal is met through components of the Written and Oral Communication, the Information Literacy, the Quantitative and Mathematical Reasoning learning goals, and the Interconnectedness requirement.

Component Three: Dispositions

Disposition learning goals require that students develop values and attitudes that will provide them with a foundation for a lifetime of learning, service and leadership.

Learning Goal: Students will develop values and attitudes that will provide them with a foundation for a lifetime of learning, service, and leadership. They will

- learn from and reflect upon experience;
- examine, identify, and analyze their own values and beliefs and those of others;
- seek knowledge in order to gain understanding of complex issues from a variety of experiences, sources, and perspectives;

- articulate abstract and moral reasoning that provides a framework for decision-making and social responsibility; and
- examine the value of acting with integrity in all areas of one’s life.

This student learning goal is systematically integrated across the general education curriculum.

Basic and Applied Social Sciences

Basic and Applied Social Sciences is an interdisciplinary division consisting of criminology and criminal justice, history, political science, psychology, sociology, child and family studies, ASAP criminal justice, ASAP Master in Criminal Justice and social studies 7-12. Each discipline retains autonomy, although interdisciplinary interaction both inside and outside the division is encouraged. Courses within each discipline are intended to provide a basic foundation in each major and to complement offerings in the various disciplines.

Political Science and History

The program in political science and history emphasizes an understanding of the foundations of Western civilization and the principles of democratic citizenship, especially as they relate to the development of governments throughout the world, the interaction between Western and non-Western values, and law and politics in a rapidly changing and interdependent global environment. Students graduate well-prepared for graduate study or law school, as well as employment in areas of public service, historical research, policy analysis, government relations, human rights, political advocacy, and the private sector. Students are given analytical tools and provided in- depth knowledge across the faculty's diverse areas of expertise, which include Europe and the world, East Asian politics and society, early American history and the presidency, American law, politics, and policy, and international relations and globalization. Students are encouraged to participate in the Political Science, History, and Pre-law Club, the Washington Semester program, the New York State Assembly intern program, local, state, or federal internships, academic study abroad, and group Field Periods led by faculty members in the program.

Political Science and History, Bachelor of Arts

POLSCIHIST.BA

Major Requirements

Complete all of the following:

36 credits

ECO-210	Principles of Macroeconomics†	3
HIS-115	Europe and the World†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
HIS-250	Political and Historical Analysis†	3
HIS-350	America in the Founding Era, 1750-1815†	3
HIS-360	History of New York State†	3
POL-120	American Government†*	3
POL-140	International Relations†*	3
POL-240	Comparative Politics†	3
POL-350	Political Philosophy†	3
POL-440	Research Seminar in Politics & History†	3

Complete the following:

18 credits

Complete nine additional semester credits in political science/history at the 300- or 400-level.

See advisor for recommended/required courses

Field Period:

12 credits

FP-290	Field Period	3
FP-290	Field Period	3

FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Political Science and History Minor

POLSCI.MIN

Minor Requirements

Complete the following:

3 credits

POL-250	Political and Historical Analysis†	3

Complete the following:

15 credits

Complete HIS or POL coursework

See advisor for recommended/required courses

Field Period:

3 credits

* Students must complete a Field Period in the area of their minor.
See advisor for recommended/required courses

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Pre-Law Minor

MINOR.PRELAW

Requirements for a Minor in Pre-Law

Through exposure to both classical liberal arts and applied fields of study, including political science, psychology, sociology, and criminal justice, Keuka College's pre-law minor provides the necessary foundation if you wish to pursue law school and law-related careers. This hands-on minor prepares students in writing, critical thinking and reasoning, and offers classes that range from American government to predatory crime and violence.

The courses recommended in the list below are the minimal recommendations: the pre-law adviser will work with students one-on-one to develop a four year curriculum best suited to their interest and goals. In addition, you can complete Field Periods with law offices, district attorneys, public defenders, and organizations in the criminal justice system. Paired with the recommended major in political science and history, you will be well set to enter the next step in your educational career.

Minor Requirements

Complete all of the following:

9 credits		
CRM-101	Introduction to Criminal Justice†	3
POL-120	American Government†*	3
POL-321	Constitutional Law†	3

Complete two of the following:

6 credits		
BUS-202	Business Law	3
CRM-301	Criminal Law†	3
CRM-322	White Collar and Corporate Crime†	3
HIS-250	Political and Historical Analysis†	3
POL-250	Political and Historical Analysis†	3
POL-340	Law, Politics and Society†	3

Field Period:

3 credits

FP-290	Field Period	3

Field Period experience related to the Legal Profession

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits.
- Complete the minor requirements.
- Achieve a minor GPA of 2.00
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Adolescent Social Studies

See Education for more information.

Students majoring in adolescent social studies prepare for careers in teaching social studies at the junior and senior high school level. The program offers a firm grounding in history, political science, education, and related courses for students who become professional educators in adolescent social studies. Requirements can be found under “Requirements for Adolescent Education, (p. 176)” as described in the education section.

Psychology

Psychology is the scientific and systematic study of behavior from a variety of perspectives. Through examination of the interaction among environmental and internal forces acting on human development and functioning, students gain a better appreciation of themselves and others. Courses are oriented to theoretical, research, and applied considerations. The introductory course surveys the major areas. Advanced courses and seminars provide more detailed examination of human behavior and development. Independent studies, Field Periods, and special courses facilitate the application of theoretical knowledge to practical concerns. Emphasis is placed on research methodology and formal communication skills consistent with the scientific basis of the field. Majors are encouraged to develop independent though by participating in research projects and other investigatory work.

The psychology major allows considerable flexibility to develop a sequence of study that reflects the student’s personal interests, abilities, and plans for the future. By working closely with faculty advisers, other faculty members, and the experiential education office, students can effectively prepare for employment or for further education or training. The program provides a solid background for graduate study leading to careers in such applied areas as clinical, school, and counseling psychology, and teaching and research.

Psychology majors have the option to pursue one of four concentrations within the major. The concentration in Child and Family Studies gives psychology majors an opportunity to study in-depth factors that influence the development of people and families across the lifespan.. The concentration is intended for those who anticipate working with children but not as a classroom teacher as well as for those intending to pursue graduate studies in areas related to services for children

The concentration in Developmental Disabilities prepares psychology majors for entry-level positions, working with individuals who have intellectual and other developmental disabilities. The program familiarizes students with the etiology of these disabilities, and the residential, employment, and other services necessary for their support.

The concentration in Forensic psychology allows psychology majors opportunities to explore different aspects of psychology and the law. Among other topics, this concentration explores the issues involved in helping judges decide if a parent should have custody of a child or if a defendant is competent to stand trial. This concentration also allows students to examine the psychological reasons for the actions of criminals.

The concentration in mental health provides a foundation for students interested in advanced training in clinical and counseling psychology working with persons with mental disorders. In addition to core psychology courses, students study abnormal psychology and developmental psychopathology as well as taking introductory courses in psychotherapy and assessment. Students have field period experiences in a variety of mental health and related settings.

Psychology, Bachelor of Arts

PSYCH.BA

Major Requirements

Complete all of the following:

32 credits

PSY-101	Introductory Psychology†*	3
PSY-227	Social Psychology†	3
PSY-249	Infancy & Early Childhood†	3
PSY-332	Experimental Methodology†	4
PSY-328	Personality Theory and Dynamics†	4
PSY-333	Physiological Psychology†	3
PSY-360	Junior Research Seminar†	3
PSY-426	Systems and Issues in Psychology†	3
PSY-450	Senior Research Seminar†	3
SS-231	Statistics for Social Science†*	3

Complete one of the following:

3 credits

PSY-238	Adolescence†	3
PSY-252	Development in Middle Childhood†	3
PSY-251	Adulthood and Aging†	3

Complete one of the following:

3 credits

PSY-325	Learning & Cognitive Processes†	3
PSY-335	Psychology of Motivation†	3

Complete six additional semester credits in psychology:

6 credits

	See advisor for recommended/required courses	

Field Period:

12 credits

PSY-390	Psychology Field Period/Practicum†	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Psychology with Developmental Disabilities, Bachelor of Arts

PSYCH.DEVDIS.BA

Major Requirements

Complete all of the following:

58 credits

DD-398	Practicum Treatment for Dev Disability	3
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
PSY-101	Introductory Psychology†*	3
PSY-227	Social Psychology†	3
PSY-332	Experimental Methodology†	4
PSY-249	Infancy & Early Childhood†	3
PSY-252	Development in Middle Childhood†	3
PSY-323	Developmental Psychopathology	3
PSY-328	Personality Theory and Dynamics†	4

PSY-329	Psychological Tests and Measures†	3
PSY-333	Physiological Psychology†	3
PSY-350	Behavior Modification†	3
PSY-360	Junior Research Seminar†	3
PSY-426	Systems and Issues in Psychology†	3
PSY-450	Senior Research Seminar†	3
SS-231	Statistics for Social Science†*	3

Complete one of the following:

3 credits

PSY-325	Learning & Cognitive Processes†	3
PSY-335	Psychology of Motivation†	3

Field Period:

12 credits

PSY-390	Psychology Field Period/Practicum†	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Psychology with Forensic Psychology, Bachelor of Arts

PSYCH.FORENSIC.BA

Major Requirements

Complete all of the following:

56 credits		
CRM-101	Introduction to Criminal Justice†	3
CRM-285	Criminology†	3
CRM-301	Criminal Law†	3
POL-321	Constitutional Law†	3
PSY-101	Introductory Psychology†*	3
PSY-227	Social Psychology†	3
PSY-249	Infancy & Early Childhood†	3
PSY-332	Experimental Methodology†	4
PSY-328	Personality Theory and Dynamics†	4
PSY-329	Psychological Tests and Measures†	3
PSY-333	Physiological Psychology†	3
PSY-336	Abnormal Psychology & Psychopathology†	3
PSY-360	Junior Research Seminar†	3
PSY-426	Systems and Issues in Psychology†	3
PSY-440	Forensic Psychology†	3
PSY-450	Senior Research Seminar†	3
SOC-101	Introduction to Sociology†*	3
SOC-202	Deviance & Social Control†	3
SOC-302	Ethnic Diversity†	3
SS-231	Statistics for Social Science†*	3

Complete one of the following:

3 credits		
CRM-312	Predatory Crime and Violence	3
CRM-323	Juvenile Delinquency†	3
CRM-322	White Collar and Corporate Crime†	3

Complete one of the following:

3 credits		
POL-120	American Government†*	3
POL-130	State and Local Government†*	3

Complete one of the following:

3 credits		
PSY-238	Adolescence†	3
PSY-250	Substance Abuse and Families†	3
PSY-251	Adulthood and Aging†	3

Complete one of the following:

3 credits		
PSY-325	Learning & Cognitive Processes†	3
PSY-335	Psychology of Motivation†	3

Field Period:

12 credits		
PSY-390	Psychology Field Period/Practicum†	3

FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Psychology with Mental Health, Bachelor of Arts

PSYCH.MENTAL.BA

Major Requirements

Complete all of the following:

65 credits

EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
PSY-101	Introductory Psychology†*	3
PSY-227	Social Psychology†	3
PSY-249	Infancy & Early Childhood†	3
PSY-323	Developmental Psychopathology	3

PSY-328	Personality Theory and Dynamics†	4
PSY-332	Experimental Methodology†	4
PSY-333	Physiological Psychology†	3
PSY-336	Abnormal Psychology & Psychopathology†	3
PSY-350	Behavior Modification†	3
PSY-360	Junior Research Seminar†	3
PSY-426	Systems and Issues in Psychology†	3
PSY-430	Clinical Intervent in Psychology†	4
PSY-436	Advanced Topics in Abnormal Psychology†	3
PSY-450	Senior Research Seminar†	3
SOC-344	Sociology of the Family†	3
SS-231	Statistics for Social Science†*	3
SWK-332	Group Processes†	3
SWK-334	Evaluation Strategies in Human Services	3

Subtotal: 65

Complete one of the following:

3 credits

PSY-238	Adolescence†	3
PSY-252	Development in Middle Childhood†	3
PSY-251	Adulthood and Aging†	3

Complete one of the following:

3 credits

PSY-325	Learning & Cognitive Processes†	3
PSY-335	Psychology of Motivation†	3

Complete one of the following:

3 credits

SWK-250	Substance Abuse and Families†	3
SOC-353	Drugs in American Society†	3

Field Period:

12 credits

PSY-390	Psychology Field Period/Practicum†	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Psychology Minor

MINOR.PSYCH

Minor Requirements

Complete one of the following:

3 credits

PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3

Complete the following:

Complete 3 additional psychology courses, at least 3 at the 300-level or higher
See advisor for recommended/required courses

3 additional PSY courses

Take 3 additional PSY courses (includes SS-231/Bus-320)
See advisor for recommended/required courses

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary-

- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits.
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Sociology

The sociology degree program is based on the assumption that application of sociological principles to social issues contributes to solving applied problems in a variety of professional settings. The work of applied sociologists tends to be "client driven," in that their work is designed to solve a specific problem posed by the employer. The curriculum is to include a strong core of sociological theory, research methodology, and basic sociology courses encompassing the institutional, organizational, and interpersonal dimensions. A unique emphasis on both quantitative methods (such as demographic and survey methods, and statistical analysis) and qualitative methods (including direct observation, content analysis, and contextual analysis) provide the student training to be competitive researchers and practitioners. Students engage in classroom and field experience, along with a concentrated senior practicum, in order to become highly competitive in the job market.

Those with sociological academic training with an applied focus commonly undertake such tasks as organizational development, environmental impact assessment, conflict mediation and resolution, social policy analysis, and program evaluation. In addition, students graduating from our program will have a foundation for understanding and investigating the relationship between social forces and social problems like crime, environmental problems, drug abuse, family violence, and juvenile delinquency. Students of sociology acquire more advanced and applied data analytic research skills and an enhanced understanding of human social behavior, preparing students for entry into master's level training or career paths in the public and private sector.

Sociology, Bachelor of Arts

Sociology.BA

Major Requirements

Take all of the following:

29 credits

CMP-120	Introduction to Computer Applications†	3
SOC-100	Sociology First Year Workshop	1
SOC-101	Introduction to Sociology†*	3
SOC-200	Intro to Sociological Theory†	3
SOC-201	Applied Methods	3
SOC-202	Deviance & Social Control†	3
SOC-301	Methods of Social Research†	4
SOC-302	Ethnic Diversity†	3
SS-231	Statistics for Social Science†*	3
SS-402	Sr Seminar in Applied Social Sciences†	3

Liberal Arts and Sciences as needed:

See advisor for recommended/required courses

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

OPTION 1

12 credits - Required

SOC-401	Internship in Sociology	12

Complete the following:

9 credits
Complete 3 courses

SOC-230	Social Problems†*	3
SOC-275	Environmental Sociology†*	3
SOC-295	Introductory Topics in Sociology†	3
SOC-303	Victimology†	3
SOC-311	Organized Crime†	3
SOC-322	White Collar and Corporate Crime†	3
SOC-323	Juvenile Delinquency†	3
SOC-344	Sociology of the Family†	3
SOC-346	Family Violence	3
SOC-353	Drugs in American Society†	3
SOC-395	Topics in Criminology	1.00-3.00
SOC-407	Micro Social Theory: Mind,Self Society†	3
SOC-495	Advanced Topics in Sociology†	1.00-3.00

Field Period:

9 credits
Complete 3 FP courses

FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

OPTION 2

Without SOC-401 Internship

Complete the following:

18 credits
Complete 6 courses

SOC-230	Social Problems†*	3
SOC-275	Environmental Sociology†*	3
SOC-295	Introductory Topics in Sociology†	3
SOC-303	Victimology†	3
SOC-311	Organized Crime†	3
SOC-322	White Collar and Corporate Crime†	3
SOC-323	Juvenile Delinquency†	3
SOC-344	Sociology of the Family†	3
SOC-346	Family Violence	3
SOC-353	Drugs in American Society†	3
SOC-395	Topics in Criminology	1.00-3.00
SOC-407	Micro Social Theory: Mind,Self Society†	3
SOC-495	Advanced Topics in Sociology†	1.00-3.00

Field Period:

12 credits
Complete 4 FP courses

FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

Reference Key -

'* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Sociology Minor

SOC.MIN

Minor Requirements

Complete all of the following:

12 credits

SOC-101	Introduction to Sociology†*	3
SOC-200	Intro to Sociological Theory†	3
SOC-201	Applied Methods	3
SOC-302	Ethnic Diversity†	3

Complete two of the following:

3 credits

SOC-230	Social Problems†*	3
SOC-275	Environmental Sociology†*	3
CRM-275	Environmental Sociology†	3
SOC-301	Methods of Social Research†	4
SOC-344	Sociology of the Family†	3
SOC-346	Family Violence	3
SOC-353	Drugs in American Society†	3
SOC-395	Topics in Criminology	1.00-3.00
SOC-407	Micro Social Theory: Mind,Self Society†	3
SOC-495	Advanced Topics in Sociology†	1.00-3.00

Field Period:

3 credits

* Students must complete a Field Period in the area of their minor.

FP-290	Field Period	3

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

- Complete a total of 18-19 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits.
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Criminology and Criminal Justice

The criminology and criminal justice degree program at Keuka College is based upon three dimensions of academic training: 1) a strong foundational and working knowledge of the criminal justice system, criminal laws, law enforcement, the courts and corrections, 2) a working understanding of crime and criminal behavior, the treatment of crime, and crime victims; and 3) intensive, applied professional development through Field Period and internship experiences and fundamental research skill development.

Student graduating from our program will have a foundation for understanding and investigating the relationship between social forces and crime. The criminological components of this program directly respond to those students interested in applying knowledge to make change. By learning and utilizing sociological and criminological principles related to crime and criminal justice-related issues, they can solve problems of significance to those working in criminal justice or related fields.

The criminology and criminal justice program provides students a unique and marketable integration of theoretical knowledge, basic research skills, and an understanding of the criminal justice and supportive systems while gaining field experience valued by students and potential employers. The program designed to prepare individuals for direct-service occupations in criminal justice and related fields, program coordinator/ management positions primarily in the non-profit sector, and graduate study in criminology, criminal justice, or related fields. Following the completion of the program, students are prepared for occupations in criminal justice (and related fields), and bring to their work an understanding of social issues and human problems.

Criminology and Criminal Justice, Bachelor of Science

CRM.BS

Major Requirements

Complete all of the following:

44 credits

CMP-120	Introduction to Computer Applications†	3
CRM-100	First Year Workshop	1
CRM-101	Introduction to Criminal Justice†	3
CRM-211	Relations of Law Enforcement†	3
CRM-231	Courts, Prosecution and Defense†	3
CRM-232	Punishment, Treatment and Corrections†	3
CRM-285	Criminology†	3
CRM-301	Criminal Law†	3
POL-321	Constitutional Law†	3
SOC-101	Introduction to Sociology†*	3
SOC-202	Deviance & Social Control†	3
SOC-301	Methods of Social Research†	4

SOC-302	Ethnic Diversity†	3
SS-231	Statistics for Social Science†*	3
SS-402	Sr Seminar in Applied Social Sciences†	3

Complete one of the following:

3 credits

POL-120	American Government†*	3
POL-130	State and Local Government†*	3

Complete one of the following:

3 credits

PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3

Choose one of the following options:

Option 1:

21 credits

CRM-490	Criminology/Criminal Justice Fld Pd	3

Complete the following:

Additionally, complete 18 credits of the following major electives

CRM-221	Criminal Investigation†	3
CRM-234	Juvenile Justice†	3
CRM-255	Criminal Justice Ethics†	3
CRM-275	Environmental Sociology†	3
CRM-295	Introductory Topics in Criminology†	3
CRM-303	Victimology†	3
CRM-311	Organized Crime†	3
CRM-322	White Collar and Corporate Crime†	3
CRM-323	Juvenile Delinquency†	3
SOC-346	Family Violence	3
SOC-353	Drugs in American Society†	3
CRM-395	Intermediate Topics in Criminology†	3

Option 2:

21 credits

CRM-401	Internship Criminology/Crm Justice	12

Complete the following:

Additionally, complete 9 credits of the following major electives

CRM-221	Criminal Investigation†	3
CRM-234	Juvenile Justice†	3
CRM-255	Criminal Justice Ethics†	3
CRM-275	Environmental Sociology†	3
CRM-295	Introductory Topics in Criminology†	3
CRM-303	Victimology†	3
CRM-311	Organized Crime†	3
CRM-322	White Collar and Corporate Crime†	3
CRM-323	Juvenile Delinquency†	3
SOC-346	Family Violence	3
SOC-353	Drugs in American Society†	3
CRM-395	Intermediate Topics in Criminology†	3

Field period:

9 credits

CRM-390	Criminology/Criminal Justice FldPd	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total 120 credits Complete the general education and major req.
- Complete 60 Liberal Arts Credits Complete one INS-301 course
- Achieve a cumulative GPA of 2.00 Complete one laboratory science course
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Criminology/Criminal Justice Minor

MINOR.CRMMIN

Minor Requirements

Complete all of the following:

12 credits

CRM-101	Introduction to Criminal Justice†	3
CRM-285	Criminology†	3
SOC-101	Introduction to Sociology†*	3
SOC-202	Deviance & Social Control†	3

Complete one of the following:

3 credits

CRM-211	Relations of Law Enforcement†	3
CRM-221	Criminal Investigation†	3
CRM-231	Courts, Prosecution and Defense†	3
CRM-232	Punishment, Treatment and Corrections†	3
CRM-234	Juvenile Justice†	3
CRM-255	Criminal Justice Ethics†	3
CRM-295	Introductory Topics in Criminology†	3

Complete one of the following:

3 credits

CRM-303	Victimology†	3
CRM-311	Organized Crime†	3
CRM-322	White Collar and Corporate Crime†	3
CRM-323	Juvenile Delinquency†	3
CRM-346	Family Violence†	3
CRM-395	Intermediate Topics in Criminology†	3
SOC-353	Drugs in American Society†	3

Complete one additional CRM course:

3 credits

See advisor for recommended/required courses

Field Period:

3 credits

CRM-390	Criminology/Criminal Justice FldPd	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 21 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Criminal Justice Systems (ASAP), Bachelor of Science

The criminal justice systems major is designed to serve the educational needs of full-time working adults with previous college experience who wish to complete their baccalaureate degrees. The curriculum consists of 55 credit hours delivered through sequential, integrated courses offered in an accelerated format. The program is delivered in a hybrid model with most courses five weeks in duration and classes meet one evening a week. Students spend additional time outside of class to complete readings, assignments, case studies, online discussions, and group work.

The criminal justice systems curriculum enhances the knowledge and skills of individuals in the criminal justice field by introducing them to the latest theories and principles in law enforcement, corrections, courts, and juvenile justice. The curriculum also brings perspectives from the humanities and social and behavioral sciences to bear on the topics examined. The program culminates in an experience- based research and writing project—developed over a multi-month time frame—that synthesizes learning from previous courses.

Students use their workplace as a living laboratory in which to apply and test classroom learning. Faculty expects students to be active learners who draw on their daily work experience to enrich classroom discussion.

For more information, contact the Center for Professional Studies.

Students enrolled in Keuka's traditional, semester-long programs are not eligible to enroll, or take courses, in the Accelerated Studies for Adults Program (ASAP).

Major Requirements:

Complete the following:

All credits from this area count as liberal arts

ENG-302	Action Research Project I†	3
CJS-405	CJ Action Research Project†	4
	-	
CJS-303	Applied Criminology†	3
CJS-305	Criminal Law and Procedure†	3
CJS-307	Current Issues in Law Enforcement†	3
CJS-309	Current Issues in the U.S. Judiciary†	3
CJS-313	Issues Corrections/Community Corrections†	3
CJS-315	Deviance and Social Control†	3
CJS-317	Juvenile Delinquency:Development/Trends†	3
CJS-325	Critical Thinking in Criminal Justice	2
CJS-335	Emerging Threats / Crim Justice Trends	3
CJS-340	Home Sec: Terror/Nat Dis & Democracy	3
CJS-403	White Collar Crime†	3
ENG-300	College Writing for Transfer Students†	4
EXP-300	Foundations for Adult & Exp Learning†	1
INS-301I	IS: Crime and Justice†*	3
PHL-302	Ethics in Criminal Justice†	3
PSY-336	Abnormal Psychology & Psychopathology†	3
SOC-302	Ethnic Diversity†	3

ENG-302, CJS-405: Grade of C or higher required

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Students must complete additional credits to fulfill the required 120 credit minimum.

Area Required by program:

General Education 10 credits

Major requirements	56 credits
General electives	54 credits

Total 120 credits

**New York State requires 60 liberal arts credits for a Bachelor of Science degree. After completing the major requirements, students have one year to complete all other requirements. This evaluation is intended for use as a pre-admission advisement tool. Current major requirements are available through your student portal. Graduation clearances are completed through the student portal as well. Should you have any questions about your evaluation on the portal, please contact your student advisor.

Criminal Justice, Master of Science

The M.S. in Criminal Justice Administration

The master of science degree in criminal justice administration is designed for individuals who wish to become effective managers/supervisors and leaders in criminal justice organizations. The program features 12 courses for a total of 35 credit hours delivered in a hybrid, accelerated format. The program culminates with the writing and presentation of a final master level research project.

Applicants must have an earned a bachelor's degree with a minimum GPA of 3.0, and have at least two years of full-time work experience.

For more information, contact the Center for Professional Studies.

Completion of the following course work with a cumulative GPA of 3.00 or higher in all:

35 credits

CRM-510	Leadership in Criminal Justice	3
CRM-520	Ethics for Criminal Justice Professional	3
CRM-530	Admin Issues in CJ Organizations	3
CRM-540	Decision Making for CJ Administrators	3
CRM-550	Human Resource Administration in CJ	3
CRM-560	System-Wide Issues in CJ Administration	3
CRM-570	Legl/Case Law Impactng CJ *3 Administrators	3
CRM-580	Introduction to Action Research	2
CRM-581	Statistics for Action Research	2
CRM-590	Criminal Justice As Public Policy	3
CRM-600	Action Research Project	6
EXP-500	Foundations for Adults and Experiential Learning†	1

ENG-510 can substitute for EXP-500

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Child and Family Studies

The child and family studies degree program is based on an interdisciplinary focus investigating the development of children and families. Academic learning is centered on three tenants: 1) A comprehensive understanding of the theories in the field of child and family studies, including lifespan theory from pre-birth through death and family systems theory. 2) An understanding of the challenges facing children and families across social, cultural and, contextual settings. 3) An intensive focus on professional development through Field Work developing research and applied skills centered on promoting strengths, resiliency, and fostering healthy children and families.

Through the exploration of child development, the sociology of parents and families, and influential social and cultural practices, the child and family studies program is a true interdisciplinary major. The degree program strengthens understanding of family functioning and dynamics, and examines ethical questions and issues relating to the family and other social institutions.

Child and family studies students may pursue many occupations working with children and families including early childhood education, social services, mental health agencies, youth programs. Students will also pursue advanced degree programs in social work, psychology, marriage and family therapy, family law, or child and family studies.

Child and Family Studies, Bachelor of Arts

CH.FAM.BA

Major Requirements

Take all of the following:

BIO-202	Human Biology†*	4
CFS-123	Intro Human Development†	3
CFS-223	Close Relationships	3
CFS-238	Adolescence†	3
CFS-249	Infancy & Early Childhood Development†	3
CFS-250	Substance Abuse and Families	3
CFS-251	Adulthood and Aging†	3
CFS-252	Development in Middle Childhood†	3
CFS-321	Developmental Psychopathology†	3
CFS-323	Juvenile Delinquency†	3
CFS-344	Sociology of the Family†	3
CFS-324	Family Interaction	3
CFS-420	Child & Family Studies Seminar	3
EDU-105	Introduction to Education†	3
PSY-336	Abnormal Psychology & Psychopathology†	3
SOC-101	Introduction to Sociology†*	3
SOC-302	Ethnic Diversity†	3
SS-231	Statistics for Social Science†*	3
DL-151	Introduction to Digital Learning†	3

Subtotal: 58

Take one of the following:

PSY-332	Experimental Methodology†	4
SOC-301	Methods of Social Research†	4

Choose one of the following blocks:

Block 1:

Complete both:

EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2

Subtotal: 5

Block 2:

Complete both:

EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3

Subtotal: 5

Block 3:

Complete both:

EDU-264	Infants and Toddlers	2
EDU-374	Professional/Ldrshp in Early Childhood	3

Subtotal: 5

Block 4:

Complete both:

CFS-323	Juvenile Delinquency†	3
CFS-346	Family Violence†	3

Subtotal: 6

Field Period:

CFS-290	XField Period in Child & Family Studies	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

Subtotal: 12

Liberal Arts Electives: (as needed)

Students should seek advisor support selecting remaining liberal arts coursework.

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.
See advisor for recommended/required courses

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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* Complete one course: PSY-325 or PSY-335

Business and Management

2017-2018

Chair: Ann M. Tuttle, MBA

The mission of Keuka College's Division of Business and Management is the preparation of its students for leadership roles in a wide-range of domestic and global organizational environments. In each of our traditional and non-traditional programs we create a unique educational experience that combines a solid liberal arts foundation for learning and critical thinking skills, a proactive program of experiential opportunities and related co-curricular activities, and a solid professional foundation in each of the critical business disciplines, all of which are rooted in ethics and integrity.

We focus on the skills and knowledge that will set students apart, while positioning them for success after graduation. Our curriculum combines critical thinking skills, real world experience, and a solid integration of international business. All faculty instructors highlight current business practices and bring top-notch business professionals into the classroom to share real-world problems and solutions.

The Field Period™ is Keuka College's signature experiential learning method of ensuring that students can put into practice many of the theories and skills that they are learning through their coursework. These four practical experiences that students undertake while at Keuka College help to develop an extremely rich and beneficial network of useful contacts that students can tap into upon graduation. Students will build a resume of experiences while still in college.

The Division of Business and management also offers a Masters of Science in Management degree with a strong international business emphasis. It is a one year program that can dovetail nicely with students' undergraduate business program.

If Accounting is your degree of choice, Keuka College has agreements with RIT Syracuse University, and SUNY Geneseo for either an Accounting Masters program or an MBA with a CPA track. This will allow for students to complete the necessary 150 credit requirement for licensure qualification.

Instruction within the Division of Business and Management will include the following:

- Numerous team-building experiences, which will provide skills that elevate the effectiveness of student interactions with others.
- Projects and activities that strengthen communication and presentation skills.
- Visits to business and industry locations to witness first-hand how successful organizations operate.
- Professionally qualified and experienced faculty who are accessible and invested in the success of students.
- Small class sizes, taught by full-time faculty and not teacher assistants.
- Numerous guest speakers with strong subject matter expertise that can inject and reinforce real-world applicability into the classroom.

Management, Bachelor of Science

MGMT.BS @17/18

The management major is an introduction to all management functions. In order to receive a degree in management, students must successfully complete the division core requirements, the management major requirements, and 15 additional credit hours taken within the Division of Business and Management, of upper-level coursework.

Major Requirements

Complete all of the following:

45 credits		
ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3

BUS-202	Business Law	3
BUS-330	Operations and Production Management	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3
MAT-102	College Algebra†*	3
MKT-220	Principles of Marketing	3
SS-231	Statistics for Social Science†*	3
MIS-301	Enterprise Info Sys & Technology	3

Complete 15 additional Business Management credits

15 credits -

from: (300/400 Level from ACC/BUS/FIN/HRM/MGT/MKT)

See advisor for recommended/required courses

Additional Liberal Arts and Sciences Courses: (as needed)

Complete necessary LAS credits as part of what is required to meet the 120 cumulative credit hour requirement. Work with your advisor to ensure your course selection meets requirements.

See advisor for recommended/required courses

Field Periods:

12 credits

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits

- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Management with Concentration

Students may choose to develop special expertise by concentrating in accounting, international business, human resources management, marketing, entrepreneurship, or sports management. In order to graduate with a management major with a concentration, a student must satisfy the division core and management major requirements listed above and the additional requirements for each area of concentration as listed below.

Human Resources Management

The human resources management concentration is designed to provide students with an understanding of human resources planning and development, recruitment, interviewing and selection, performance appraisal, labor negotiations, and collective bargaining in a variety of settings such as government agencies, health care institutions, nonprofit organizations, as well as private, industrial, and service-based businesses.

Accounting

The accounting concentration offers a breadth of courses that allows a student to pursue a career in producing and/or analyzing financial information. All of the upper- level courses have computer applications integrated in the course to provide practical application of the material in addition to the theoretical knowledge obtained in the classroom.

Entrepreneurship

The entrepreneurship concentration is designed to provide students with a foundation for starting their own business. A variety of areas including marketing, accounting, and finance are covered to prepare students for the capstone course, Entrepreneurship. In this course, students will run their own micro-enterprise, the Keuka College commemorative wine project.

Marketing

The marketing concentration is designed to provide students with an in-depth understanding of marketing that will complement the student's management major. Upon completion, the student will be more competitive in the job market and a better manager of marketing functions once employed.

Sports Management

The sports management concentration is designed to provide students with an opportunity to pursue a career in the management of amateur, collegiate, and professional sports organizations and venues that offer sporting and other large scale events as well as opportunities in sports marketing, communications, and public relations.

International Business

The international business concentration is designed to provide students with an in-depth understanding of the growing importance of international business and the international marketplace. This concentration will add an international perspective to a solid management foundation. Upon completion of this concentration, the student will be more competitive in today's increasingly global job market.

Management Concentration in Human Resource Management, Bachelor of Science

MGMT.MGMTHRM.BS @17/18

Major Requirements

Complete all of the following:

51 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-330	Operations and Production Management	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3
MAT-102	College Algebra†*	3
MIS-301	Enterprise Info Sys & Technology	3
MKT-220	Principles of Marketing	3
PSY-101	Introductory Psychology†*	3
SOC-101	Introduction to Sociology†*	3
SS-231	Statistics for Social Science†*	3

Complete 15 additional Business Management credits:

15 credits

HRM-310	Industrial Labor Relations	3
HRM-320	Human Resources Training and Development	3
HRM-330	Wage and Salary Scale Development	3
HRM-399	Independent Study	1.00-3.00
PSY-227	Social Psychology†	3
PSY-328	Personality Theory and Dynamics†	4
PSY-335	Psychology of Motivation†	3
MGT-345	Organizational Behavior†	3
SOC-302	Ethnic Diversity†	3

Additional Liberal Arts and Sciences Courses: (as needed)

Complete necessary LAS credits as part of what is required to meet the 120 cumulative credit hour requirement. Work with your advisor to ensure your course selection meets requirements.

See advisor for recommended/required courses

Field Periods:

12 credits

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Management Concentration in Accounting, Bachelor of Science

MGMT.MGMTACCT.BS @17/18

Major Requirements

Complete all of the following:

45 credits		
ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-330	Operations and Production Management	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3

MAT-102	College Algebra†*	3
MIS-301	Enterprise Info Sys & Technology	3
MKT-220	Principles of Marketing	3
SS-231	Statistics for Social Science†*	3

Complete 15 additional Business Management credits:

15 credits

ACC-201	Intermediate Accounting I	3
ACC-202	Intermediate Accounting II	3
ACC-295	Introductory Topics in Accounting	1.00-3.00
ACC-301	Cost Accounting I	3
ACC-302	Cost Accounting II (3)	3
ACC-320	Accounting for Non-Profit Organizations	3
ACC-351	Advanced Accounting	3
ACC-399	Independent Study	1.00-3.00
ACC-401	Auditing	3
ACC-402	Computer Auditing Applications	3
ACC-411	Income Tax Accounting I	3
ACC-412	Income Tax Accounting II	3
ACC-495	Advanced Topics in Accounting	1.00-3.00
MGT-450	Management Internship	1.00-12.00

Additional Liberal Arts and Sciences Courses: (as needed)

Complete necessary LAS credits as part of what is required to meet the 120 cumulative credit hour requirement. Work with your advisor to ensure your course selection meets requirements.

See advisor for recommended/required courses

Field Periods:

12 credits

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits

- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Management With Concentration in Entrepreneurship, Bachelor of Science

MGMT.MGMTENT.BS @17/18

Major Requirements

Complete all of the following:

51 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-330	Operations and Production Management	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3
MAT-102	College Algebra†*	3
MIS-301	Enterprise Info Sys & Technology	3
MKT-220	Principles of Marketing	3
SS-231	Statistics for Social Science†*	3

Concentration Requirements:

MGT-351	Small Business Management	3
BUS-410	Entrepreneurship	3

Accounting:

3 credits
Complete one of the following:

ACC-301	Cost Accounting I	3
ACC-411	Income Tax Accounting I	3

Marketing:

3 credits
Complete one of the following:

MKT-320	Public Relations	3
MKT-335	Internet Marketing	3
MKT-360	Retail Marketing	3
MKT-370	Consumer Behavior	3

Communications or Computer:

3 credits
Complete one of the following:

COM-340	Web-Based Design†	3
COM-350	Digital Publishing†	3

Field Periods:

12 credits

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Management Concentration in Marketing, Bachelor of Science

MGMT.MGMTMKT.BS @17/18

Major Requirements

Complete all of the following:

45 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-330	Operations and Production Management	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3
MAT-102	College Algebra†*	3
MIS-301	Enterprise Info Sys & Technology	3
MKT-220	Principles of Marketing	3
SS-231	Statistics for Social Science†*	3

Concentration Requirements:

Complete 15 credits:

MGT-450	Management Internship	1.00-12.00
MKT-310	Marketing Planning	3
MKT-320	Public Relations	3
MKT-331	Principles of Advertising	3
MKT-335	Internet Marketing	3
MKT-340	International Marketing	3
MKT-350	Marketing for Non-Profit Organizations	3
MKT-360	Retail Marketing	3
MKT-370	Consumer Behavior	3
MKT-399	Independent Study	1.00-3.00
MKT-440	Marketing/Sales Management	3

Additional Liberal Arts and Sciences Courses:

(as needed)
Complete necessary LAS credits as part of what is required to meet the 120 cumulative credit hour requirement. Work with your advisor to ensure your course selection meets requirements.

See advisor for recommended/required courses
See advisor for recommended/required courses

Field Periods:

(12 credits needed)

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Management Concentration in Sports Management, Bachelor of Science

MGMT.MGMTSPT.BS @17/18

Major Requirements

Complete all of the following:

45 credits		
ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-330	Operations and Production Management	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3

MAT-102	College Algebra†*	3
MIS-301	Enterprise Info Sys & Technology	3
MKT-220	Principles of Marketing	3
SS-231	Statistics for Social Science†*	3

Concentration Requirements:

12 credits

SPS-100	Introduction to Sports Management	3
SPS-201	Sports Management I	3
SPS-301	Sports Management II	3
SPS-401	Senior Project	3

Complete one of the following courses:

3 credits

COM-301	Organizational Communication	3
COM-320	Business and Professional Writing†	3
COM-350	Digital Publishing†	3
COM-484	Senior Practicum in Communication	3
MKT-310	Marketing Planning	3
MKT-320	Public Relations	3
MKT-335	Internet Marketing	3
MKT-340	International Marketing	3
MKT-350	Marketing for Non-Profit Organizations	3
MKT-360	Retail Marketing	3
MKT-370	Consumer Behavior	3
MKT-399	Independent Study	1.00-3.00
MKT-440	Marketing/Sales Management	3
MKT-495	Advanced Topics in Marketing	1.00-3.00

Additional Liberal Arts and Sciences Courses: (as needed)

Complete necessary LAS credits as part of what is required to meet the 120 cumulative credit hour requirement. Work with your advisor to ensure your course selection meets requirements.

See advisor for recommended/required courses

Field Periods:

12 credits

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Management Concentration in International Business, Bachelor of Science

MGMT.MGMTINTBUS.BS @17/18

Major Requirements

Complete all of the following:

42 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-330	Operations and Production Management	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3
MAT-102	College Algebra†*	3
MIS-301	Enterprise Info Sys & Technology	3
MKT-220	Principles of Marketing	3
SS-231	Statistics for Social Science†*	3

Concentration Requirements:

12 credits

BUS-350	International Business	3
FIN-315	International Financial Management	3

MKT-340	International Marketing	3

Choose two of the following:

6 credits

MGT-353	Business and Government Relations	3
MKT-310	Marketing Planning	3
MKT-320	Public Relations	3
MKT-331	Principles of Advertising	3
MKT-335	Internet Marketing	3
MKT-370	Consumer Behavior	3
MKT-440	Marketing/Sales Management	3

Additional Liberal Arts and Sciences Courses:

(as needed)
Complete necessary LAS credits as part of what is required to meet the 120 cumulative credit hour requirement. Work with your advisor to ensure your course selection meets requirements.

See advisor for recommended/required courses

Field Periods:

12 credits

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Accounting, Bachelor of Science

ACCT.BS @17/18

The accounting major provides a career-oriented educational opportunity with a firm foundation in the liberal arts and a current body of knowledge in business and economics. This major offers the necessary preparation for a wide range of business and accounting environments, or for admission into graduate school.

Keuka College's accounting program has an articulation agreement with the masters in accounting programs at SUNY Geneseo and Syracuse University, the CPA track MBA program at SUNY Oswego, and the MBA accounting programs at Clarkson University, Niagara University, RIT, and St. John Fisher, which are all registered by the New York State Department of Education as licensure-qualifying. Similar agreements with other graduate programs are being planned. Graduates of these programs meet the educational requirements for admission to the public accountancy licensing examination.

Major Requirements

Complete all of the following:

69 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
ACC-201	Intermediate Accounting I	3
ACC-202	Intermediate Accounting II	3
ACC-301	Cost Accounting I	3
ACC-351	Advanced Accounting	3
ACC-401	Auditing	3
ACC-411	Income Tax Accounting I	3
BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-330	Operations and Production Management	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
COM-123	Public Speaking†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3
MAT-102	College Algebra†*	3
MGT-345	Organizational Behavior†	3
MIS-301	Enterprise Info Sys & Technology	3
MKT-220	Principles of Marketing	3
SS-231	Statistics for Social Science†*	3

Choose one of the following:

3 credits

ACC-302	Cost Accounting II (3)	3
ACC-320	Accounting for Non-Profit Organizations	3

ACC-402	Computer Auditing Applications	3
ACC-412	Income Tax Accounting II	3

Choose one of the following:

3 credits

FIN-313	Financial Institutions	3
FIN-315	International Financial Management	3
FIN-320	Investments	3

Additional Liberal Arts and Sciences Courses:

Complete necessary LAS credits as part of what is required to meet the 120 cumulative credit hour requirement.
Work with your advisor to ensure your course selection meets requirements.

See advisor for recommended/required courses

Note: courses used to satisfy the above may not also satisfy the core. Liberal Arts and Science credits must total 60 credits.

Field Periods:

12 credits

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Marketing, Bachelor of Science

MARKETING.BS @17/18

The marketing major offers general study in a variety of marketing-related areas. It prepares students to be effective problem-solvers in an ever-changing, competitive marketplace. This major, in conjunction with the Keuka Field Period program, provides students with the education and experience necessary for pursuing marketing careers in the areas of advertising, public relations, marketing research, retail marketing, professional sales, and general marketing management.

Major Requirements

Complete all of the following:

51 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-444	Strategic Management	3
CMP-120	Introduction to Computer Applications†	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3
HRM-208	Human Resources Management	3
MAT-102	College Algebra†*	3
MIS-301	Enterprise Info Sys & Technology	3
MKT-220	Principles of Marketing	3
MKT-310	Marketing Planning	3
MKT-331	Principles of Advertising	3
MKT-440	Marketing/Sales Management	3
SS-231	Statistics for Social Science†*	3

Choose three of the following:

9 credits

MKT-320	Public Relations	3
MKT-335	Internet Marketing	3
MKT-340	International Marketing	3
MKT-350	Marketing for Non-Profit Organizations	3
MKT-360	Retail Marketing	3
MKT-370	Consumer Behavior	3
MKT-399	Independent Study	1.00-3.00

Additional Liberal Arts and Sciences Courses:

Complete necessary LAS credits as part of what is required to meet the 120 cumulative credit hour requirement. Work with your advisor to ensure your course selection meets requirements.

See advisor for recommended/required courses

Field Periods:

12 credits

Students must complete at least two field periods in business with the BUS-290 designation.

BUS-290	Field Period in Business	3
BUS-290	Field Period in Business	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Accounting Minor

MINOR.ACCMIN

Minor Requirements

Complete all of the following:

12 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3

ACC-201	Intermediate Accounting I	3
BUS-101	Introduction to Business and Society	3

Complete two of the following:

6 credits

ACC-202	Intermediate Accounting II	3
ACC-301	Cost Accounting I	3
ACC-302	Cost Accounting II (3)	3
ACC-320	Accounting for Non-Profit Organizations	3
ACC-411	Income Tax Accounting I	3
ACC-412	Income Tax Accounting II	3

Field Period:

3 credits

Students must complete a Field Period in the area of their minor.

FP-290	Field Period	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Human Resources Management Minor

MINOR.HRMMIN

Minor Requirements

Complete all of the following:

12 credits

BUS-101	Introduction to Business and Society	3
HRM-208	Human Resources Management	3
MGT-345	Organizational Behavior†	3
PSY-101	Introductory Psychology†*	3

Complete two of the following:

6 credits

HRM-310	Industrial Labor Relations	3
HRM-320	Human Resources Training and Development	3

HRM-330	Wage and Salary Scale Development	3
PSY-227	Social Psychology†	3
PSY-335	Psychology of Motivation†	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18-19 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Management Minor

MINOR.MGMT

Minor Requirements

Complete all of the following:

18 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
BUS-101	Introduction to Business and Society	3
ECO-211	Principles of Microeconomics†*	3
HRM-208	Human Resources Management	3
MKT-220	Principles of Marketing	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Marketing Minor

MINOR.MKTMIN

Minor Requirements

Complete all of the following:

6 credits

BUS-101	Introduction to Business and Society	3
MKT-220	Principles of Marketing	3

Complete four of the following:

12 credits

MKT-310	Marketing Planning	3
MKT-320	Public Relations	3
MKT-331	Principles of Advertising	3
MKT-335	Internet Marketing	3
MKT-340	International Marketing	3
MKT-350	Marketing for Non-Profit Organizations	3
MKT-360	Retail Marketing	3
MKT-370	Consumer Behavior	3
MKT-440	Marketing/Sales Management	3
MKT-495	Advanced Topics in Marketing	1.00-3.00

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Finance Minor

MINOR.FIN

Minor Requirements

Complete all of the following:

15 credits

ACC-101	Acct I: Intro to Financial Accounting	3
ACC-102	Acct II: Intro Managerial Accounting	3
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FIN-312	Financial Management	3

Complete one of the following:

3 credits

FIN-313	Financial Institutions	3
FIN-315	International Financial Management	3
FIN-320	Investments	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Sports Management Minor

MINOR.SPTMIN

Minor Requirements

Complete all of the following:

15 credits

BUS-101	Introduction to Business and Society	3
SPS-100	Introduction to Sports Management	3
SPS-201	Sports Management I	3
SPS-301	Sports Management II	3
SPS-401	Senior Project	3

Complete one of the following:

3 credits

COM-122	Introduction to Communication†	3
COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
MKT-320	Public Relations	3

MKT-335	Internet Marketing	3
MKT-370	Consumer Behavior	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Organizational Management (ASAP), Bachelor of Science

OM.ASAP.BS @17/18

The organizational management major is designed to serve the educational needs of full-time working adults with previous college experience who wish to complete their baccalaureate degrees.

The curriculum consists of 59 credit hours delivered through 20 sequential, integrated courses offered in an accelerated format. The program is delivered in a hybrid model with most courses five weeks in duration. Classes meet one evening a week. Students spend additional time outside of class to complete readings, assignments, case studies, online discussions, and group work.

The organizational management curriculum enhances the knowledge and skills of individuals in the business workplace by introducing them to the latest theories and principles in management, leadership, marketing, human resources, finance, accounting, organizational communication, and organizational dynamics. The curriculum also brings perspectives from the humanities and social and behavioral sciences to bear on the topics examined. The program culminates in an experience-based writing project, developed over a multi-month time frame, that synthesizes learning from previous courses.

Students use their workplace as a living laboratory in which to apply and test classroom learning. Faculty will expect students to be active learners who draw on their daily workplace experience to enrich classroom discussion.

For more information, please contact the Center for Professional Studies.

Students enrolled in Keuka College's traditional semester-long programs are not eligible to enroll, or take courses, in the Accelerated Studies for Adults Program (ASAP).

Degree Requirements

Keuka College's program in organizational management consists of 19 courses totaling 57 semester hours. Students complete the program as part of a learning cohort of adult students. The organizational Management curriculum is organized into six distinct instructional blocks to enhance student learning in the key areas of the curriculum. All students may be required to present their Capstone Portfolio Project on the Keuka College campus regardless of the location they attend for classes.

Major Course Requirements:

59 credits

BUS-301	Introduction to Business Research†	3
BUS-320	Intro Research and Analysis/Statistics†	4
BUS-335	Issues in Management	3
BUS-341	Accounting for Managers	3
BUS-355	Managerial Finance	3
BUS-430	Legal, Ethical, Regulatory Business†	3
BUS-440	Project Management	3
BUS-450	Strategic Planning	3
BUS-490	Business Simulation	3
CMP-350	Management Information Systems	3
ECO-350	Principles of Economic Theory†	3
ECO-370	Principles of Sustainability†	3
EXP-300	Foundations for Adult & Exp Learning†	1
EXP-490	Capstone Experiential Portfolio	2
INS-301	Integrative Studies (topic)*†	3
MKT-365	Marketing Principles in Global Business	3
ORG-435	Systems Approach to Organizational Chg†	3
ORG-445	Human Resources Management	3
PSY-301	Adult Development and Life Assessment†	3
ENG-300	College Writing for Transfer Students†	4

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

**New York State requires 60 liberal arts credits for a Bachelor of Science degree. After completing the major requirements, students have one year to complete all other requirements. This evaluation is intended for use as a pre-admission advisement tool. Current major requirements are available through your student portal. Graduation clearances are completed through the student portal as well. Should you have any questions about your evaluation on the portal, please contact your student advisor.

Management, Master of Science

MGMT.ASAP.MS @17/18

The M. S. in Management

The Masters of Science degree in Management at Keuka College is designed for individuals in the public and private sectors who want to improve their managerial skills and advance in their careers. The program features courses consisting of 36 credit hours. Students undertake a masters research project as part of their studies. Applicants must have earned a bachelor's degree, a 3.0 GPA, and have two years of full-time work experience.

For more information, please contact the Center for Professional Studies

The M.S. in Management

The Master of Science degree in management at Keuka College is designed for individuals in the public and private sectors who want to improve their managerial skills and advance in their careers. The program features 13 courses consisting of 36 credit hours. Students undertake a master's research project as part of their studies. Applicants must have an earned bachelor's degree, a 3.0 GPA, and have two years of full-time work experience.

For more information, please contact the Center for Professional Studies.

Complete the following:

36 credits
Complete the following coursework with a cumulative GPA of 3.00 or higher

EXP-500	Foundations for Adults and Experiential Learning†	1
MGT-510	Leadership	4
MGT-515	Business Ethics	3
MGT-520	Managerial Accounting and Finance	3
MGT-530	Managerial Economics	4
MGT-540	Decision-Making for Managers	3
MGT-550	Marketing for Managers	3
MGT-551	Strategic Thinking in Human Capital Mgmt	3
MGT-560	Business Law	3
MGT-570	Business Strategy and Industry Analysis	4
MGT-580	Introduction to Research	3
MGT-581	Data Analysis for Research	3
MGT-582	Research Project	2

ENG-510 can substitute for EXP-500

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Education

The Education Division offers an array of programs to prepare future educators and others who are interested in education-related fields at both the undergraduate and graduate levels.

At the undergraduate level, the College offers majors in education leading to New York State teacher certification across three levels: early childhood (birth through grade 2), childhood (grades 1-6), and adolescent (grades 7-12).

- The Early Childhood/ Special Education program prepares candidates for certification in teaching both regular and special education from birth through grade 2.
- Childhood/ Special Education program prepares candidates for certification in teaching both regular and special education from grade 1 through grade 6.
- The Adolescent program prepares candidates for certification with three options: as a regular educator in one of five content areas (English, Mathematics, Social Studies, Biology, or Chemistry), from grades 7 through 12. Candidates may opt to add coursework to earn dual certification in their content area and in special education. Or, those candidates who want to work primarily with students with disabilities in grades 7-12 may opt for the Adolescent Generalist Special Education Program.

In addition to programs that lead to certification, the education division offers an undergraduate major in Educational Studies. This major will provide students with the knowledge and skills to become successful partners in educational settings. Such settings could be publishing companies, law firms, businesses, museums, and social service agencies. This major will not lead to teacher certification.

At the graduate level, the education division offers a program that prepares candidates for initial certification in literacy birth through grade 6, and literacy grades 5-12. This program is designed for teachers who currently hold New York State teacher certification.

Mission of the Education Program

The mission of the Keuka College education program, in keeping with the College's mission, is to provide our students with a strong liberal-arts based professional preparation program, which integrates experiential learning in an intellectually challenging and supportive learning environment. We seek to prepare professional educators who can meet the needs of diverse learners and who are committed to a lifetime of reflective practice, collaborative service, and ethical leadership.

In keeping with this mission, we present these philosophical statements that guide our teaching and program development, as well as the personal development of each learner:

- Experiential education is the cornerstone of an effective teacher education program.
- The best practice is research-based and grounded in theory.
- Reflection on practice is instrumental in the continual development of best teaching.
- Every teacher needs to be prepared in both methodology and content to meet the diverse needs of all learners.
- A teacher education program needs to prepare the future educator for life-long professional and personal growth.
- College faculty need direct experience in the classroom to become, and remain, effective instructors.

Undergraduate Education Admission Policy

Prospective students intending to major in unified childhood/special education, unified early childhood/ special education, or in adolescent education in English, mathematics, biology, chemistry, or social studies should declare their intention upon entering Keuka College. By the end of their sophomore year or after their first semester as a junior transfer, students who are interested in continuing in the teacher preparation program must complete the following:

Part A- Meet the following Continuance requirements:

1. A grade of at least C+ in ENG 112 College English II, or its equivalent.
2. An overall GPA of at least 2.5 and a GPA of at least 2.75 in Education courses. Adolescent majors need a GPA of at least 2.75 in their content courses.

3. A grade of at least C in EDU 105 Introduction to Education, or its equivalent.
   Part B- Application for Enrollment in Teacher Preparation:

1. Successfully participate in DAP group interview
2. Successfully complete oral reading fluency exam
3. Submit Application for final enrollment in the teacher certification program.

Requirements for Undergraduate Student Teaching

To be eligible for placement in student teaching, a student must have an overall grade-point-average (GPA) of 2.75, and a GPA of 3.000 in all education courses. In addition, adolescent education majors need content area GPA of 3.0. This level must be attained one semester prior to the student teaching placement. The student must have successfully completed the education Field Period requirements.

Student Teaching Placements

Student teaching is an eleven-credit, semester-long full time clinical experience completed during the senior year, after successful completion of required pedagogical coursework. All candidates complete two placements, dependent upon the major, working with a certified teacher and assuming the responsibilities of the classroom teacher.

Early childhood/special education major candidates will be given two placements, one in pre-school and one in grades K-2. Students with identified disabilities will be present in at least one of those classrooms. Childhood/special education major candidates will be given two placements; one in grades 1-3, and one in grades 4-6. Students with identified disabilities will be present in at least one of those classrooms. Adolescent candidates will be given two placements; one in grades 7-9 and one in grades 10-12. Adolescent candidates seeking special education certification will have students with identified disabilities in at least one of those classrooms. Adolescent generalist candidates will be given two placements; one in grades 7-9 and one in grades 10-12. Students with identified disabilities will be present in both of these placements.

Evaluation of the candidate is completed at the end of each placement, using the Danielson rubric. Specific requirements for student teaching are outlined in the Student Teaching Handbook, which is distributed in the semester prior to student teaching.

Job Placement Information

There were 30 program completers in the 2014-15 academic year. Eleven students (37%) are employed in education positions and ten (30%) are pursuing a master's degree. Of the eight students with an adolescent education certification, five (63%) are fully employed; seven (25%) are pursuing a master's degree. Of the fifteen graduates with unified childhood-special education certification, four (27%) have full- time jobs in education and seven (47%) are pursuing a master's degree. Of the seven graduates with unified early childhood- special education certification, two (29%) have a job in education and one (14%) is pursuing a master's degree.

There are fewer teaching positions open in New York state. The number of positions varies depending upon the geographic area, and the type of certification held by the candidate. To investigate the possibility of openings in your certification area(s), visit the following Web site: www.highered.nysed.gov/tcert/regionofinterest.htm. The certification areas offered by Keuka College that have the most job openings available continue to be special education (at all levels), biology 7-12, and mathematics 7-12.

New York State Teacher Certification Examination Results

For the 2014-15 third-year cohort, the following pass rates were earned: EAS-94%, Multisubject CST- 91%, Students with Disabilities CST- 100%; Adolescent subject area CSTs- 100%; and Literacy CST (master's level)- 100%. These scores are at or above average scores across the state.

Early Childhood/Special Education

The early childhood/special education program is based on three areas of study. The liberal arts core requirements of the College give the future teacher the broad base of knowledge necessary for early childhood education. The required early childhood concentration with an emphasis area provides content necessary for teaching at this level. The early childhood education requirements provide the necessary background knowledge in pedagogy, development, psychology and history specific to this level of education.

Requirements for an Early Childhood/Special Education Teacher Certification

Students who wish to qualify for recommendation for an initial certificate in early childhood/special education school in New York state (birth-grade 2) must complete the early childhood curriculum concentration and select one of eight options for their emphasis: art, American Sign Language, English, family and child studies, global studies, mathematics, Spanish, or science. They must complete all degree requirements for the major; they must complete one semester of a foreign language or its equivalent (one year of a single language in high school fulfills this requirement); they must complete the required hours of field experience working with students in their area and level of desired certification, students with disabilities, and students in a high-needs school; they must complete workshops in mandated reporting and violence prevention; and they must complete the New York state battery of teacher exams. Further details on these examinations are available in the division office.

Early Childhood Education/Special Education with Art, Bachelor of Science

EDECSPART.BS

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-264	Infants and Toddlers	2
EDU-275	Early Language and Literacy	3
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-312	Early Child Literacy & Diverse Learner	3
EDU-371	Early Childhood Curriculum	3
EDU-372	Assess Early Child Inclusive Settings	3
EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-456	Student Teaching in Early Childhood And Special Education	11

Subtotal: 42

Supporting Courses:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3

PSY-249	Infancy & Early Childhood†	3
PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-344	Sociology of the Family†	3

Subtotal: 44

Foreign Language Credits

XXX	Foreign Lang [if not exempt]	3

Art Specialization

ART-101	Foundations of Art and Design†*	3
ART-205	Visual Design†	3
ART-317	Art Education Workshop†	3
ART-385	Aesthetic Theory & Practice†	3

Complete two of the following:

6 credits

ART-215	Drawing I†	3
ART-225	Painting I†	3
CMP-330	Digital Illustration	3

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements

- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Early Childhood Education/Special Education with American Sign Language, Bachelor of Science

EDECSPASL.BS

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-264	Infants and Toddlers	2
EDU-275	Early Language and Literacy	3
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-312	Early Child Literacy & Diverse Learner	3
EDU-371	Early Childhood Curriculum	3
EDU-372	Assess Early Child Inclusive Settings	3
EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-456	Student Teaching in Early Childhood And Special Education	11

Supporting Courses:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-344	Sociology of the Family†	3

Foreign Language credits:

XXX	Foreign Lang [if not exempt]	3

ASL Specialization:

ASL-110	Introduction to the Deaf Community†	3
ASL-111	American Sign Language I†	3
ASL-112	American Sign Language II†	3
ASL-211	American Sign Language III†	3
ASL-212	American Sign Language IV†	3

Complete one of the following:

3 credits

ASL-311	American Sign Language V†	3
ASL-265	Introduction to Interpreting	3
ASL-340	ASL in Education	3

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Early Childhood Education/Special Education with English, Bachelor of Science

EDECSPENG.BS

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-264	Infants and Toddlers	2
EDU-275	Early Language and Literacy	3
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-312	Early Child Literacy & Diverse Learner	3
EDU-371	Early Childhood Curriculum	3
EDU-372	Assess Early Child Inclusive Settings	3
EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-456	Student Teaching in Early Childhood And Special Education	11

Supporting Courses:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-344	Sociology of the Family†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

English Core:

ENG-220	Ways of Reading†	3
ENG-306	The English Language	3

Complete one of the following genre courses:

3 credits

ENG-315	Shakespeare†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3

Complete one of the following historical perspective courses:

3 credits

ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-130	Great Books: Beginnings†*	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Early Childhood Education/Special Education with Family and Child Studies, Bachelor of Science

EDECSPFAM.BS

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-264	Infants and Toddlers	2
EDU-275	Early Language and Literacy	3
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-312	Early Child Literacy & Diverse Learner	3
EDU-371	Early Childhood Curriculum	3
EDU-372	Assess Early Child Inclusive Settings	3
EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-456	Student Teaching in Early Childhood And Special Education	11

Supporting Courses:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-344	Sociology of the Family†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following writing courses:

3-4 credits

PSY-328	Personality Theory and Dynamics†	4
PSY-350	Behavior Modification†	3

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3

FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Early Childhood Education/Special Education with Family and Child Studies, Bachelor of Science

EDECSPGLOB.BS

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-264	Infants and Toddlers	2
EDU-275	Early Language and Literacy	3
EDU-308	Teaching in Inclusive Early Childhood	3

EDU-312	Early Child Literacy & Diverse Learner	3
EDU-371	Early Childhood Curriculum	3
EDU-372	Assess Early Child Inclusive Settings	3
EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-456	Student Teaching in Early Childhood And Special Education	11

Supporting Courses:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-344	Sociology of the Family†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete 2 of the following writing courses:

HIS-113	Western Civilization I†*	3
HIS-114	Western Civilization II†*	3
HIS-115	Europe and the World†*	3
HIS-341	United States in World Affairs†	3
HIS-343	History of Modern Germany†	3
HIS-345	Modern Russia†	3
POL-325	Congress and the Presidency†	3
POL-440	Research Seminar in Politics & History†	3

Complete one of the following writing courses:

POL-120	American Government†*	3
POL-130	State and Local Government†*	3

Complete the following:

HIS-360	History of New York State†	3

Complete one of the following writing courses:

POL-312	Politics of Developing Nations	3
POL-313	Politics of East Asia†	3

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3

FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Early Childhood Education/Special Education with Mathematics, Bachelor of Science

EDECSPMATH.BS

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-264	Infants and Toddlers	2
EDU-275	Early Language and Literacy	3
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-312	Early Child Literacy & Diverse Learner	3
EDU-371	Early Childhood Curriculum	3
EDU-372	Assess Early Child Inclusive Settings	3

EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-456	Student Teaching in Early Childhood And Special Education	11

Supporting Courses:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-344	Sociology of the Family†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete the following:

MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
MAT-230	Linear Algebra†	3
MAT-245	Transition to Abstract Mathematics†	3

Complete one of the following writing courses:

MAT-309	Probability†	3
MAT-330	Abstract Algebra†	3
MAT-350	Foundations of Geometry†	3
MAT-361	Real Analysis†	3
MAT-405	Senior Seminar†	3

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Early Childhood Education/Special Education with Spanish, Bachelor of Science

EDECSPSPA.BS

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-264	Infants and Toddlers	2
EDU-275	Early Language and Literacy	3
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-312	Early Child Literacy & Diverse Learner	3
EDU-371	Early Childhood Curriculum	3
EDU-372	Assess Early Child Inclusive Settings	3
EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-456	Student Teaching in Early Childhood And Special Education	11

Supporting Courses:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3

HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-344	Sociology of the Family†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete the following:

SPA-101	Introduction to Spanish†*	3
SPA-102	Continuing Introduction to Spanish†*	3
SPA-203	Spanish for Communication†*	3
SPA-208	Spanish for the Professions†*	3

Complete 2 of the following writing courses:

SPA-304	Latin American Short Story	3
SPA-310	US Latino Literature and Culture	3
SPA-311	Culture and Civilization of Latin America	3
SPA-312	Culture and Civilization of Spain	3

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00

- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Early Childhood Education/Special Education with Science, Bachelor of Science

EDECSPSCI.BS

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-210	Educating Students At Risk†	2
EDU-264	Infants and Toddlers	2
EDU-275	Early Language and Literacy	3
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-312	Early Child Literacy & Diverse Learner	3
EDU-371	Early Childhood Curriculum	3
EDU-372	Assess Early Child Inclusive Settings	3
EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-456	Student Teaching in Early Childhood And Special Education	11

Supporting Courses:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-344	Sociology of the Family†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete the following:

CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4

Complete 1 of the following courses:

MAT-102	College Algebra†*	3
MAT-105	Pre-Calculus†*	3
MAT-106	Calculus I†*	4

Complete 1 of the following courses:

BIO-203	Anatomy and Physiology I	4
BIO-204	Anatomy and Physiology II	4
BIO-234	Cell and Developmental Biology†	4
CHM-206	Organic Chemistry I†	4
PHY-201	General Physics I†*	4

Complete 2 of the following courses:

BIO-305	Animal Diversity†	4
BIO-324	Invertebrate Zoology†	4
BIO-326	Vertebrate Zoology†	4
BIO-337	Ecology†	4
BIO-342	Mammalian Anatomy†	4

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00

- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Unified Childhood/Special Education

The unified childhood/special education certification program is based on three areas of study. The liberal arts core requirements of the College give the future teacher the broad base of knowledge necessary for childhood education teaching. The required childhood curriculum major with an emphasis area provides content necessary for teaching at the childhood level and provides in-depth study in one liberal arts area. The childhood requirements provide the necessary background knowledge in pedagogy, development, history, and psychology specific to this level of education.

Requirements for Childhood/Special Education Teacher Certification

Students who wish to qualify for recommendation for an initial dual certification in childhood and special education in New York state (grades 1-6) must complete the childhood curriculum major and select one of the eight options for thier emphasis area: American Sign Language, art, English, family and child studies, global studies, mathematics, Spanish, or science. They must complete all degree requirements for the major; they must complete one semester of a foreign language or its equivalent (three years of of a single language in high school fulfills this requirement); they must complete the required hours of field experience working with students in their area and level of desired certification, students with disabilities, and students in a high-needs school; they must complete workshops in mandated reporting, substance abuse, and violence prevention; and they must complete the required New York state teacher exams. Further details on these examinations are available in the division office. Teacher candidates must apply for New York State certification through NYSED.gov.

Requirements for a Childhood/Special Education Teacher Certification

Students who wish to qualify for recommendation for an initial certificate in childhood/special education school in New York state (grades 1-6) must complete the childhood curriculum concentration and select one of eight options for their emphasis: American Sign Language, art, English, family and child studies, global studies, mathematics, Spanish, or science. They must complete all degree requirements for the major; they must complete one semester of a foreign language or its equivalent (one year of a single language in high school fulfills this requirement); they must complete the required hours of field experience working with students in their area and level of desired certification, students with disabilities, and students in a high-needs school; they must complete workshops in mandated reporting, substance abuse, and violence prevention; and they must complete the required New York state teacher exams. Further details on these examinations are available in the division office.

Requirements for Major Childhood Education Courses

Required Courses

Complete all of the following:

45 credits

EDU-002	Mandated Reporting Workshop
EDU-003	Violence Prevention Workshop

EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-309	Integrated Methods: Childhood	6
EDU-310	Literacy in Inclusive Schools	3
EDU-316	Childhood Literacy & Diverse Learner	3
EDU-355	Educational Psychology†	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-454	Student Teaching in Childhood & Spec Ed	11

Liberal Arts Courses

22 credits

FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
PSY-123	Intro Human Development†*	3
ENV-105	Environmental Science†*	4
PSY-252	Development in Middle Childhood†	3
POL-140	International Relations†*	3
XXX-101	Foreign Language	3

Field Period:

6 credits

	Two 300 Level Field Periods are required	6

Unified Childhood/Special Education with American Sign Language, Bachelor of Science

EDCHSPASL.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
ENV-105	Environmental Science†*	4
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-309	Integrated Methods: Childhood	6
EDU-310	Literacy in Inclusive Schools	3
EDU-316	Childhood Literacy & Diverse Learner	3
EDU-355	Educational Psychology†	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-454	Student Teaching in Childhood & Spec Ed	11

Complete all of the following:

BIO-208	Life and the Universe†*	4

ENG-313	XChildren's Literature†	3
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-252	Development in Middle Childhood†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

ASL Requirements:

ASL-110	Introduction to the Deaf Community†	3
ASL-111	American Sign Language I†	3
ASL-112	American Sign Language II†	3
ASL-211	American Sign Language III†	3
ASL-212	American Sign Language IV†	3

Complete two of the following:

6 credits

ASL-311	American Sign Language V†	3
AEI-265	Cross-Cultural Trans-Communication	3
EDU-340	ASL in Education	3

Field Period:

12 credits

Students must complete at least 2 Field Periods in Education: one Field Period for each certification area and one in a school with a minority population, and/or an urban setting, and/or in a high need school district

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits

- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Unified Childhood/Special Education with Art, Bachelor of Science

EDCHSPART.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-309	Integrated Methods: Childhood	6
EDU-310	Literacy in Inclusive Schools	3
EDU-316	Childhood Literacy & Diverse Learner	3
EDU-355	Educational Psychology†	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-454	Student Teaching in Childhood & Spec Ed	11

Complete all of the following:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-252	Development in Middle Childhood†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Art Requirements:

ART-101	Foundations of Art and Design†*	3
ART-205	Visual Design†	3
ART-317	Art Education Workshop†	3
ART-385	Aesthetic Theory & Practice†	3

Complete two of the following:

ART-215	Drawing I†	3
ART-225	Painting I†	3
CMP-330	Digital Illustration	3

Field Period:

Students must complete at least 2 Field Periods in Education: one Field Period for each certification area and one in a school with a minority population, and/or an urban setting, and/or in a high need school district

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key-

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable

Unified Childhood/Special Education with Family and Child Studies, Bachelor of Science

EDCHSPFAM.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-309	Integrated Methods: Childhood	6
EDU-310	Literacy in Inclusive Schools	3
EDU-316	Childhood Literacy & Diverse Learner	3
EDU-355	Educational Psychology†	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-454	Student Teaching in Childhood & Spec Ed	11

Complete all of the following:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-252	Development in Middle Childhood†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Family & Child Requirements

PSY-249	Infancy & Early Childhood†	3
SOC-101	Introduction to Sociology†*	3
SOC-302	Ethnic Diversity†	3
SOC-344	Sociology of the Family†	3

Complete 1 of the following:

PSY-328	Personality Theory and Dynamics†	4
PSY-350	Behavior Modification†	3

Field Period:

12 credits

Students must complete at least 2 Field Periods in Education: one Field Period for each certification area and one in a school with a minority population, and/or an urban setting, and/or in a high need school district

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3

FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Unified Childhood/Special Education with Global Studies, Bachelor of Science

EDCHSPGLOB.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-309	Integrated Methods: Childhood	6
EDU-310	Literacy in Inclusive Schools	3

EDU-316	Childhood Literacy & Diverse Learner	3
EDU-355	Educational Psychology†	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-454	Student Teaching in Childhood & Spec Ed	11

Complete all of the following:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-252	Development in Middle Childhood†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete the following:

HIS-360	History of New York State†	3

Complete one of the following:

3 credits

POL-120	American Government†*	3
POL-130	State and Local Government†*	3

Complete one of the following:

3 credits

POL-312	Politics of Developing Nations	3
POL-313	Politics of East Asia†	3

Complete two of the following:

HIS-113	Western Civilization I†*	3
HIS-114	Western Civilization II†*	3
HIS-115	Europe and the World†*	3
HIS-341	United States in World Affairs†	3
HIS-343	History of Modern Germany†	3
HIS-345	Modern Russia†	3
POL-325	Congress and the Presidency†	3
POL-440	Research Seminar in Politics & History†	3

Field Period:

12 credits

Students must complete at least 2 Field Periods in Education: one Field Period for each certification area and one in a school with a minority population, and/or an urban setting, and/or in a high need school district

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Note: POL/HIS Emphasis Courses:

Choose One: POL-312 or POL-313.

Choose Two: HIS-113, HIS-114, HIS-115, HIS-341, HIS-343, HIS-345, POL-325, POL-440

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

*Please refer to the catalog for the courses that will satisfy these requirements.

Unified Childhood/Special Education with Mathematics, Bachelor of Science

EDCHSPMATH.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3

EDU-307	Philosophical Foundations of Education†	2
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-309	Integrated Methods: Childhood	6
EDU-310	Literacy in Inclusive Schools	3
EDU-316	Childhood Literacy & Diverse Learner	3
EDU-355	Educational Psychology†	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-454	Student Teaching in Childhood & Spec Ed	11

Complete all of the following:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-252	Development in Middle Childhood†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete the following:

MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
MAT-230	Linear Algebra†	3
MAT-245	Transition to Abstract Mathematics†	3

Complete one of the following:

MAT-309	Probability†	3
MAT-330	Abstract Algebra†	3
MAT-350	Foundations of Geometry†	3
MAT-361	Real Analysis†	3
MAT-405	Senior Seminar†	3

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Unified Childhood/Special Education with Science, Bachelor of Science

EDCHSPSCI.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-309	Integrated Methods: Childhood	6
EDU-310	Literacy in Inclusive Schools	3
EDU-316	Childhood Literacy & Diverse Learner	3
EDU-355	Educational Psychology†	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-454	Student Teaching in Childhood & Spec Ed	11

Complete all of the following:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3

POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-252	Development in Middle Childhood†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete the following:

CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4

Complete one of the following:

3 credits

MAT-102	College Algebra†*	3
MAT-105	Pre-Calculus†*	3
MAT-106	Calculus I†*	4

Complete one of the following:

4 credits

BIO-203	Anatomy and Physiology I	4
BIO-204	Anatomy and Physiology II	4
BIO-234	Cell and Developmental Biology†	4
CHM-206	Organic Chemistry I†	4
PHY-201	General Physics I†*	4

Complete two of the following:

8 credits

BIO-305	Animal Diversity†	4
BIO-324	Invertebrate Zoology†	4
BIO-326	Vertebrate Zoology†	4
BIO-337	Ecology†	4
BIO-342	Mammalian Anatomy†	4
CHM-328	Introduction to Physical Chemistry†	4

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Unified Childhood/Special Education with Spanish, Bachelor of Science

EDCHSPSPA.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-309	Integrated Methods: Childhood	6
EDU-310	Literacy in Inclusive Schools	3
EDU-316	Childhood Literacy & Diverse Learner	3
EDU-355	Educational Psychology†	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-454	Student Teaching in Childhood & Spec Ed	11

Complete all of the following:

BIO-208	Life and the Universe†*	4
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3

PSY-123	Intro Human Development†*	3
PSY-252	Development in Middle Childhood†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete the following:

SPA-102	Continuing Introduction to Spanish†*	3
SPA-203	Spanish for Communication†*	3
SPA-208	Spanish for the Professions†*	3
SPA-220	Intro Spanish Translation and Interpretation	3
SPA-225	Spanish in the Community*3	3

Field Period:

12 credits

Students must complete at least 2 field periods in education: one for each certification area and one in a school with a minority population, and/or urban setting, and/or in a high need school district.

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Adolescent Education

The adolescent certification program consists of a major in one of the content areas: adolescent biology, adolescent chemistry, adolescent English, adolescent mathematics, or adolescent social studies. In addition, candidates take 36 hours of course work in education, which includes information on teaching students from diverse backgrounds, as well as knowledge in pedagogy, development, history, and psychology specific to this level of education.

Requirements for Certification in Adolescent Education

Candidates who wish to qualify for recommendation for initial certification in one of the adolescent education areas in New York state (grades 7-12) must complete the adolescent education major as specified. They must complete all degree requirements for the major; they must complete one semester of a foreign language or its equivalent (three years of a single language in high school fulfills this requirement); they must complete the required hours of field experience working with students in their area and level of desired certification, and students in a high-needs school; they must complete workshops in mandatory reporting, substance abuse, and violence prevention; and they must complete the required New York state teacher exams. Further details on these examinations are available in the division office. Upon completion of these requirements, students will be eligible for recommendation for certification in grades 7-12.

Requirements for Certification in Adolescent Education

The adolescent certification program consists of a major in adolescent biology, adolescent chemistry*, adolescent English, adolescent mathematics, or adolescent social studies. In addition, students take 36 hours of course work in education, all of which includes information on teaching students from diverse backgrounds.* In addition, students must meet the state requirement for foreign language study.

*Two 300 Level Field Periods at the secondary level are required.

Requirements for 7-12 Education Certification

Required Courses

36 credits		
EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-452	Student Teaching Adolescent Education	11

Liberal Arts Courses

12 credits		
EDU-392	Special Education Field Period	3
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

XXX-101	Foreign Language	3

PSY-123: Meets College general education requirement.

Adolescent English Education, Bachelor of Arts

ADOLENG.BA @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-452	Student Teaching Adolescent Education	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Complete all of the following:

ENG-125	Literature in the Wider World†*	3
ENG-130	Great Books: Beginnings†*	3
ENG-220	Ways of Reading†	3
ENG-306	The English Language	3
ENG-315	Shakespeare†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3
ENG-450	Senior Capstone†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete three of the following:

9 credits

ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3

Complete one of the following:

3 credits

ENG-316	Selected Authors†	3
ENG-320	Selected Topics in Literature†	3
ENG-385	Aesthetic Theory and Practice†	3

Complete one of the following:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-218	Creative Writing†	3
ENG-319	Creative Nonfiction†	3

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-391	Regular Education Classroom Field Period	3
ENG-394	English Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Adolescent Biology Education, Bachelor of Arts

EDADOLBIO.BA @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-452	Student Teaching Adolescent Education	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Complete all of the following:

BIO-136	Organisms and Environment†	4
BIO-135	Cells and Organisms†	4
BIO-207	Microbiology†	4
BIO-234	Cell and Developmental Biology†	4
BIO-318	Genetics†	4
BIO-370	Botany†	4
BIO-390	Junior Seminar in Natural Science†	3
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4
CHM-207	Organic Chemistry II†	4
CHM-310	General Biochemistry†	4

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following:

3-4 credits

MAT-106	Calculus I†*	4
BIO-380	Biostatistics†	3

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-391	Regular Education Classroom Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

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Adolescent Chemistry Education, Bachelor of Arts

EDADOLCHEM.BA @16/17

Major Requirements

Complete all of the following sciences:

CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4
CHM-207	Organic Chemistry II†	4
CHM-310	General Biochemistry†	4
CHM-315	Analytical Chemistry†	4
CHM-320	Advanced Biochemistry†	4
CHM-328	Introduction to Physical Chemistry†	4
CHM-390	Junior Seminar in Natural Science†	3
MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
PHY-201	General Physics I†*	4
PHY-202	General Physics II†*	4

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3

EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-452	Student Teaching Adolescent Education	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-391	Regular Education Classroom Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

+ 1 ENG course

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Adolescent Math, Bachelor of Arts

EDADOLMAT.BA @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-452	Student Teaching Adolescent Education	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Subtotal: 46

Complete all of the following:

MAT-103	Elem Probability and Statistics†*	3
MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
MAT-210	Calculus III†	4
MAT-230	Linear Algebra†	3
MAT-245	Transition to Abstract Mathematics†	3
MAT-309	Probability†	3
MAT-321	Differential Equations†	3
MAT-350	Foundations of Geometry†	3
MAT-405	Senior Seminar†	3
PHY-201	General Physics I†*	4

Subtotal: 37

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following:

3 credits

MAT-330	Abstract Algebra†	3
MAT-361	Real Analysis†	3

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3

EDU-391	Regular Education Classroom Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

For Dual Certification in Special Ed: add EDU 373 Teaching in Incl Second Sch (3) in SP17

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Adolescent Social Studies, Bachelor of Arts

EDADOLSS.BA @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2

EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-452	Student Teaching Adolescent Education	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Complete all of the following:

BIO-208	Life and the Universe†*	4
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
ENG-125	Literature in the Wider World†*	3
FYE-140	Wellness†*	3
HIS-114	Western Civilization II†*	3
HIS-115	Europe and the World†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
HIS-341	United States in World Affairs†	3
HIS-350	America in the Founding Era, 1750-1815†	3
POL-355	Globalization†*	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following:

3 credits

HIS-343	History of Modern Germany†	3
HIS-345	Modern Russia†	3

Complete one of the following:

3 credits

POL-120	American Government†*	3
POL-130	State and Local Government†*	3

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-391	Regular Education Classroom Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Adolescent Education: Dual Certification

Candidates seeking recommendation for adolescent certification may also wish to add special education certification. This will allow candidates to earn dual certification in their content area as well as in special education. They can then serve as special education teachers providing the needed services to children with disabilities in their own 7-12 classroom.

In addition to all above requirements for the 7-12 content area program they desire, candidates must also have 6 hours in each of the four content areas (English, Social Studies, Science, and Mathematics). Candidates must also successfully complete an additional special education course (EDU 373) and a Special Education Field Period (EDU 392).This will require additional planning and advisement to ensure these requirements are met.

Requirements for Dual Certification in Adolescent & Special Education

Candidates who wish to qualify for recommendation for initial dual certification in adolescent and special education in New York state (grades 7-12) must complete the adolescent & special education curriculum major as outlined above. They must complete all degree requirements for the major; they must complete one semester of a foreign language or its equivalent (three years of a single language in high school fulfills this requirement); they must complete the required hours of field experience working with students in their area and level of desired certification, students with disabilities, and students in a high-needs school; they must complete workshops in mandated reporting, substance abuse, and violence prevention; and they must complete the required New York state teacher exams. Further details on these examinations are available in the division office. Teacher candidates must apply for New York State certification through NYSED.gov.

Adolescent Biology Education with Special Ed., Bachelor of Arts

ADOLBIOSP.BA @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2

EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-373	Teaching in Inclusive Secondary Schools	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-455	Student Teaching: Adolescent & Spec Ed	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Complete the following:

BIO-135	Cells and Organisms†	4
BIO-136	Organisms and Environment†	4
BIO-207	Microbiology†	4
BIO-234	Cell and Developmental Biology†	4
BIO-318	Genetics†	4
BIO-370	Botany†	4
BIO-390	Junior Seminar in Natural Science†	3
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4
CHM-207	Organic Chemistry II†	4
CHM-310	General Biochemistry†	4

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following:

3 credits

BIO-380	Biostatistics†	3
MAT-106	Calculus I†*	4

Students MUST also have the following:

Two 4cr Lab Science Courses:

Select from BIO CHM ENV or PHY

See advisor for recommended/required courses

Two 3cr History Courses:

See advisor for recommended/required courses

Two 3cr Math Courses:

See advisor for recommended/required courses

Two 3cr English Courses:

See advisor for recommended/required courses

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
ENG-394	English Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

For Dual Certification in Special Education add EDU-373 Teaching in Inclusive Secondary Schools

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Adolescent English Education with Special Ed., Bachelor of Arts

ADOLENGSP.BA @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3

EDU-373	Teaching in Inclusive Secondary Schools	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-455	Student Teaching: Adolescent & Spec Ed	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Complete all of the following:

ENG-125	Literature in the Wider World†*	3
ENG-130	Great Books: Beginnings†*	3
ENG-220	Ways of Reading†	3
ENG-306	The English Language	3
ENG-315	Shakespeare†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3
ENG-450	Senior Capstone†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete three of the following:

9 credits

ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3

Complete one of the following:

3 credits

ENG-316	Selected Authors†	3
ENG-320	Selected Topics in Literature†	3
ENG-385	Aesthetic Theory and Practice†	3

Complete one of the following:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-218	Creative Writing†	3
ENG-319	Creative Nonfiction†	3

Students MUST also have the following:

Two 4cr Lab Science Courses:

Select from BIO CHM ENV or PHY

See advisor for recommended/required courses

Two 3cr History Courses:

See advisor for recommended/required courses

Two 3cr Math Courses:

See advisor for recommended/required courses

Two 3cr English Courses:

See advisor for recommended/required courses

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
ENG-394	English Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

For Dual Certification in Special Education add EDU-373 Teaching in Inclusive Secondary Schools

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Adolescent Math with Special Ed., Bachelor of Arts

EDADOLMATSP.BA @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2

EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-373	Teaching in Inclusive Secondary Schools	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-452	Student Teaching Adolescent Education	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Complete all of the following:

MAT-103	Elem Probability and Statistics†*	3
MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
MAT-210	Calculus III†	4
MAT-230	Linear Algebra†	3
MAT-245	Transition to Abstract Mathematics†	3
MAT-309	Probability†	3
MAT-321	Differential Equations†	3
MAT-350	Foundations of Geometry†	3
MAT-405	Senior Seminar†	3
PHY-201	General Physics I†*	4

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following:

3 credits

MAT-330	Abstract Algebra†	3
MAT-361	Real Analysis†	3

Students MUST also have the following:

Two 4cr Lab Science Courses:

Select from BIO CHM ENV or PHY

See advisor for recommended/required courses

Two 3cr History Courses:

See advisor for recommended/required courses

Two 3cr Math Courses:

See advisor for recommended/required courses

Two 3cr English Courses:

See advisor for recommended/required courses

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

For Dual Certification in Special Ed: add EDU-373 Teaching in Incl Second Sch (3) in SP17

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Adolescent Social Studies with Special Ed., Bachelor of Arts

ADOLSSSP.BA @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-307	Philosophical Foundations of Education†	2
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3

EDU-373	Teaching in Inclusive Secondary Schools	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-452	Student Teaching Adolescent Education	11
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Complete all of the following:

BIO-208	Life and the Universe†*	4
ECO-210	Principles of Macroeconomics†	3
ECO-211	Principles of Microeconomics†*	3
FYE-140	Wellness†*	3
HIS-114	Western Civilization II†*	3
HIS-115	Europe and the World†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
HIS-341	United States in World Affairs†	3
HIS-350	America in the Founding Era, 1750-1815†	3
POL-355	Globalization†*	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following:

3 credits

HIS-343	History of Modern Germany†	3
HIS-345	Modern Russia†	3

Complete one of the following:

3 credits

POL-120	American Government†*	3
POL-130	State and Local Government†*	3

Students MUST also have the following:

Two 4cr Lab Science Courses:

Select from BIO CHM ENV or PHY

See advisor for recommended/required courses

Two 3cr History Courses:

See advisor for recommended/required courses

Two 3cr Math Courses:

See advisor for recommended/required courses

Two 3cr English Courses:

See advisor for recommended/required courses

Field Period:

12 credits

EDU-391	Regular Education Classroom Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Requirements for Adolescent Generalist Special Education Certification

Candidates who wish to work primarily with adolescent-aged individuals with special needs in a 7-12 self-contained classroom, resource room, or in a consultative and collaborative manner with the content area specialist, may prefer this major. This program has an interdisciplinary approach that provides the candidate with a broad base of knowledge across the four common core areas and a choice of an emphasis which provides in-depth study in one of the common core areas (social studies or English). In addition to the interdisciplinary study, candidates complete 46 hours of course work in education, including a focus on low incidence disabilities and related educational placement and approaches for these individuals. Two 300-level field periods at the adolescent level, in special education settings are required.

Requirements for Adolescent Generalist Special Education Certification

Candidates who wish to qualify for recommendation for initial certification in Adolescent Generalist Special Education (grades (7-12) in New York State must complete the Adolescent Generalist curriculum and select either English or Social Studies for their emphasis area. They must also complete all degree requirements for the major; they must complete one semester of foreign language or its equivalent (three years of a single language in high school fulfills this requirement); they must complete the required hours of field experience working with students with disabilities at the adolescent level, and students in a high-needs school; they must successfully complete the required New York State teacher exams. Further details on these examinations are available by contacting the education office. Teacher candidates must apply for New York State certification through NYSED.gov.

Adolescent Generalist with English/Language Arts, Bachelor of Science

EDADOLGENENG.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-343	Educating Students W/Severe Disabilities	3
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-373	Teaching in Inclusive Secondary Schools	3
EDU-383	Collaborative Transition/Disabilities	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-457	Student Tchg: Adolescent Gen Spec Educ	11

Complete the following supporting courses:

BIO-208	Life and the Universe†*	4
ENG-125	Literature in the Wider World†*	3
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
HIS-360	History of New York State†	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following:

3 credits

ENG-220	Ways of Reading†	3
ENG-306	The English Language	3

Complete one of the following:

3 credits

ENG-130	Great Books: Beginnings†*	3
ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3

Complete one of the following:

3 credits

ENG-170	History of Theatre and Drama†	3
ENG-315	Shakespeare†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3
ENG-376	Special Topics in Theatre/Drama†	3

Complete one of the following:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-218	Creative Writing†	3
ENG-319	Creative Nonfiction†	3

Field Period:

12 credits

EDU-392	Special Education Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00

- Complete one field period for each 30 Keuka College credits
- Complete one INS-301 course
- Complete one laboratory science course
- Complete the general education and major requirements

The student is ultimately responsible for ensuring that all degree requirements are met

Adolescent Generalist with Social Studies, Bachelor of Science

EDADOLSS.BS @16/17

Major Requirements

Complete all of the following:

EDU-002	Mandated Reporting Workshop	
EDU-003	Violence Prevention Workshop	
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-306	Assessment in Inclusive School	3
EDU-321	Adolescent Integrative Methods/Classroom	4
EDU-343	Educating Students W/Severe Disabilities	3
EDU-355	Educational Psychology†	3
EDU-357	Adolescent Literacy I	3
EDU-358	Adolescent Literacy II	3
EDU-373	Teaching in Inclusive Secondary Schools	3
EDU-383	Collaborative Transition/Disabilities	3
EDU-410	Professional Management Issues	2
EDU-411	Student Teaching Seminar	1
EDU-457	Student Tchg: Adolescent Gen Spec Educ	11

Complete all of the following:

BIO-208	Life and the Universe†*	4
ENG-125	Literature in the Wider World†*	3
ENG-313	XChildren's Literature†	3
ENV-105	Environmental Science†*	4
FYE-140	Wellness†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
HIS-360	History of New York State†	3
MAT-221	Mathematical Concepts for Education I†	3
MAT-222	Mathematical Concepts for Education II†*	3
POL-355	Globalization†*	3
PSY-123	Intro Human Development†*	3
PSY-238	Adolescence†	3

Foreign Language Credits:

XXX	Foreign Lang [if not exempt]	3

Complete one of the following:

HIS-113	Western Civilization I†*	3
HIS-114	Western Civilization II†*	3

HIS-341	United States in World Affairs†	3
HIS-350	America in the Founding Era, 1750-1815†	3

Complete one of the following:

3 credits

HIS-343	History of Modern Germany†	3
HIS-345	Modern Russia†	3

Field Period:

12 credits

EDU-392	Special Education Field Period	3
EDU-392	Special Education Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Student Teaching Placements

Early childhood education majors will be given two placements; one in pre-school and one in grades K-2. Students with identified disabilities will be present in at least one of those classes. Childhood/special education majors will be given two placements; one in grades 1-3 and one in grades 4-6. Students with identified disabilities will be present in at least one of those classes. Adolescent students will be given two placements; one in grades 7-9 and one in grades 10-12. Adolescent students seeking special education certification will have students with identified disabilities in at least one of those classes.

Educational Studies

This major does not prepare students to become classroom teachers, and does not lead to certification. Rather, this major provides students with the knowledge and skills to be successful partners in the educational setting. Such settings could be at publishing companies, law firms, businesses, museums, and social service agencies. Instead of concentrating on clinical teaching skills, students focus on an area of interest that relates to the educational setting in which they hope to pursue employment or further study.

The educational studies program is based on three areas of study: the liberal arts core requirements, 30 hours of education coursework, and 15 hours of coursework in the area of interest that relates to the setting in which the student wishes to pursue employment or further study.

Required courses in area of interest

Students choosing this major should select 15 additional hours of course work based on one of the following intended areas in which they would like to work (at least six hours should be at the 300 level): Communication, Technology, Business, Political Systems, History, Science, English, Infants & Toddlers, American Sign Language, Mathematics, Working with Children, or Working with Families.

1) Educational Studies, Bachelor of Science

EDSTUDIES.BS - @17/18

Major Requirements

Complete the following Core Courses:

EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-307	Philosophical Foundations of Education†	2
EDU-311	Language in Use†	3
EDU-322	Instructional Design†	3
EDU-355	Educational Psychology†	3
EDU-470	Applied Educational Studies Capstone	4

Group 2 -

Complete at least 10 credits from the list below:

EDU-209	Early Child Perspective in Disabilities†	3
EDU-211	Societal Perspectives/Special Education†	3
EDU-264	Infants and Toddlers	2
EDU-306	Assessment in Inclusive School	3
EDU-308	Teaching in Inclusive Early Childhood	3
EDU-343	Educating Students W/Severe Disabilities	3
EDU-372	Assess Early Child Inclusive Settings	3
EDU-373	Teaching in Inclusive Secondary Schools	3
EDU-374	Professional/Ldrshp in Early Childhood	3
EDU-383	Collaborative Transition/Disabilities	3

Complete 15 credits from the intended Emphasis Area:

Please refer to the areas below. At least 6 hours need to be at the 300- or 400-level.

Emphasis Areas

Complete 15 credits from the intended Emphasis Area:

Communication

Complete all:

12 credits

COM-123	Public Speaking†	3
COM-201	Interpersonal and Group Communication†	3
COM-350	Digital Publishing†	3
COM-428	Organizational Communication†	3

Complete one:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

Mathematics

Complete all:

11 credits

MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
MAT-245	Transition to Abstract Mathematics†	3

Complete two:

6 credits

MAT-309	Probability†	3
MAT-330	Abstract Algebra†	3
MAT-350	Foundations of Geometry†	3
MAT-361	Real Analysis†	3
MAT-405	Senior Seminar†	3

Political Systems

Complete four:

12 credits

POL-120	American Government†*	3
POL-130	State and Local Government†*	3
POL-231	Public Administration in Democratic Soc	3
POL-321	Constitutional Law†	3
POL-324	Legislative Process and Behavior	3

Complete one:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

Technology

Complete four:

12 credits

CMP-120	Introduction to Computer Applications†	3
CMP-225	Introduction to Databases	3
CMP-265	Computer Visual Design	3
CMP-335	Webpage Design	3

CMP-375	Advanced Computer Appl Integration	3
CMP-455	Senior Project in Computer Applications	3

Complete one:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

Infants/Toddlers

Complete five:

15 credits

ART-317	Art Education Workshop†	3
BUS-101	Introduction to Business and Society	3
EDU-209	Early Child Perspective in Disabilities†	3
ENG-313	Children's Literature†	3
PSY-252	Development in Middle Childhood†	3
SOC-302	Ethnic Diversity†	3
SOC-344	Sociology of the Family†	3
SWK-101	Introduction to Social Work	3
SWK-331	Youth Services Delivery System	3

ASL

Complete five:

15 credits

ASL-110	Introduction to the Deaf Community†	3
ASL-111	American Sign Language I†	3
ASL-112	American Sign Language II†	3
ASL-211	American Sign Language III†	3
ASL-212	American Sign Language IV†	3
ASL-311	American Sign Language V†	3
ASL-312	American Sign Language VI†	3
ASL-320	Linguistics of American Sign Language†	3
ASL-340	ASL in Education	3
ASL-350	ASL/Deaf Literature†	3
ASL-361	Deaf Culture†	3

Business

Complete four:

12 credits

BUS-101	Introduction to Business and Society	3
BUS-202	Business Law	3
BUS-410	Entrepreneurship	3
ECO-211	Principles of Microeconomics†*	3
MKT-220	Principles of Marketing	3
MKT-320	Public Relations	3
MGT-345	Organizational Behavior†	3
MGT-430	Management Seminar	3

Complete one:

3 credits

COM-320	Business and Professional Writing†	3

COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

History

Complete four:

12 credits

HIS-113	Western Civilization I†*	3
HIS-114	Western Civilization II†*	3
HIS-120	United States History to 1877†*	3
HIS-121	US History From 1877-Present†*	3
HIS-350	America in the Founding Era, 1750-1815†	3
HIS-341	United States in World Affairs†	3
HIS-360	History of New York State†	3

Complete one:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

Working w/Families

Complete four:

12 credits

COM-201	Interpersonal and Group Communication†	3
PSY-227	Social Psychology†	3
SWK-101	Introduction to Social Work	3
SWK-250	Substance Abuse and Families†	3
SOC-375	Groups and Organizaitons	3
SOC-376	Social Movements/Collective Behavior	3
SOC-344	Sociology of the Family†	3

Working w/Children

Complete five:

15 credits

PSY-249	Infancy & Early Childhood†	3
PSY-252	Development in Middle Childhood†	3
PSY-238	Adolescent Psychology†	3
EDU-209	Early Child Perspective in Disabilities†	3
EDU-211	Societal Perspectives/Special Education†	3
SOC-344	Sociology of the Family†	3
SWK-331	Youth Services Delivery System	3
PSY-328	Personality Theory and Dynamics†	4
PSY-350	Behavior Modification†	3

English

ENG-313	Children's Literature†	3

Complete one:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

Complete one:

3 credits

ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3

Complete one:

3 credits

ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3

Complete one:

3 credits

ENG-315	Shakespeare†	3
ENG-316	Selected Authors†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3

Science

Complete one:

3 credits

BIO-203	Anatomy and Physiology I	4
BIO-234	Cell and Developmental Biology†	4
BIO-305	Animal Diversity†	4
BIO-326	Vertebrate Zoology†	4
BIO-337	Ecology and Evolution†	4

Complete one group:

8 credits

ENV-105	Environmental Science†*	4
	AND	
BIO-208	Life and the Universe†*	4
	OR	
BIO-136	Organisms and Environment†	4
	AND	
BIO-135	Cells and Organisms†	4

Complete one:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

Field Period (determine EDU29X and EDU39X with your academic advisor)

FP-290	Field Period	3
FP-290	Field Period	3
EDU-39x	Regular Education Classroom Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.0
- Achieve a major GPA of 2.0
- Complete one field period for each 30 credits
- Complete the general ed. & major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student in ultimately responsible for ensuring all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Education Minor

The Minor in Education can be added to any major, providing insights, knowledge and skills for students who are interested in using their major in an educational setting. For example, students in one of the professional programs (OT, Social Work, nursing, business, ASL, interpreting) may find that having knowledge of the educational setting will prepare them for working in this area. Further, this minor can provide a foundation that may later lead to pursuing a degree in education.

MINOR.EDUMIN

Minor Requirements

Complete all of the following:

16 credits		
EDU-105	Introduction to Education†	3
EDU-210	Educating Students At Risk†	2
EDU-211	Societal Perspectives/Special Education†	3
EDU-307	Philosophical Foundations of Education†	2
EDU-311	Language in Use†	3
EDU-355	Educational Psychology†	3

Field Period:

3 credits		
EDU-391	Regular Education Classroom Field Period	3

Students must meet the 19 cumulative credit hour requirement to complete this minor.
To complete this minor it is necessary for students to identify courses with their advisor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 19 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Teaching English Abroad Minor

This minor can be added to any major, providing specific skills and knowledge that can be used to prepare a student for teaching English in another country. Students can work with the Office of Global Initiatives to explore possible teaching opportunities upon graduation.

While not required for this minor, students who pursue this minor are encouraged to pursue an international Field Period to gain further experience.

MINOR - EDU EDSTUDMINORS17

Minor Requirements

EDU - EDSTUDMINORS17

Complete all of the following:

18 credits

EDU-311	Language in Use†	3
EDU-322	Instructional Design†	3
EDU-355	Educational Psychology†	3
ENG-206	The English Language†	3
INS-301	Integrative Studies (topic)*†	3
POL-355	Globalization†*	3

Field Period:

3 credits

EDU-391	Regular Education Classroom Field Period	3

Students must meet the 21 cumulative credit hour requirement to complete this minor.
To complete this minor it is necessary for students to identify courses with their advisor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 21 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

The M.S. in Literacy (B-6 or 5-12)

The Master of Science program will lead to recommendation for initial certification in literacy, birth through grade 6 (B-6) or grades 5-12. The curriculum is based on three central and integrated themes—research, application of research-based best practices, and reflection on the efficacy of instructional practice and teacher decision-making.

This program is for teachers who have successfully completed a teacher certification program, or who hold current New York state provisional/initial certification in early childhood, childhood education, or adolescent education. It is designed to enhance teachers' knowledge about contemporary theories and research- based practices in literacy. The expectation is that they become effective practitioners who understand and deliver high quality literacy instruction and offer proactive literacy leadership in B-6 or 5-12 educational settings.

A distinct feature of this program is its cohort model, meaning that students proceed through the nine courses in a set pattern, with the same group (cohort). In this way, students develop a strong working relationship with each other, have a support system, and create a network of professional peers across the region.

The nine courses total 30 credit hours, and include a capstone project. In addition to New York state teaching certification, applicants must have earned a bachelor's degree from an accredited institution, with a minimum cumulative 3.0 G.P.A., and at least a 3.0 G.P.A. in the major field of study. For more information, please contact the director of Education Graduate Studies in the Division of Education.

Upon successful completion of all program requirements, students will be recommended by the college to NYSED for certification. Students must apply for New York State certification through NYSED.gov.

Literacy, Birth – 6th Grade, Master of Science

Required Courses

Complete the following coursework with a cumulative GPA of 3.00 or higher in all:

30 credits

EDU-501	Introduction to Educational Research	3
EDU-530	Theoretical and Social Found of Literacy	3
EDU-531	Assessment-Based Instruction I	4
EDU-532	Practica B-2	1
EDU-534	Assessment-Based Instruction II	4
EDU-535	Practica 3-6	3
EDU-536	Tech/Intruct Materal to Promote Literacy	3
EDU-537	Prof Leadership in Literacy Education	3
EDU-540	Best Practices in Teaching Writing	3
EDU-560A	Research Seminar I	1
EDU-560B	Research Seminar 2	1
EDU-560C	Professional Seminar 3	1

Complete the additional credits that are required to meet cumulative credit hour requirements.

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Literacy, grades 5-12, Master of Science

Required Courses

Complete the following coursework with a cumulative GPA of 3.00 or higher in all:

30 credits		
EDU-501	Introduction to Educational Research	3
EDU-530	Theoretical and Social Found of Literacy	3
EDU-536	Tech/Intruct Materal to Promote Literacy	3
EDU-537	Prof Leadership in Literacy Education	3
EDU-540	Best Practices in Teaching Writing	3
EDU-541	Assessment-Based Literacy Instr III	4
EDU-542	Practica III	4
EDU-543	Literacy Instruct: Content Areas (5-12)	4
EDU-560A	Research Seminar I	1
EDU-560B	Research Seminar 2	1
EDU-560C	Professional Seminar 3	1

Complete the additional credits that are required to meet cumulative credit hour requirements.

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Humanities and Fine Arts

The humanities—English, modern languages, communication, philosophy, and religion—explore those enduring values of our heritage that have sustained and enriched human life in times of crisis and doubt, prosperity and peace. Firmly rooted in human experience, the humanities examine, define, and relate that experience to the contemporary age. Through knowledge of literature, languages, philosophy, and religion; through a critical awareness of conflicting values; and through a continuing pursuit of understanding, the humanities involve the individual in the varied experiences of life. Course work in the humanities encourages students to express their individual ideas and personalities and to determine how they may succeed creatively in their chosen careers.

The fine arts—art, dance, music, and theatre—emphasize the role of creativity in our lives. Course work in these disciplines gives students the opportunity to explore the varied ways in which individuals express themselves artistically. Courses offer historical and theoretical perspectives, as well as practice in artistic techniques and training in particular disciplines, giving students an appreciation of aesthetics.

The Division of Humanities and Fine Arts offers majors in Art and Design (with optional concentrations in advertising/marketing, communications, digital graphic design, studio art, small business/entrepreneurship, theatre arts, or verbal arts), English (with optional concentrations in writing/ communications, creative writing, or theatre and drama), Communication Studies, American Sign Language, and American Sign Language-English Interpreting.

Minor programs are offered in visual and verbal arts, creative writing, English, theatre and drama, creative arts, communication studies, digital design, digital studies, American Sign Language, and Spanish and area studies.

American Sign Language

Keuka College is one of the few American colleges and universities to offer a baccalaureate degree program in American Sign Language (ASL). Keuka College's four-year program combines intensive training in American Sign Language as a foreign language with integrated coursework in Deaf culture, linguistics, and literature. The curriculum emphasizes experiential learning through Field Periods and a senior internship. These first-hand field experiences enrich classroom learning immensely. They provide students frequent, authentic occasions to (a) apply and test the validity of theories and information; (b) observe professionals and clients in action, and (c) acquire new professional knowledge and skills to bring back to the classroom.

The College's strong arts and sciences core curriculum also enhances students' pre-professional development in the major in many important ways. Core courses develop and refine students' abilities to write well, think critically and creatively, read with understanding, communicate effectively with various audiences, work successfully—both in teams and as an independent, lifelong learner—and understand and respect human diversity.

Graduates of the program possess a high degree of proficiency in American Sign Language and a solid introduction to the psychology, sociology, and literature of Deaf culture. Keuka College's program prepares students for entry-level jobs in a variety of fields. In recent years, graduates of two- and four-year ASL programs across the country have found employment in business and corporate settings, elementary and secondary schools, community service organizations, vocational rehabilitation centers, medical and legal fields, local and state governments, communication facilities, and colleges and universities. The demand for college-educated individuals with an advanced degree of fluency in American Sign Language is increasing nationwide. Students who have taken previous ASL coursework must submit a video recording demonstrating proficiency for ASL placement purposes.

Graduate Outcomes:

Students graduating with a degree in ASL will be able to:

1. communicate fluently and accurately in ASL;
2. demonstrate recognition of the Deaf as a people with a distinctive language, sensibility, and culture; and
3. demonstrate knowledge of the role of Deaf history and Deaf culture in American society.

American Sign Language, Bachelor of Arts

ASL.BA

Major Requirements

Complete all of the following:

36 credits (note 36 can increase due to variable internship with 3-12 credits)

ASL-001	ASL Internship Workshop	-
ASL-110	Introduction to the Deaf Community†	3
ASL-111	American Sign Language I†	3
ASL-112	American Sign Language II†	3
ASL-211	American Sign Language III†	3
ASL-212	American Sign Language IV†	3
ASL-311	American Sign Language V†	3
ASL-312	American Sign Language VI†	3
ASL-318	Fingerspelling and Numbers in ASL†	3
ASL-320	Linguistics of American Sign Language†	3
ASL-350	ASL/Deaf Literature†	3
ASL-361	Deaf Culture†	3
ASL-450	Internship in American Sign Language	3.00-12.00

Field Period:

12 credits

ASL-394	American Sign Language Field Period	3
ASL-494	American Sign Language Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

American Sign Language Minor

MINOR.ASLMIN

Minor Requirements

Complete all of the following:

15 credits

ASL-110	Introduction to the Deaf Community†	3
ASL-111	American Sign Language I†	3
ASL-112	American Sign Language II†	3
ASL-211	American Sign Language III†	3
ASL-212	American Sign Language IV†	3

Complete one of the following:

3 credits

ASL-220	Language Acquisition in Deaf Community	3
ASL-318	Fingerspelling and Numbers in ASL†	3
ASL-340	ASL in Education	3

Students must meet the 18 cumulative credit hour requirement to complete this minor.
To complete this minor it is necessary for students to identify courses with their advisor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- A grade of C- or higher must be earned
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

ASL-English Interpreting

The ASL-English Interpreting major prepares students to become entry-level professional interpreters, proficient in ASL, English and the process of interpretation, for the purpose of facilitating communication between Deaf and hearing people in a variety of settings (education, health, business, social services, and legal).

According to the Registry of Interpreters for the Deaf (RID), there are 28 million Deaf and hard of hearing Americans who are entitled to "qualified interpreters" under Title II of the Americans with Disabilities Act (1990). In addition, Title VI of the Civil Rights Act requires all healthcare providers receiving Federal aid to provide language services to non-English speakers, including Deaf people. Currently, the demand for qualified interpreters far exceeds the number of trained professionals in the field.

An interpreter must be both bilingual and bicultural: that is, able to communicate with above average proficiency in both ASL and English - as well as to be knowledgeable about both Deaf and non-Deaf cultures - in order to render culturally based linguistic and non-linguistic information appropriately. An interpreter must also be versatile, mature, and flexible to work successfully in a wide variety of situations and settings with people from a variety of backgrounds with diverse communication needs. Since the interpreting occasion often contains sensitive and personal issues, it is imperative that interpreters be of high moral character, nonjudgmental, and well- informed in order to meet the challenges which arise in these diverse and ever-changing situations.

Training begins with ASL, English, Deaf Culture and English-to-English processing. Juniors then begin intensive training in Translation, Consecutive Interpreting and Simultaneous Interpreting. Practical experience is gained through "Ghost Interpreting" where Keuka College AEI students interpret actual Keuka College courses on a variety of topics, but without an actual Deaf consumer present. Seniors receive specialized training in working with DeafBlind consumers before beginning their 12- credit, full-semester internship.

The ASL-English Interpreting major is designed to provide students with the academic preparation needed to pass the written portion of the National Interpreter Certification (NIC) exam. Graduates are expected to be able to complete the NIC process within two years of employment as a full-time interpreter.

Graduate Outcomes:

Students graduating with a degree in ASL-English Interpreting will have:

1. knowledge and skill in the art of interpreting between American Sign Language and English;
2. theoretical and practical knowledge of the interpreting field;
3. knowledge of the culture and community of the Deaf;
4. evidence of compliance with ethical and performance standards expected of an interpreter and knowledge of pertinent legislation;
5. knowledge and skill to function as a cross-cultural mediator in order to transmit and transfer culturally based linguistic and non-linguistic information.

Criteria for acceptance into the interpreting program:

1. Completion of ASL-212 American Sign Language IV or equivalent level of skill.

2. Successfully complete the ASL Proficiency Exam.
3. Demonstrate written English language skills with a minimum of a C+ in ENG-112.
4. GPA of 3.0 in prerequisite American Sign Language courses.
5. Overall GPA: 3.0.
6. Approval of the ASL-English Interpreting faculty.

Transfer Students:

An outside transfer into the program must submit a video recording that demonstrates ASL proficiency in addition to meeting the above criteria.

ASL/English Interpreting, Bachelor of Science

ASL.INT.BS

Major Requirements

Complete all of the following:

71 credits

ASL-110	Introduction to the Deaf Community†	3
ASL-111	American Sign Language I†	3
ASL-112	American Sign Language II†	3
ASL-211	American Sign Language III†	3
ASL-212	American Sign Language IV†	3
ASL-220	Language Acquisition in Deaf Community	3
ASL-311	American Sign Language V†	3
ASL-312	American Sign Language VI†	3
ASL-318	Fingerspelling and Numbers in ASL†	3
ASL-320	Linguistics of American Sign Language†	3
ASL-350	ASL/Deaf Literature†	3
ASL-361	Deaf Culture†	3
AEI-001	Interpreting Internship Workshop	-
AEI-165	English Transliteration	3
AEI-265	Cross-Cultural Trans-Communication	3
AEI-275	Translation Theory/Practice: ASL & ENG	3
AEI-365	Consecutive Interpreting & Ethics	3
AEI-375	Interpreting Specialized Settings	3
AEI-425	DeafBlind Interpreting	2
AEI-465	Simultaneous Interpreting & Research	3
AEI-485	Interpreting Internship	12
ENG-206	The English Language†	3

Complete one of the following:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

Field Period:

12 credits

AEI-374	Deaf Community Field Period	3
AEI-474	Interpreting Field Period	3
FP-290	Field Period	3

FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Art and Design

In the spirit of Keuka College's historical mission, the major in Art and Design represents a marriage between the personal and the practical. It provides students interested in design, visual expression and digital communication with opportunities for creative development and personal exploration, even as it provides them with the skills and experiences essential to a wide range of careers rooted in an understanding of and facility in the principles of design and visual communication.

The Art and Design program's unifying core emphasis on the principles of design provides a firm foundation in the fundamentals of visual expression and communication. At the same time, an enhanced emphasis on digital media and graphic design which opens up new, cutting-edge possibilities for students, pointing towards an exciting future. The major provides students with opportunities for interdisciplinary work through a variety of optional areas of concentration.

Thus, Art and Design majors may follow one of two paths. They may choose a stand- alone core-major program in Art and Design consisting of 51.0 credits (includes two major- specific Field Periods), or an Art and Design major within any of the areas of concentration listed below, consisting of 63.0 credits (includes two major-specific Field Periods).

Optional Concentrations:

- Advertising/Marketing
- Communication
- Digital Graphic Design

- Small Business/Entrepreneurship
- Studio Art
- Theatre Arts
- Verbal Arts

Art and Design, Bachelor of Arts

ARTDSN.BA

Major Requirements

Complete all of the following:

ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-205	Visual Design†	3
ART-215	Drawing I†	3
ART-225	Painting I†	3
ART-250	Graphic Design†	3
ART-385	Aesthetic Theory & Practice†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-445	Senior Project†	3

Subtotal: 30

Complete one of the following:

3 credits

ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3

Complete one of the following:

3 credits

ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-288	Visiting Artist- 2D†	3

Complete one of the following:

3 credits

ART-235	Ceramics I†	3
ART-255	Sculpture I†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following (one must be a 300 level studio course):

6 credits

ART-315	Drawing II†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
ART-388	Visting Artist: Advanced Workshop†	3

COM-350	Digital Publishing†	3

Field Period:

12 credits

ART-294	Field Period in Art & Design	3
ART-394	Field Period in Art and Design	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Art and Design with Advertising/Marketing, Bachelor of Arts

ARTDSN.ADVMKT.BA

Major Requirements

Complete all of the following:

ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-205	Visual Design†	3
ART-215	Drawing I†	3
ART-225	Painting I†	3
ART-250	Graphic Design†	3
ART-385	Aesthetic Theory & Practice†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-445	Senior Project†	3

Subtotal: 30

Complete one of the following:

3 credits

ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3

Complete one of the following:

3 credits

ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-288	Visiting Artist- 2D†	3

Complete one of the following:

3 credits

ART-235	Ceramics I†	3
ART-255	Sculpture I†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following (one must be a 300 level studio course):

6 credits

ART-315	Drawing II†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
ART-388	Visting Artist: Advanced Workshop†	3
COM-350	Digital Publishing†	3

Advertising/Marketing concentration:

Complete all of the following:

12 credits

MKT-220	Principles of Marketing	3
MKT-331	Principles of Advertising	3
MKT-335	Internet Marketing	3
MKT-360	Retail Marketing	3

Field Period:

12 credits

ART-294	Field Period in Art & Design	3
ART-394	Field Period in Art and Design	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Art and Design with Communications, Bachelor of Arts

ARTDSN.COM.BA

Major Requirements

Complete all of the following:

30 credits		
ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-205	Visual Design†	3
ART-215	Drawing I†	3
ART-225	Painting I†	3
ART-250	Graphic Design†	3
ART-385	Aesthetic Theory & Practice†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-445	Senior Project†	3

Complete one of the following:

3 credits		
ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3

Complete one of the following:

3 credits		
ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-288	Visiting Artist- 2D†	3

Complete one of the following:

3 credits

ART-235	Ceramics I†	3
ART-255	Sculpture I†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following (one must be a 300 level studio course):

6 credits

ART-315	Drawing II†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
ART-388	Visting Artist: Advanced Workshop†	3
COM-350	Digital Publishing†	3

Communications concentration:

Complete all of the following:

3 credits

COM-122	Introduction to Communication†	3

Complete three of the following:

9 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
COM-350	Digital Publishing†	3
COM-421	Media Frontiers†	3

Field Period:

12 credits

ART-294	Field Period in Art & Design	3
ART-394	Field Period in Art and Design	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Art and Design with Digital Graphic Design, Bachelor of Arts

ARTDSN.DGD.BA

Major Requirements

Complete all of the following:

30 credits

ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-205	Visual Design†	3
ART-215	Drawing I†	3
ART-225	Painting I†	3
ART-250	Graphic Design†	3
ART-385	Aesthetic Theory & Practice†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-445	Senior Project†	3

Complete one of the following:

3 credits

ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3

Complete one of the following:

3 credits

ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-288	Visiting Artist- 2D†	3

Complete one of the following:

3 credits

ART-235	Ceramics I†	3
ART-255	Sculpture I†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following (one must be a 300 level studio course):

6 credits

ART-315	Drawing II†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
COM-350	Digital Publishing†	3
ART-388	Visting Artist: Advanced Workshop†	3

Digital Graphic Design Concentration:

Complete all of the following:

12 credits

ART-310	Digital Storytelling†	3
ART-330	Digital Illustration†	3
ART-340	Web-Based Design†	3
COM-350	Digital Publishing†	3

Field Period:

12 credits

ART-294	Field Period in Art & Design	3
ART-394	Field Period in Art and Design	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Art and Design with Studio Art, Bachelor of Arts

ARTDSN.SA.BA

Major Requirements

Complete all of the following:

30 credits

ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-205	Visual Design†	3
ART-215	Drawing I†	3
ART-225	Painting I†	3
ART-250	Graphic Design†	3
ART-385	Aesthetic Theory & Practice†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-445	Senior Project†	3

Complete one of the following:

3 credits

ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3

Complete one of the following:

3 credits

ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-288	Visiting Artist- 2D†	3

Complete one of the following:

3 credits

ART-235	Ceramics I†	3
ART-255	Sculpture I†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following (one must be a 300 level studio course):

6 credits

ART-315	Drawing II†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
ART-388	Visting Artist: Advanced Workshop†	3
COM-350	Digital Publishing†	3

Studio Art Concentration:

Complete two of the following:

6 credits

ART-235	Ceramics I†	3

ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-250	Graphic Design†	3
ART-255	Sculpture I†	3
ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3
ART-288	Visiting Artist- 2D†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following:

6 credits

note: ART-460 may be substituted with approval

ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
ART-388	Visting Artist: Advanced Workshop†	3
COM-350	Digital Publishing†	3

Field Period:

12 credits

ART-294	Field Period in Art & Design	3
ART-394	Field Period in Art and Design	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Art and Design with Small Business/Entrepreneurship, Bachelor of Arts

ARTDSN.SBE.BA

Major Requirements

Complete all of the following:

30 credits

ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-205	Visual Design†	3
ART-215	Drawing I†	3
ART-225	Painting I†	3
ART-250	Graphic Design†	3
ART-385	Aesthetic Theory & Practice†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-445	Senior Project†	3

Complete one of the following:

3 credits

ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3

Complete one of the following:

3 credits

ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-288	Visiting Artist- 2D†	3

Complete one of the following:

3 credits

ART-235	Ceramics I†	3

ART-255	Sculpture I†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following (one must be a 300 level studio course):

6 credits

ART-315	Drawing II†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
COM-350	Digital Publishing†	3
ART-388	Visting Artist: Advanced Workshop†	3

Small business/entrepreneurship concentration:

Complete all of the following:

9 credits

BUS-101	Introduction to Business and Society	3
MKT-220	Principles of Marketing	3
MGT-351	Small Business Management	3

Complete one of the following:

3 credits

BUS-202	Business Law	3
MKT-320	Public Relations	3
MKT-331	Principles of Advertising	3
MKT-335	Internet Marketing	3
MKT-340	International Marketing	3
MKT-350	Marketing for Non-Profit Organizations	3
MKT-360	Retail Marketing	3

Field Period:

12 credits

ART-294	Field Period in Art & Design	3
ART-394	Field Period in Art and Design	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Arts and Design with Theatre Arts, Bachelor of Arts

ARTDSN.TA.BA

Major Requirements

Complete all of the following:

30 credits

ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-205	Visual Design†	3
ART-215	Drawing I†	3
ART-225	Painting I†	3
ART-250	Graphic Design†	3
ART-385	Aesthetic Theory & Practice†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-445	Senior Project†	3

Complete one of the following:

3 credits

ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3

Complete one of the following:

3 credits

ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-288	Visiting Artist- 2D†	3

Complete one of the following:

3 credits

ART-235	Ceramics I†	3

ART-255	Sculpture I†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following (one must be a 300 level studio course):

6 credits

ART-315	Drawing II†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
COM-350	Digital Publishing†	3
ART-388	Visting Artist: Advanced Workshop†	3

Theatre Arts Concentration:

Complete all of the following:

3 credits

THR-321	Advanced Acting†	3

Complete three of the following:

9 credits

THR-222	Acting on and Off the Stage †*	3
THR-270 (no longer - replaced by 170)	History of Theatre and Drama†	3
THR-322	Advanced Acting and Directing	3
THR-331	Advanced Technical Direction†	3
THR-376	Special Topics in Theatre and Drama†	3
THR-440	Advanced Theatre Practicum	3
ENG-218	Creative Writing†	3
ENG-301	Creative Writing Workshop†	3
ENG-315	Shakespeare†	3

Field Period:

12 credits

ART-294	Field Period in Art & Design	3
ART-394	Field Period in Art and Design	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Art and Design with Verbal Arts, Bachelor of Arts

ARTDSN.VA.BA

Major Requirements

Complete all of the following:

30 credits

ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-205	Visual Design†	3
ART-215	Drawing I†	3
ART-225	Painting I†	3
ART-250	Graphic Design†	3
ART-385	Aesthetic Theory & Practice†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-445	Senior Project†	3

Complete one of the following:

3 credits

ART-281	Digital Photography†	3
ART-282	Darkroom Photography†	3

Complete one of the following:

3 credits

ART-240	Mixed Media†	3
ART-245	Printmaking I†	3
ART-288	Visiting Artist- 2D†	3

Complete one of the following:

3 credits

ART-235	Ceramics I†	3

ART-255	Sculpture I†	3
ART-289	Visiting Artist 3D†	3

Complete two of the following (one must be a 300 level studio course):

6 credits

ART-315	Drawing II†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-340	Web-Based Design†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
COM-350	Digital Publishing†	3
ART-388	Visting Artist: Advanced Workshop†	3

Verbal arts concentration:

Complete one of the following:

3 credits

ENG-218	Creative Writing†	3
COM-321	Media Writing†	3

Complete two of the following:

6 credits

ENG-218	Creative Writing†	3
ENG-301	Creative Writing Workshop†	3
ENG-319	Creative Nonfiction†	3
COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
COM-350	Digital Publishing†	3

Complete one of the following:

3 credits

ENG-270C	History of Theatre and Drama	3
ENG-313	XChildren's Literature†	3
ENG-315	Shakespeare†	3
ENG-316	Selected Authors†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3

Field Period:

12 credits

ART-294	Field Period in Art & Design	3
ART-394	Field Period in Art and Design	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Art and Design Minor

MINOR.ARTMIN

Minor Requirements

Complete each of the following:

6 credits

ART-101	Foundations of Art and Design†*	3
ART-215	Drawing I†	3

Complete one of the following:

3 credits

ART-201	Art History: Beginning to Early Modern†*	3
ART-202	Art History: Early Modern to Present †*	3
ART-385	Aesthetic Theory & Practice†	3

Complete one of the following:

3 credits

ART-205	Visual Design†	3
ART-225	Painting I†	3
ART-235	Ceramics I†	3
ART-245	Printmaking I†	3
ART-250	Graphic Design†	3
ART-255	Sculpture I†	3
ART-281	Digital Photography†	3

Complete two of the following (at least one must be at 300-level):

6 credits

ART-240	Mixed Media†	3
ART-282	Darkroom Photography†	3

ART-288	Visiting Artist- 2D†	3
ART-289	Visiting Artist 3D†	3
ART-310	Digital Storytelling†	3
ART-315	Drawing II†	3
ART-317	Art Education Workshop†	3
ART-321	Advanced Studio Problems†	3
ART-325	Painting II†	3
ART-330	Digital Illustration†	3
ART-335	Ceramics II†	3
ART-345	Printmaking II†	3
ART-355	Sculpture II†	3
ART-387	Seminar: Professional Practice in A&D	3
ART-388	Visting Artist: Advanced Workshop†	3

Students must meet the 18 cumulative credit hour requirement to complete this minor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Creative Arts Minor

MINOR.CRARTMIN

Minor Requirements

Complete each of the following:

6 credits

ART-125	The Art of Improvisation†*	3
ART-385	Aesthetic Theory & Practice†	3

Complete two of the following

6 credits

DAN-205	Movement in the Wider World†*	3
MUS-201	American Musical Traditions†*	3
THR-222	Acting on and Off the Stage †*	3

Complete two of the following:

6 credits

ART-205	Visual Design†	3

ART-250	Graphic Design†	3
ART-281	Digital Photography†	3
DAN-101	Introduction to Dance†*	3
DAN-201	Dance, Self, and Culture†*	3
ENG-218	Creative Writing†	3
ENG-301	Creative Writing Workshop†	3
MUS-101	Music Appreciation†*	3
THR-101	Introduction to Theatre and Drama†*	3
THR-105	Reader's Theatre†	3
THR-170	History of Theatre and Drama†*	3
THR-231	Design for Performance†	3
THR-322	Advanced Acting and Directing	3

Students must meet the 18 cumulative credit hour requirement to complete this minor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Digital Design Minor

MINOR.DIGDSGNMIN

Minor Requirements

Complete each of the following:

9 credits

ART-205	Visual Design†	3
ART-250	Graphic Design†	3

Complete 4 of the following:

9 credits

ART-281	Digital Photography†	3
ART-330	Digital Illustration†	3
COM-350	Digital Publishing†	3
COM-340	Web-Based Design†	3
ART-310	Digital Storytelling†	3
DL-150	Understanding Digital Communication†	3
DL-151	Introduction to Digital Learning†	3

DL-311	Data Analytics: Big Data & Visualization†	3
THR-231	Design for Performance†	3

Students must meet the 18 cumulative credit hour requirement to complete this minor.

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Communication Studies

The Communication Studies program offers a major and minor in Communication Studies. Students majoring in Communication Studies may choose to focus their studies on organizational communication or digital media. The program offers numerous courses with a particular emphasis on digital media and design and also integrates business and marketing coursework. This program is designed to provide a career-oriented, interdisciplinary educational opportunity based in the liberal arts, with strong coverage of communication theory and practice, business, marketing and digital media skills.

The major prepares students for employment in a wide range of communication positions in the corporate and nonprofit sectors, and for admission to graduate programs.

Students in the major develop teamwork, leadership and digital media skills, understanding of business and marketing principles and appreciation of English language and literature. They learn to identify problems and develop problem-solving strategies to plan and carry out projects that meet employers' communication needs. The program's emphasis on experiential learning and the required senior practicum give graduates the head start they need for success in a highly competitive job market or admission to graduate school.

Honors in communication may be earned by students who meet the following criteria: (1) maintain a GPA of 3.67 in courses required for the organizational communication major; (2) receive at least an A- in the capstone course, COM 401 Senior Practicum in Communication; and (3) be approved by the communication studies faculty.

Communication Studies, Bachelor of Arts

COMM.STUD.BA

Major Requirements

A grade of C- or higher must be earned in all COM major courses.

Communication Core - Complete all of the following:

COM-122	Introduction to Communication†	3
COM-123	Public Speaking†	3
COM-201	Interpersonal and Group Communication†	3
COM-320	Business and Professional Writing†	3
ART-250	Graphic Design†	3
COM-321	Media Writing†	3
COM-421	Media Frontiers†	3
COM-428	Organizational Communication†	3
COM-484	Senior Practicum in Communication	3
	-	

ENG-319	Creative Nonfiction†	3
BUS-101	Introduction to Business and Society	3
HRM-208	Human Resources Management	3
MKT-220	Principles of Marketing	3
MKT-320	Public Relations	3
MGT-345	Organizational Behavior†	3

Subtotal: 45

Publication and Design: Complete 1 course

ART-205	Visual Design†	3
ART-281	Digital Photography†	3
ART-330	Digital Illustration†	3
COM-150	Understanding Digital Communication†	3
COM-305	Design in a Digital World†	3
COM-340	Web-Based Design†	3
COM-350	Digital Publishing†	3

English and Writing Skills:

6 credits

Complete two English courses (excluding ENG-319).
One course may be at the 200-level; the other must be at the 300-level or higher.
ENG
ENG

Field Period:

12 credits

COM-394	Communication Studies Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Communication Studies Minor

MINOR.COMMIN

Minor Requirements

Complete all of the following:

9 credits

COM-122	Introduction to Communication†	3
COM-123	Public Speaking†	3
COM-201	Interpersonal and Group Communication†	3

Complete two of the following:

6 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
ENG-319	Creative Nonfiction†	3

Complete 2 electives selected in consultation with advisor:

6 credits

	See advisor for recommended/required courses	
	See advisor for recommended/required courses	

Students must meet the 21 cumulative credit hour requirement to complete this minor.
To complete this minor it is necessary for students to identify courses with their advisor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 21 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Digital Studies

The minor in Digital Studies is designed to enhance digital learning and digital thinking among Keuka College's students. It can be paired with and augment any existing major at the College, whether in professional studies or the liberal arts.

Digital thinkers are critical thinkers who understand how digital tools work (both their limitations and their possibilities) in order to enhance problem-solving and creativity. Digital learning is effectively using digital tools to improve learning, and discovering how digital tools can be used to solve problems and support creative endeavors.

The Digital Studies minor will allow students to expand their digital literacy; understand and use digital media more intentionally; practice fundamental concepts in coding; analyze, interpret and communicate effectively the meanings that may be derived from digital data; integrate and enhance their own major's content and practice with digital tools and thinking. The minor can hone critical thinking skills, foster creativity, and promote interdisciplinary thinking and applications.

Digital Studies Minor

MINOR.DIGSTUDMIN

Minor Requirements

Complete the following:

18 credits

DL-150	Understanding Digital Communication†	3
DL-151	Introduction to Digital Learning†	3
DL-201	Fundamentals Code and Digital Thinking	3
DL-310	Digital Storytelling†	3
DL-311	Data Analytics: Big Data & Visualization†	3
DL-390	Digital Learning Capstone	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00

- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

English

At Keuka College the study of English is motivated by the belief that literature can make things happen. Students have a chance to study all the great authors, but at the same time students will be asking how that knowledge can be applied in the world beyond the classroom. What makes Keuka College's English program unique is our focus on the value of English in the Wider World.

Through the study of literature as well as through practice in writing, students majoring or minoring in English are encouraged to develop a greater sensitivity to the power of language and storytelling to shape our understanding of ourselves and the world in which we live. Thus, the English program consists of two major components— literature and writing—each intended to enhance students' appreciation for, and capacity in, verbal expression and communication.

The benefits of such a program are both practical and personal. The study of English can help make us more aware of the range of human experiences, and, at the same time, help us express our own perceptions of that experience with greater cogency and creativity. In addition, students of English can offer prospective employers an array of skills that are much in demand in today's work force: the ability to communicate effectively, to think rigorously and creatively, to manage and interpret knowledge, and to adapt themselves readily to new circumstances in a rapidly changing world.

Graduates in English may go on to careers in business, communications, teaching, human services, law, government, finance, and careers not yet envisioned because they don't yet exist: any field in which creative thinking and effective communication are important. They also may pursue graduate work in the humanities, journalism, business, law, medicine, education, library science, social services, or many other areas.

Indeed, one of the reasons why so many people choose to study English is that it is a major taken seriously by graduate schools and employers. Employers value the fact that our graduates are smart, analytical, and know how to express themselves clearly. It's no coincidence, for example, that students in Humanities majors, such as English, tend to perform well on the entrance exams for business school, law school, or medical school.

In short, being an English major prepares students for just about any career imaginable. Students at Keuka College build close relationships with the faculty, and we help students craft resumés and gain experience through internships in our signature Field Period program. Students leave our program well-prepared for the next part of their life – professionally, academically, and personally.

The English program has identified in particular the following student learning goals:

1. Students will demonstrate their understanding of how language and literature shape and influence our world;
2. Students will identify, analyze, and evaluate the various reasons for reading (i.e., pleasure, knowledge, instruction, human interaction) and the tensions that exist among them;
3. Students will recognize and critique texts from major literary genres and from major literary periods and traditions;
4. Students will identify literary and rhetorical strategies and analyze how those strategies create multiple levels of meaning (literal, implied, and symbolic);
5. Students will construct and defend their own well-researched interpretive arguments (in both oral and written forms) in response to texts and in relation to other critical perspectives; and
6. Students will identify and analyze the ways in which diverse social, cultural, historical, and technological factors affect and shape literary production, dissemination, and reception.

English majors may choose a concentration in writing/ communications, creative writing, or theatre and drama. Pairing the English major with minors in, for example, management, marketing, design, art and design, digital studies, or psychology can help students develop competitive edges by focusing and enhancing students' skills.

Honors in English may be earned by students who meet the following criteria: (1) maintain a GPA of 3.6 in courses required for the English major; (2) receive at least an A- in the capstone course, ENG 450 Senior Seminar; and (3) be approved by the English faculty.

Adolescent English Education

Students majoring in adolescent English education prepare for careers in teaching English at the junior and senior high school level. Requirements can be found under "Requirements for Adolescent Education, (p. 170)" as described in the Education section.

English, Bachelor of Arts

ENGLISH.BA

Major Requirements

Complete all of the following:

36 credits		
ENG-125	Literature in the Wider World†*	3
ENG-130	Great Books: Beginnings†*	3
ENG-206	The English Language†	3
ENG-220	Ways of Reading†	3
ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3
ENG-315	Shakespeare†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3
ENG-450	Senior Capstone†	3

Complete one of the following:

3 credits		
ENG-118	Poems, Plays and Prose†*	3
ENG-120	Introduction to Literature†*	3
ENG-135	Great Books: Modern Age†*	3
ENG-140	Literature and Film†*	3
ENG-145	Literature, Nature, Place†*	3
ENG-150	Understanding Digital Communication†	3
ENG-170	History of Theatre and Drama†	3
ENG-207	Lit and Society in Latin America†*	3

Complete one of the following:

3 credits		
COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
COM-350	Digital Publishing†	3
ENG-218	Creative Writing†	3
ENG-310	Digital Storytelling†	3
ENG-319	Creative Nonfiction†	3

Complete one of the following:

3 credits		
ENG-316	Selected Authors†	3

ENG-320	Selected Topics in Literature†	3
ENG-385	Aesthetic Theory and Practice†	3

Field Period:

12 credits

ENG-294	English Field Period	3
ENG-394	English Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

English with Creative Writing, Bachelor of Arts

ENG.CRT.WRTG.BA

Major Requirements

Complete all of the following:

51 credits

ENG-125	Literature in the Wider World†*	3
ENG-130	Great Books: Beginnings†*	3
ENG-206	The English Language†	3
ENG-218	Creative Writing†	3
ENG-220	Ways of Reading†	3

ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3
ENG-301	Creative Writing Workshop†	3
ENG-315	Shakespeare†	3
ENG-319	Creative Nonfiction†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3
ENG-385	Aesthetic Theory and Practice†	3
ENG-450	Senior Capstone†	3
ENG-451	Senior Project in Creative Wrtg†	3

Complete one of the following:

3 credits

ENG-118	Poems, Plays and Prose†*	3
ENG-120	Introduction to Literature†*	3
ENG-135	Great Books: Modern Age†*	3
ENG-140	Literature and Film†*	3
ENG-145	Literature, Nature, Place†*	3
ENG-170	History of Theatre and Drama†	3
ENG-207	Lit and Society in Latin America†*	3

Complete one of the following:

3 credits

ENG-316	Selected Authors†	3
ENG-320	Selected Topics in Literature†	3

Field Period:

12 credits

ENG-294	English Field Period	3
ENG-394	English Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

English with Writing and Communication, Bachelor of Arts

ENG.WRITING.BA

Major Requirements

Complete all of the following:

42 credits

ENG-125	Literature in the Wider World†*	3
ENG-130	Great Books: Beginnings†*	3
ENG-206	The English Language†	3
ENG-220	Ways of Reading†	3
ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3
ENG-315	Shakespeare†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3
ENG-450	Senior Capstone†	3
COM-122	Introduction to Communication†	3
COM-123	Public Speaking†	3

Complete one of the following:

3 credits

ENG-118	Poems, Plays and Prose†*	3
ENG-120	Introduction to Literature†*	3
ENG-135	Great Books: Modern Age†*	3
ENG-140	Literature and Film†*	3
ENG-145	Literature, Nature, Place†*	3
ENG-150	Understanding Digital Communication†	3
ENG-170	History of Theatre and Drama†	3
ENG-207	Lit and Society in Latin America†*	3

Complete three of the following:

9 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
COM-350	Digital Publishing†	3
ENG-218	Creative Writing†	3
ENG-310	Digital Storytelling†	3
ENG-319	Creative Nonfiction†	3

Complete one of the following:

3 credits

ENG-316	Selected Authors†	3
ENG-320	Selected Topics in Literature†	3
ENG-385	Aesthetic Theory and Practice†	3

Field Period:

12 credits

ENG-294	English Field Period	3
ENG-394	English Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

English with Theatre and Drama, Bachelor of Arts

ENGTHEATRE.BA

Major Requirements

Complete all of the following:

36 credits

ENG-125	Literature in the Wider World†*	3
ENG-130	Great Books: Beginnings†*	3
ENG-206	The English Language†	3
ENG-220	Ways of Reading†	3
ENG-315	Shakespeare†	3
ENG-450	Senior Capstone†	3
THR-101	Introduction to Theatre and Drama†*	3
THR-222	Acting on and Off the Stage †*	3
THR-231	Design for Performance†	3
THR-270 (no longer - replaced by 170)	History of Theatre and Drama†	3
THR-322	Advanced Acting and Directing	3
THR-376	Special Topics in Theatre and Drama†	3
THR-440	Advanced Theatre Practicum	3

Complete three of the following:

9 credits

ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3

Complete one of the following:

3 credits

ENG-340	Poetry†	3
ENG-342	History of the Novel†	3

Complete one of the following:

3 credits

ENG-316	Selected Authors†	3
ENG-320	Selected Topics in Literature†	3
ENG-385	Aesthetic Theory and Practice†	3

Complete one of the following:

3 credits

COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3
COM-350	Digital Publishing†	3
ENG-218	Creative Writing†	3
ENG-310	Digital Storytelling†	3
ENG-319	Creative Nonfiction†	3

Recommended Electives: Theatre Labs: 2 credits from 2 different lab areas:

3 credits

THR-243L	Theatre Production Lab I †	1
THR-263L	Theatre Performance Lab I†	1
THR-343L	Theatre Production Lab II†	1
THR-363L	Theatre Performance Lab II†	1

Field Period:

12 credits

ENG-394	English Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -
* Also fulfills a General Education requirement; Cannot be counted twice in the credit total
† Liberal Arts Credit

Requirements Summary -
- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

English Minor

MINOR.ENGMIN

Minor Requirements

Complete one of the following:

3 credits

ENG-118	Poems, Plays and Prose†*	3
ENG-120	Introduction to Literature†*	3
ENG-125	Literature in the Wider World†*	3
ENG-130	Great Books: Beginnings†*	3
ENG-135	Great Books: Modern Age†*	3
ENG-140	Literature and Film†*	3
ENG-145	Literature, Nature, Place†*	3
ENG-170	History of Theatre and Drama†	3
ENG-207	Lit and Society in Latin America†*	3

Complete the following Course:

3 credits

ENG-220	Ways of Reading†	3

Complete one of the following:

3 credits

ENG-218	Creative Writing†	3
ENG-319	Creative Nonfiction†	3
COM-320	Business and Professional Writing†	3
COM-321	Media Writing†	3

Complete one of the following:

3 credits

ENG-223	American Lit I: to 1865†	3
ENG-224	American Lit II: Since 1865†	3
ENG-231	British Lit I: to 1700†	3
ENG-232	British Lit II: Since 17th Century†	3

Complete one of the following:

3 credits

ENG-315	Shakespeare†	3
ENG-316	Selected Authors†	3
ENG-320	Selected Topics in Literature†	3
ENG-340	Poetry†	3
ENG-342	History of the Novel†	3
ENG-385	Aesthetic Theory and Practice†	3

Complete one additional English course:

3 credits

See advisor for recommended/required courses

Students must meet the 18 cumulative credit hour requirement to complete this minor.
To complete this minor it is necessary for students to identify courses with their advisor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Creative Writing Minor

MINOR.CRTMIN

Minor Requirements

Complete all of the following:

12 credits

ENG-218	Creative Writing†	3
ENG-301	Creative Writing Workshop†	3
ENG-319	Creative Nonfiction†	3
ENG-451	Senior Project in Creative Wrtg†	3

Complete one of the following:

3 credits

ENG-220	Ways of Reading†	3
ENG-206	The English Language†	3

Complete one of the following:

3 credits

ENG-340	Poetry†	3
ENG-342	History of the Novel†	3

Students must meet the 18 cumulative credit hour requirement to complete this minor.
To complete this minor it is necessary for students to identify courses with their advisor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Spanish

The Spanish program at Keuka College offers courses in Spanish language, literature, Latin American and cross-cultural studies. The minor in Spanish and Area Studies emphasizes community-engaged language and intercultural skills to prepare students in all programs (business, nursing, occupational therapy, social work, education, criminal justice, and any other fields) to use their language proficiency in both professional and personal contexts. The Spanish program also offers opportunities for real-world experiences, whether spending a Field Period in a foreign country or in a Spanish-speaking community in the United States. Courses in all levels of Spanish language, literature, Latin American and cross-cultural studies that lead to the completion of the minor are taught every semester. (See course descriptions)

Spanish Language and Cross-Cultural Studies Minor

MINOR.SPAMIN

Minor Requirements

Complete three of the following:

12 credits

SPA-203	Spanish for Communication†*	3
SPA-208	Spanish for the Professions†*	3
SPA-252	Culture & Civilization of Latin America†	3
SPA-253	Culture and Civilization of Spain†	3

Complete the following course:

3 credits

SPA-325	Adv Topics in Spanish Comm	3

Complete one of the following:

3 credits

ENG-207	Lit and Society in Latin America†*	3
INS-301R	IS: Intercultural Studies†*	3

Field Period:

3 credits

* Students must complete a Field Period in the United States (local) or any Latin American designation (international) or Study Abroad Program in any Latin American destination (3)

See advisor for recommended/required courses

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Philosophy and Religion

The philosophy and religion courses are one part of the College's continuing effort to strengthen the liberal arts dimension of education. The courses are designed to broaden students' knowledge and consciousness; to strengthen their sense of freedom, dignity, independence and responsibility; to assist students in clarifying and transforming life purposes; and to challenge them to assume responsibility for the future. (See course descriptions, Philosophy [PHL] (p. 391) and Religion [REL] (p. 399).)

Dance

The courses in dance introduce students to the history and theory of dance and to the concepts of movement. Students are given the opportunity to participate in and create dance choreography. Physical embodiment enhances and reinforces understanding of this art form in a variety of contexts. (See course descriptions, Dance [DAN] (p. 329).)

Music

Music courses at Keuka College allow students to increase their knowledge and appreciation for music as well as improve specific music skills and performance practices in a variety of settings. Several courses emphasize the cultural and historical context of music while also stimulating students' listening skills. Students can also take private lessons in piano, voice, woodwinds and brass, as well as instruction in song- writing and improvisation. Performance opportunities at Keuka College include solo and small group recitals, Chorale, Jazz Band and a select acappella group, QKAppella. (See course descriptions, Music [MUS] (p. 373).)

Theatre

The Theatre minor combines studio and practicum courses in acting, directing, and technical direction with a grounding in the history of drama and theatre.

The program is designed to integrate studies in the academic classroom with drama as experienced in the collaboration of performance. This integration offers a challenging curriculum that encourages self-learning, and that provides many venues for students' self expression. This balance is achieved through a coordination of core concepts and skill courses, practicum experiences, independent learning opportunities, self-initiated projects and experiential learning opportunities.

The minor provides students with an excellent foundation for a range of careers which rely on self-expression as well as training in the humanities. Program learning goals focus on helping students to

- acquire skills in interpersonal communication and group problem solving;
- develop crucial life skills useful in a wide range of professions including business, government, law, the natural and social sciences and industry;
- awaken their intuitive, perceptive capacities as well as their logical, analytical abilities;
- develop their imaginations, through which they can make significant, constructive changes in their communities; and
- enhance critical reading, writing and thinking skills associated with liberal arts majors and which are applicable to a wide range of professions.

Engaging with theatre arts shapes people to be articulate communicators, effective listeners, perceptive thinkers, and task-oriented leaders. These skills are positive assets in any career and also help shape a life worth living.

The program features three components. One focuses on the foundations of acting, directing, and design as well as the literature of the theatre. A second provides advanced training in a special theatre project or in the literature of the field. The final component consists of theatre lab experiences, in which students earn credits by actually working hands on as actors or theatre technicians. In addition, Field Period internships are available at regional professional theatres.

Theatre Minor

MINOR.THRMIN

Minor Requirements

Complete all of the following:

12 credits		
THR-101	Introduction to Theatre and Drama†*	3
THR-222	Acting on and Off the Stage †*	3
THR-231	Design for Performance†	3
ART-125	The Art of Improvisation†*	3

Complete one of the following:

3 credits		
THR-105	Reader's Theatre†	3
ENG-315	Shakespeare†	3
THR-170	History of Theatre and Drama†*	3
THR-376	Special Topics in Theatre and Drama†	3

Complete 3 credits from the following lab courses (at least 1 credit must be at the 300-level):

3 credits		
THR-243L	Theatre Production Lab I †	1
THR-263L	Theatre Performance Lab I†	1
THR-343L	Theatre Production Lab II†	1
THR-363L	Theatre Performance Lab II†	1

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 21-24 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Visual and Verbal Art

The visual and verbal art minor is designed to develop visual and verbal literacy by combining an emphasis on traditional liberal art goals of written expression, critical thinking and cultural traditions with an emphasis on visual art and analysis. The curriculum integrates practical skill training, including new technological media, theoretical foundations, and multiple aesthetic approaches with an understanding of the processes and effects of both visual and verbal communication. Students will become conversant in the historical and cultural contexts of art and learn to employ a broad selection of interpretive methodologies in assessing these contexts. In addition, students will learn to become acute observers, recorders, interpreters and analyzers of their own visual environment.

The minor encourages self-learning and expression. It provides a balance of studio and theory courses organized around a combination of core concepts and skill courses, visiting artist experiences, independent learning opportunities, self-initiated projects and experiential learning opportunities. The program integrates practice and theory, individual production and collaborative processes, skills and projects, products and process, and the expressive and analytical. Students achieve breadth of learning through achievement of the Graduate Outcomes and application of learning through the completion of cognates.

Increasingly, professionals in all fields of work must demonstrate effective oral and written communication, problem solving, researching, organizational, and decision- making skills. The visual and verbal art minor is designed to develop these competencies and to thus better position our graduates, whether they are interested in pursuing a traditional career as a professional artist or any number of careers in applied art, to compete in the marketplace.

Visual and Verbal Arts Minor

MINOR.VVAMIN

Minor Requirements

Complete all of the following:

18 credits

ART-101	Foundations of Art and Design†*	3
ART-201	Art History: Beginning to Early Modern†*	3
ART-205	Visual Design†	3
ART-385	Aesthetic Theory & Practice†	3
ENG-218	Creative Writing†	3
ENG-319	Creative Nonfiction†	3

Students must meet the 18 cumulative credit hour requirement to complete this minor.
To complete this minor it is necessary for students to identify courses with their advisor.

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Natural Sciences and Mathematics

The Division of Natural Sciences and Mathematics includes the disciplines of biology, chemistry, environmental science, mathematics, medical technology, and physics. The division offers majors leading to the bachelor of arts degree in biochemistry, biology, adolescent biology education, mathematics, adolescent mathematics education, and adolescent chemistry education. The bachelor of science degree is given in medical technology, and environmental science.

Students are assisted individually in the design of programs in premedical and other pre-professional areas. The medical technology degree is delivered as a 3+1 program with the Rochester General Hospital Clinical Laboratory Science Program (or other accredited program). Physics courses are offered as support courses for other science programs.

Biology

The program in biology is for students with general or specialized interests in biology, or for students requiring background for professional development. Biology provides pre-professional preparation for careers in biology, biochemistry, dentistry, ecology, education, medicine, microbiology, pharmacology, physiology, physical therapy, plant sciences, public health, veterinary science, zoology, and research.

Adolescent Biology Education

Students majoring in adolescent biology education prepare for careers in teaching biology at the junior and senior high school level. Requirements can be found under “Requirements for Adolescent Education, (p. 171)” as described in the education section.

Biology with Biomedical Studies, Bachelor of Arts

BIOBIOMED.BA @17/18

The Biology – Biomedical Studies major is for those students who are interested in pursuing a career in health and veterinary-related fields. The Biology – Biomedical Studies curriculum is designed to prepare students for further study or careers in medicine, pharmacy, veterinary science, dentistry, optometry, and many other health-related professions. Besides taking courses in biology, students are encouraged to take free elective courses that are appropriate for the professional field they are interested in, such as sociology, psychology, and business management.

Major Requirements

Complete all of the following:

71 credits

BIO-135	Cells and Organisms†	4
BIO-136	Organisms and Environment†	4
BIO-207	Microbiology†	4
BIO-318	Genetics†	4
BIO-342	Mammalian Anatomy†	4
BIO-351	Vertebrate Physiology†	4
BIO-353	Cell and Molecular Biology	4
BIO-380	Biostatistics†	3
BIO-390	Junior Seminar in Natural Science†	3
BIO-400	Evolution	3
BIO-450	Senior Seminar in Natural Science†	2
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4

CHM-207	Organic Chemistry II†	4
CHM-310	General Biochemistry†	4
MAT-106	Calculus I†*	4
PHY-201	General Physics I†*	4
PHY-202	General Physics II†*	4

Subtotal: 71

Complete:

4 credits of 300+ level BIO/ENV/CHM elective coursework.

Field Period:

12 credits

FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Summer Field Period recommended after the junior year.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Biology with Organismal Studies, Bachelor of Arts

BIO.ORG.BA @17/18

The Biology – Organismal Studies major is a great place for new students to start exploring the many fields in Biology. This major is designed to offer the greatest flexibility in choosing upper-level biology electives and, at the same time, ensure that students are well-prepared for any field of biology after graduation. The curriculum for the Biology – Organismal Studies major is designed to provide a well-rounded education while preparing students for state/federal/not-for- profit positions or graduate school in almost any field of biology. However, this major is particularly well suited for students interested in zoology, botany, field biology, or ecology.

Major Requirements

Complete all of the following:

55 credits

BIO-135	Cells and Organisms†	4
BIO-136	Organisms and Environment†	4
BIO-318	Genetics†	4
BIO-337	Ecology†	4
BIO-380	Biostatistics†	3
BIO-390	Junior Seminar in Natural Science†	3
BIO-400	Evolution	3
BIO-450	Senior Seminar in Natural Science†	2
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4
CHM-207	Organic Chemistry II†	4
MAT-106	Calculus I†*	4
PHY-201	General Physics I†*	4
PHY-202	General Physics II†*	4

Subtotal: 55

Complete:

Take 8-9 major elective credits from BIO/ENV/CHM 300+ level courses.

Complete:

Take 1 course from the **Field Skills Group**:

Select from BIO-331 BIO-360 ENV-320 ENV-330

Complete:

Take 1 course from the **Cellular Form and Function group**:

Select from BIO-207 BIO-310 BIO-353 CHM-310

Complete:

Take 1 course from the **Organismal Form and Function group**:

Select from BIO-305 BIO-342 BIO-343 BIO-351 BIO-370

Field Period:

12 credits

FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Summer Field Period recommended after the junior year.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Biology Minor

MINOR.BIOMIN

The Biology minor is especially useful for those planning a career in medicine, health care, biological sciences, and environmental sciences.

Minor Requirements

Complete one of the following:

4 credits		
ENV-105	Environmental Science†*	4
BIO-136	Organisms and Environment†	4

Complete the following:

8 credits		
BIO-135	Cells and Organisms†	4
BIO-380	Biostatistics†	3

Complete the following:

6-8 credits

Complete 2 BIO electives at the 300- or 400-level not required by the student's major/concentration
See advisor for recommended/required courses

Field Period:

3 credits

* Students must complete a Field Period in the area of their minor.

FP-290	Field Period	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 22-24 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Biochemistry

The biochemistry major at Keuka College is an interdisciplinary program in the sciences designed for students whose academic interests lie at the interface of biology and chemistry. The program provides strong preparation for students who wish to continue their studies at the graduate level, or for pre-professional students looking toward careers in medicine, veterinary medicine, dentistry, optometry, or pharmacy. Students can also take employment in a variety of agricultural, genetic, pharmaceutical, or biomedical settings.

Biochemistry, Bachelor of Arts

BIOCHEM.BA @17/18

Major Requirements

Complete all of the following:

69 credits

BIO-135	Cells and Organisms†	4
BIO-136	Organisms and Environment†	4
BIO-318	Genetics†	4
BIO-353	Cell and Molecular Biology	4
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4

CHM-207	Organic Chemistry II†	4
CHM-310	General Biochemistry†	4
CHM-315	Analytical Chemistry†	4
CHM-320	Advanced Biochemistry†	4
CHM-328	Introduction to Physical Chemistry†	4
CHM-390	Junior Seminar in Natural Science†	3
CHM-450	Senior Seminar in Natural Science†	2
MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
PHY-201	General Physics I†*	4
PHY-202	General Physics II†*	4

Complete 10 credits of coursework from:

BIO-207 and/or 300+ level BIO/CHM/ENV/PHY courses

Complete

10 or more 300 level science elective credits

Field Period:

12 credits

FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Summer Field Period recommended after the junior year.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Chemistry Minor

MINOR.CHMMIN

The Chemistry minor requires the study of general chemistry, organic chemistry, and biochemistry to build proficiency in the chemical lab sciences. Of particular use for students interested in working in industry or to supplement their biological, environmental, pharmaceutical, or medical studies.

Minor Requirements

Complete all of the following:

12 credits

CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4

Complete one of the following courses:

4 credits

CHM-207	Organic Chemistry II†	4
CHM-310	General Biochemistry†	4

Complete the following:

3-4 credits

Complete one CHM elective at the 300- or 400-level not required for student's major/concentration
See advisor for recommended/required courses

Field Period:

3 credits

* Students must complete a Field Period in the area of their minor.

FP-290	Field Period	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 18 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Forensic Chemistry Minor

MINOR.CHMFOMIN

The Forensic Chemistry minor involves the study of general, organic, and analytical chemistry in addition to criminal justice and criminal investigation. Especially good for those interested in forensic sciences.

Minor Requirements

Complete all of the following:

26 credits

CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4
CHM-207	Organic Chemistry II†	4
CHM-315	Analytical Chemistry†	4
CRM-101	Introduction to Criminal Justice†	3
CRM-221	Criminal Investigation†	3

Complete the following:

3-6 credits

It is recommended that one or both of the following be completed

CRM-301	Criminal Law†	3
FP-290	Field Period	3

Field Period:

3 credits

* Students must complete a Field Period in the area of their minor.

FP-290	Field Period	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 26 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Environmental Science

The environmental science program at Keuka College is an interdisciplinary program which combines specialized courses in environmental science with courses in biology, chemistry, and physics. The major-specific courses emphasize ecosystem dynamics, embedded with the essential laboratory and field techniques. Nearby Keuka Lake provides an easily accessible resource for instruction and research. Students also have the opportunity to interact with community groups with interest in the science of the environment (The Keuka Lake Association and Cornell Cooperative Extension). The environmental science program provides preparation for skilled-technical jobs in environmental science or for continuing study.

Environmental Science, Bachelor of Science

ENVSCI.BS @17/18

Major Requirements

Complete all of the following:

69 credits

BIO-135	Cells and Organisms†	4
BIO-136	Organisms and Environment†	4
BIO-380	Biostatistics†	3
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4
ENV-105	Environmental Science†*	4
ENV-250	Natural Resource Conservation	3
ENV-310	Geographic Information Systems	3
ENV-320	Environmental Field Techniques	4
ENV-330	Applied Entomology	4
ENV-337	Ecology†	4
ENV-351	Advanced Environmental Science†	4
ENV-370	Botany†	4
ENV-390	Junior Seminar in Natural Science†	3
ENV-450	Senior Seminar in Natural Science†	2
ENV-490	Environmental Science Field Period	3
MAT-106	Calculus I†*	4
PHY-201	General Physics I†*	4

Complete ONE course from the following:

CHM-315	Analytical Chemistry†	4
CHM-340	Environmental Chemistry	4

Complete ONE 4 credit course from:

BIO-207 OR any 300+ level BIO course OR any ENV/CHM/PHY 200+ level course
See advisor for recommended/required courses

Field Period:

Take ENV-490

Take 9 additional field period credits

ENV-490	Environmental Science Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable

Medical Technology

The bachelor of science in medical technology prepares students for eligibility to take the certification examination of the American Society of Clinical Pathologists. This exam also serves as the New York State licensure exam. The program includes three years of study at Keuka College followed by 12 months of study in a Clinical Laboratory Technology Program approved by the American Society of Clinical Pathologists. Satisfactory completion of the work in any program approved by the American Society of Clinical Pathologists fulfills the clinical requirements. Most Keuka College students matriculate into the Clinical Laboratory Technology Program at Rochester General Hospital or UPMC Chautauqua WCA, with whom we have 3 + 1 affiliation agreements. Students are admitted to these programs on a competitive basis. While Rochester General Hospital and UPMC Chautauqua WCA have no formal minimum GPA requirement for admission, most successful students have a science grade point average above 3.0.

Medical Technology, Bachelor of Science

MEDTECH.BS @17/18

Major Requirements

Complete all of the following:

50 credits

BIO-135	Cells and Organisms†	4
BIO-136	Organisms and Environment†	4
BIO-203	Anatomy and Physiology I	4
BIO-204	Anatomy and Physiology II	4
BIO-207	Microbiology†	4
BIO-310	Immunology†	3
BIO-318	Genetics†	4
BIO-380	Biostatistics†	3
CHM-111	General Chemistry I†*	4
CHM-112	General Chemistry II†*	4
CHM-206	Organic Chemistry I†	4
CHM-207	Organic Chemistry II†	4
CHM-310	General Biochemistry†	4

Complete one of the following:

3 credits

INS-301D	Integrative Studies: Values and Ethics†*	3
PHL-115	Ethics†*	3

Clinical Requirement

One year at an approved school of medical technology for 30-34 credits.

NOTE: ONE Field Period is waived because of experiential nature of the clinical requirement.

MED-TECH	Med Tech College	17
MED-TECH	Med Tech College	17

Field Period: See NOTE above

9 credits.

FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00

- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily. Students may also refer to the Keuka College Record that can be found at www.keuka.edu.

Mathematics

This program covers analysis, algebra, geometry, statistics, service courses for majors in other divisions, and courses for non-mathematics and non-science majors. A major in mathematics prepares the student for graduate study, for a career in secondary education teaching, or for a career in industry or with the federal government.

Mathematics, Bachelor of Arts

MATH.BA @17/18

Major Requirements

Complete all of the following:

41 credits

MAT-103	Elem Probability and Statistics†*	3
MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
MAT-210	Calculus III†	4
MAT-230	Linear Algebra†	3
MAT-245	Transition to Abstract Mathematics†	3
MAT-321	Differential Equations†	3
MAT-330	Abstract Algebra†	3
MAT-361	Real Analysis†	3
MAT-405	Senior Seminar†	3
PHY-201	General Physics I†*	4
PHY-202	General Physics II†*	4

Complete the following:

3 credits

Select one mathematics course 300/400 level approved by Math faculty
See advisor for recommended/required courses

Field Period:

12 credits

FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 90 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.00
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This documentation is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Adolescent Mathematics Education

Students majoring in adolescent mathematics education prepare for careers in teaching mathematics at the junior and senior high school level. Requirements can be found under “Requirements for Adolescent Education, (p. 175)” as described in the education section.

Mathematics Minor

MINOR.MATMIN

Minor Requirements

Complete all of the following:

15 credits

MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
MAT-210	Calculus III†	4
MAT-245	Transition to Abstract Mathematics†	3

Complete the following:

3 credits

MAT-230 or another Math at 300-400 level

MAT-230	Linear Algebra†	3
	See advisor for recommended/required courses	

Complete the following:

Take one Math at 300-400 level

	See advisor for recommended/required courses	

Field Period:

3 credits

* Students must complete a Field Period in the area of their minor.

FP-290	Field Period	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 21 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Applied Mathematics Minor

MINOR.MATAPMIN

Minor Requirements

Complete all of the following:

12 credits

MAT-106	Calculus I†*	4
MAT-207	Calculus II†	4
MAT-210	Calculus III†	4

Complete one of the following courses:

3 credits

MAT-103	Elem Probability and Statistics†*	3
BIO-380	Biostatistics†	3

Complete two of the following:

6 credits

MAT-230	Linear Algebra†	3
MAT-321	Differential Equations†	3
MAT-309	Probability†	3

Field Period:

3 credits

* Students must complete a Field Period in the area of their minor.

FP-290	Field Period	3

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 21 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Pre-Medicine

Admission requirements for medical schools vary. Most medical schools require a broad liberal arts education with a strong background in the sciences. The faculty members work individually with premedical students to develop programs that meet the requirements for entry to medical school. Most premedical students complete majors in biochemistry or biology—with a concentration in biomedical studies.

Nursing

The Bachelor of Science in nursing curriculum is designed for registered nurse (RNs) who have an associate degree in nursing and wish to advance their careers in health care. Nurses with a B. S. degree are instrumental in planning and management, establishing standards of performance and participating in health care projects. A bachelor's degree in nursing is required for acceptance into graduate-level nursing programs. The program extends beyond the clinical aspects of nursing to provide a background in patient education, health promotion, and technology integration. We'll help you explore essential theories such as genetics, community health, epidemiology and health care across the lifespan. With a classroom-based format and experienced nursing faculty, you'll enhance personal goals, increase earnings and improve job security. Throughout the program, you'll be asked to experience a new nursing area of your choosing for the course titled Field Period®, allowing you to practice in new ways with new skills of the baccalaureate prepared nurse. Upon graduation, students are prepared to specialize in a variety of areas, including community health, outpatient medicine, military health, school health, home care, acute care or specialty services.

The undergraduate nursing program consists of 34 credits. Students attend class one night a week for 4 hours. There is one week between each course that allows for the completion of the previous course and preparation for the next course. Additionally, one-week breaks are observed on the following holidays: Independence Day, Thanksgiving, Christmas and New Year's Day.

The nursing curriculum is based primarily on *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing, 2008). This document highlights the core knowledge and skills necessary to address the needs of professional nursing practice in the 21st century. This core knowledge and the accompanying skill sets are incorporated into both the didactic and clinical coursework. Aligned with this AACN document are the criteria elaborated by the Commission on Collegiate Nursing Education (CCNE). Curriculum development is also guided by the ideas contained in three publications of the American Nurses Association (ANA): *Standards of Clinical Nursing Practice* (2010); *Code for Nurses with Interpretive Statements* (2008); and *Nursing: A Social Policy Statement* (2010).

Philosophy of Keuka College Division of Nursing Core Values

The core values represent the philosophical beliefs inherent in the Keuka College baccalaureate nursing program, "Nursing In Partnership with Communities." These core values as program goals are described as follows:

- Prepares students to appreciate the broad spectrum of diversity across the human family and to value difference, interacting with each person, family, group, or community with non-judgmental openness, caring and empathy.
- Prepares students to practice professional nursing utilizing critical thinking, creativity, advanced communication skills, and skillful nursing interventions, grounded in nursing process and building on a broad foundation of knowledge from the physical and behavioral sciences and the humanities.
- Provides **professional preparation** and role socialization to promote the **development of** competent, humanistic oriented nurses capable of assuming the increasingly autonomous roles required by nurses.
- Encourages students to engage in experience-based practice, combining the "doing" of action with the "knowing" of theory to develop strategies to meet the emerging health care needs of an increasingly complex, global society.
- Facilitates interaction among students, teachers, and clients, to enhance learning and to assist students in recognizing the need for continuous lifelong personal growth as integral to building the foundation for advanced study in nursing.
- Prepares professional nurses to provide a socially significant service to clients within the rapidly changing socio-cultural environments that contribute to ongoing learning and development of both caregiver and service recipient and that are influenced by economic, technical, legal, political and ethical imperatives.
- Forges community partnerships across other health care agencies and care-givers in this rural community utilizing skills that can be applied in other settings and that are research-based, multidisciplinary, client centered, and cost effective.

Organizational Framework for the Keuka College Nursing Programs

Communication: Communication includes written, oral and computational modes with all client groups, peers, and the general public. Of prime importance in the communication process is the ability to understand and to be understood. The nurse attempts to gain access to the client's perceptions, values, attitudes, and beliefs regarding his/her health status. Entering the client's world, the nurse attempts to understand the client's perceptions of his/her health status from the inside. This intervention strategy also includes an appreciation for diversity in terms of such factors as age, gender, ethnic, religious, and cultural values as well as level of education

Critical Thinking: Critical thinking is the ability to think constructively and creatively; to effectively identify and solve problems by analyzing, integrating and synthesizing information and experience; to critique outcomes and to value different ways of knowing. This is another important dimension of professional nursing practice. In client care situations, critical thinking is elaborated by the use of nursing process. First, assessment data is collected. Second, as data patterns emerge, nursing diagnoses are assigned. The nursing diagnoses drive the development of a plan, which is implemented, then evaluated. The last step involves use of the evaluation data to either continue or to revise the plan. This seemingly linear process as just described obscures the fact that critical thinking has many more sophisticated dimensions which nurses encounter as they engage in practice over time. For example, while the less experienced nurse may depend heavily on the use of nursing process, the more skilled clinician might quickly move to the problem cause without being deterred by considering data that, while important, are tangential to the major offending problem. As the ability to think critically advances, nurses also learn to question their "taken for granted" beliefs about how the world works. We assume clients will take their prescribed medications. In cases where they do not, nurses are accustomed to checking their assumptions that these clients had the ability and the willingness to follow their treatment regimes. Thinking critically involves this sort of reality checking.

Another dimension of critical thinking involves the transfer of knowledge and skills from one care context to another. For example, skills learned in the intensive care unit of a hospital are transferred to a home care situation where the client is receiving several IV medications, is on a mechanical ventilator, and is being nourished by tube feedings. The ability "to think on one's feet" is an essential hallmark of professional nursing practice.

Experiential Learning: Experiential learning is a core value of both Keuka College and of the Division of Nursing. It is not only the basis of the unique Field Period at Keuka College, but it is also the mortar which binds together the bricks of learning from both inside and outside of the classroom. Experiential learning involves the practical application of theoretical material in a real-world learning situation. It is learning by doing wherein the theoretical elements become an integral part of the doing. In the broadest sense, all learning is experiential. However, actions that are informed by theory encourage a progressive learning process that leads to increased levels of expertise over time. By contrast, doing which is not informed by knowing may not lead to advancing expertise. These differences can be captured euphemistically as "having 20 years of experience versus having the same experience for 20 years." One special type of experiential learning is service learning. In the service-learning model, both the nurse and the client learn through their mutual experience, and both parties benefit in varying ways. The client benefits directly through receiving care. Through personal introspection and reflection, the nurse learns about her/himself as the caregiver and about how to use and to perfect his/her talents and skills to be ever more successful in caring for clients.

Mission

Nursing courses, built on a liberal arts base, prepare the student with the nursing knowledge and skills necessary for nursing practice in a variety of community-based settings.

Vision

To model professional nursing practice, which focuses on health, and dignifies human differences

Core Values

The core values represent the philosophical beliefs inherent in the Keuka College baccalaureate nursing program, "Nursing In Partnership with Communities."

Program outcomes:

Commitment to diversity - role modeling the integration of values which respect human differences and are marked by openness, caring, and empathy.

Communication ability - proficiency in written, oral and computational communication with all client groups, peers, and the general public.

Effective thinking ability - use of creativity and critical thinking to enhance client outcomes across a variety of health care settings.

The use of therapeutic nursing interventions – client focused actions based on scientific rationale and/or current accepted standards of practice that are executed to affectively and effectively benefit clients.

Commitment to experiential learning - the ability to integrate the "knowing" of theory and the "doing" of action to develop strategies for care-giving as well as growth in all areas of living.

Personal and professional development - the ability to articulate a plan for continued personal and professional lifelong growth that considers evolving social values in an increasingly complex global society.

Nursing applicants must have a current unrestricted registered professional nursing license (RN) and be employed in a nursing position.

Adult students in the nursing program must complete a Field Period (see experiential learning section for more details on the Field Period) as their capstone project. Other requirements:

- The need for additional credits for the degree completion is not to exceed 18 credit hours. For nursing, the maximum 18 credit hours refers to credit in addition to the pre-requisite courses, BUS-320 (Statistics),PHL-115 (Ethics) and ENG-300 (College Writing for Transfer Students).

Nursing applicants must hold the equivalent of an A.A.S. degree in nursing (Minimum of 60 transferable college credits) with a GPA of 2.5 or above. Conditional admission will be granted on a case-by-case basis. Conditional admission permits the student to recognize that additional time and money beyond the major coursework will be required for degree completion. The student agrees to return an educational plan that demonstrates how graduation requirements will be fulfilled to the Center for Professional Studies. The advisor and student will work out a plan to help meet those graduation requirements.

BS in Nursing Student Progression Policy

Students in the baccalaureate program for registered professional nurses must successfully complete the three pre-requisite courses, Ethics and Statistics before beginning INS-301T.

Students must successfully complete INS-301T, the foundation course for the nursing program, before proceeding with the nursing courses.

In keeping with College policy, students may retake a failed course only once. Students who have two existing failures of nursing courses will be suspended from the nursing program (not the college) and must be approved for progression by the nursing faculty. Students reserve the right to appeal the suspension.

Successful completion of all courses while maintaining a GPA of 3.0.

Nursing students must earn a grade of C+ or higher in all nursing courses.

Prerequisites and general education course must be completed with a C.

The baccalaureate and masters nursing programs at Keuka College Division of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The CCNE address is:

Commission on Collegiate Nursing Education
One Dupont Circle NW, Suite 530
Washington, DC 20036
Telephone: (202) 887-6791

For more information, contact the Center for Professional Studies Division of Nursing.

Nursing (ASAP), Bachelor of Science

NUR.ASAP.BS @17/18

Nursing students must complete and receive a grade of C or better in all major and pre-requisite coursework. A minimum cumulative GPA of 2.50 is required in the nursing program.

Major Requirements

Complete the Following:

34 credits

INS-301T	Bldg A Culture of Health†*	3
NUR-300	Health Assessment	3
NUR-303	Epidemiology	2
NUR-309	Family Health Nursing	3
NUR-311	Genetics in Nursing	3
NUR-315	Nursing Research	3
NUR-316	Nursing History	1
NUR-317	Professional Development in Nursing	1
NUR-400	Business Planning for Healthcare	3
NUR-415	Community Health Nursing	4
NUR-425	Nursing Leadership	3
NUR-430	Professional Practice Issues	2
NUR-491	Senior Nursing Field Period	3

Liberal Arts: (as needed based on transcript analysis)

A minimum of 60 Liberal Arts Credits are required.

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.
See advisor for recommended/required courses

Field Period:

NUR-491	Senior Nursing Field Period	3

Nursing Associates Core

27 credits-

Granted by RN licensure which is equivalent to courses below including pre-requisite courses.

NUR-302	Nutrition in Health/Illness	2
NUR-308	Found of Nursing Practice	4
NUR-310	Pathophysiology/Pharmacology	3
NUR-312	Childbearing Family Hlth Nur	4
NUR-314	Adult/Elder Health Nursing I	4
NUR-402	Mental Health Nursing	3
NUR-412	Childrearing Family Hlth Nur	3
NUR-414	Adult/Elder Hlth Nurs II	4

Complete the following:

3 credits

Complete PSY-101 or PSY-123 or equivalents.

PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3

Complete the following:

3-4 credits

Complete BUS-320 or SS-231 or equivalents.

BUS-320	Intro Research and Analysis/Statistics†	4
SS-231	Statistics for Social Science†*	3
ENG-300	College Writing for Transfer Students†	4

Pre-Requisite Requirements

21 credits (as required) or equivalents

Nursing PreRequisites

BIO-203	Anatomy and Physiology I	4
BIO-204	Anatomy and Physiology II	4
BIO-207	Microbiology†	4
ENG-110	College English I†*	3
PHL-115	Ethics†*	3
SOC-101	Introduction to Sociology†*	3

**New York State requires 60 liberal arts credits for a Bachelor of Science degree. After completing the major requirements, students have one year to complete all other requirements. This evaluation is intended for use as a pre-admission advisement tool. Current major requirements are available through your student portal. Graduation clearances are completed through the student portal as well. Should you have any questions about your evaluation on the portal, please contact your student advisor.

Nursing Bachelor of Science, Minor in Psychology

NUR.ASAP.PSY.BS @16/17

Nursing students must complete receive a grade of C+ or better in all major and a C or better in all General Education coursework. A minimum cumulative GPA of 2.50 is required in the nursing program.

Major Requirements

Complete the Following:

34 credits

INS-301T	Bldg A Culture of Health†*	3
NUR-300	Health Assessment	3
NUR-303	Epidemiology	2
NUR-309	Family Health Nursing	3
NUR-311	Genetics in Nursing	3
NUR-315	Nursing Research	3
NUR-316	Nursing History	1
NUR-317	Professional Development in Nursing	1
NUR-400	Business Planning for Healthcare	3
NUR-415	Community Health Nursing	4
NUR-425	Nursing Leadership	3
NUR-430	Professional Practice Issues	2

Liberal Arts: (as needed)

60 Liberal Arts Credits are required.

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement.
Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.
See advisor for recommended/required courses

Field Period:

NUR-491	Senior Nursing Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Nursing Associates Core

27 credits

Granted by RN licensure/previous coursework equivalents below including pre-requisite courses.

NUR-302	Nutrition in Health/Illness	2
NUR-308	Found of Nursing Practice	4
NUR-310	Pathophysiology/Pharmacology	3
NUR-312	Childbearing Family Hlth Nur	4
NUR-314	Adult/Elder Health Nursing I	4
NUR-402	Mental Health Nursing	3
NUR-412	Childrearing Family Hlth Nur	3
NUR-414	Adult/Elder Hlth Nurs II	4

Complete the following:

9 credits

Complete three additional 300 level or > PSY courses or equivalents.

PSY-3xx	Adult Development and Life Assessment†	3
PSY-3xx	Adult Development and Life Assessment†	3
PSY-3xx	Adult Development and Life Assessment†	3

Complete the following:

3 credits

Complete PSY-101 or PSY-123 or equivalents.

PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3

Complete the following:

3-4 credits

Complete BUS-320 or SS-231.

BUS-320	Intro Research and Analysis/Statistics†	4
SS-231	Statistics for Social Science†*	3
ENG-300	College Writing for Transfer Students†	4

Pre-Requisite Requirements

21 credits (as required) or equivalents.

Nursing Pre-requisites

BIO-203	Anatomy and Physiology I	4
BIO-204	Anatomy and Physiology II	4

BIO-207	Microbiology†	4
ENG-110	College English I†*	3
PHL-115	Ethics†*	3
SOC-101	Introduction to Sociology†*	3

**New York State requires 60 liberal arts credits for a Bachelor of Science degree. After completing the major requirements, students have one year to complete all other requirements. This evaluation is intended for use as a pre-admission advisement tool. Current major requirements are available through your student portal. Graduation clearances are completed through the student portal as well. Should you have any questions about your evaluation on the portal, please contact your student advisor.

Nursing Dual Program with FLHCON

See General Electives as outlined below.

Degree Requirements

Dual Degree (1+2+1) BS degree in Nursing Program:

Keuka College and Finger Lakes Health are important mission-centered institutions which provide access to their services to their respective communities of interest. The leaders of these institutions have joined forces to not only identify a need for advancing the education of nurses but also to create this collaborative opportunity for the residential nursing student.

The Keuka College- Finger Lakes Health College of Nursing dual degree partnership program in Nursing, built upon a strong general education background, provides the fundamental principles of nursing and the technical skills needed for the practice of nursing in today's dynamic health care environment. Through didactic and clinical experiences, the program prepares students for entry into the profession as a Registered Professional Nurse at the baccalaureate level. This collaborative dual degree (1 + 2 + 1) program requires two years of full-time study at Keuka College (years one and four) and two years at Finger Lakes Health College of Nursing (years 2 and 3) to satisfy both the associate degree and baccalaureate degree requirements. Students participate in a four-year residential experience at the Keuka College campus on the shores of Keuka Lake.

Students successfully completing this joint degree option will have the necessary preparation to sit for the NCLEX licensure exam. Successful completion of this exam will provide opportunity to be employed as a Registered Profession Nurse in a variety of health care agencies, corporate, and community settings.

The nursing curriculum is based primarily on *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing, 2008). This document highlights the core knowledge and skills necessary to address the needs of professional nursing practice in the 21st century. This core knowledge and the accompanying skill sets are incorporated into both the didactic and clinical coursework. Aligned with these AACN and NLN documents are the criteria elaborated by the Commission on Collegiate Nursing Education (CCNE) and Accreditation Commission on Education of Nursing (ACEN). Curriculum development is also guided by the ideas contained in three publications of the American Nurses Association (ANA): *Standards of Clinical Nursing Practice* (2010); *Code for Nurses with Interpretive Statements* (2008); and *Nursing: A Social Policy Statement* (2010).

Below please find the respective philosophies, values, mission statements and objectives guiding the program. Commonalities of the programs are bolded.

Philosophy of Keuka College Division of Nursing Core Values

The core values represent the philosophical beliefs inherent in the Keuka College baccalaureate nursing program, "Nursing In Partnership with Communities." These core values as program goals are described as follows:

- Prepares students to appreciate the broad spectrum of diversity across the human family and to value **difference**, interacting with each person, family, group, or community with non-judgmental openness, caring and empathy.
- Prepares students to practice professional nursing utilizing critical thinking, creativity, advanced communication skills, and skillful nursing interventions, grounded in nursing process and building on a broad foundation of knowledge from the physical and behavioral sciences and the humanities.
- Provides professional preparation and role socialization to promote the development of competent, humanistic oriented nurses capable of assuming the increasingly autonomous roles required by nurses.

- Encourages students to engage in experience-based practice, combining the "doing" of action with the "knowing" of theory to develop strategies to meet the emerging health care needs of an increasingly complex, global society.
- Facilitates interaction among students, teachers, and clients, to enhance learning and to assist students in recognizing the need for continuous lifelong personal growth as integral to building the foundation for advanced study in nursing.
- Prepares professional nurses to provide a socially significant service to clients within the rapidly changing socio-cultural environments that contribute to ongoing learning and development of both caregiver and service recipient and that are **influenced by economic, technical, legal, political and ethical** imperatives.
- Forges community partnerships across other health care agencies and care-givers in this rural community utilizing skills that can be applied in other settings and that are research-based, multidisciplinary, client centered, and cost effective.

Mission Finger Lakes Health College of Nursing

The Mission of FLHCON is dedicated to educational and **clinical excellence**, flexibility, accessibility, leadership, and **community**. The offered curricula are educationally flexible and current in concert with the health professions and are taught by faculty who are committed to clinical practice and a competency-based education. Finger Lakes Health College of Nursing is committed to preparing graduates who **practice safely** within the identified scope of practice, who **protect and improve the health** of those they care for, and who are adaptable to change and ready to face the challenges of the health care environment of the future.

Key objectives define the direction of Finger Lakes Health College of Nursing.

Our strategic goals and principles are to:

- Provide high–quality, comprehensive undergraduate nursing educational experiences designed to prepare students to meet the present and future healthcare needs and expectations of the public and to excel personally and professionally as local and **global citizens**;
- Collaborate with the **community** in responsible growth to meet the current and future demand for qualified healthcare professionals;
- Graduate culturally competent healthcare professionals who **value diversity and lifelong learning**;
- Invest in healthcare **scholarship**, practices and educational processes that integrate the academic expectations/requirements of the faculty, student learning opportunities, and the healthcare needs of the **community**;
- Integrate **current technology** into teaching/learning, practice, and operational processes;
- Build and sustain relationships and economic development opportunities with our alumni, communities, and businesses; and
- Secure our financial future through efficient management, increased levels of external funding, and building a strong endowment.

Philosophy of Academic Programs

The philosophy of the academic programs is based on the foundational concepts of the learners' roles in society, the delivery of **patient-centered care**, and **personal and professional growth** through **life-long learning**. Our philosophy reflects the belief that nursing and surgical technology are patient-centered disciplines whose members strive for excellence and demonstrate integrity by providing **safe** and **ethical care with consideration of a diverse population** of patients. The outcome of care is dependent not only on technical competencies, but also on relationships, teamwork and collaboration with those who provide care, integrating **the best current evidenc**e with **clinical expertise** and values, including **cultural sensitivity** and competence, for delivery of optimal health care.

Professional Licensing and Eligibility for New York State Licensing Exam

Graduates of the nursing program are eligible to take the National Council Licensing Examination (NCLEX) to become licensed as a registered professional nurse. Requirements for licensure include: graduation from an accredited nursing program, passing the licensure exam and being at least 18 years of age. New York State requires all applicants for NCLEX, as stated in the Nursing Handbook, published by the University of the State of New York Education Department, to answer whether they have:

- Been charged with a crime (felony or misdemeanor) in any state or country, the disposition of which was other than by acquittal or dismissal.

- Been convicted of a crime (felony or misdemeanor) in any state or country.
- Ever surrendered their license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country.
- Charges pending against them for professional misconduct, unprofessional conduct, incompetence or negligence in any state or country.

If the answer to any of the above is "yes," students must submit, in writing, a complete explanation, copies of any court records, and a copy of either the "Certificate of Relief from Disabilities" or "Certificate of Good Conduct." Following a review of these documents, eligibility for licensure will be determined on an individual, case-by-case basis by the New York State Education Department. These forms are not submitted to the College of Nursing.

Complete all of the following:

BIO-203	Anatomy and Physiology I	4
BIO-204	Anatomy and Physiology II	4
BIO-207	Microbiology†	4
CHM-107	Elements of Physiological Chemistry†	4
INS-301H	Is: Adult Learning Theory and Practice†	3
PHL-115	Ethics†*	3
PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3
SOC-101	Introduction to Sociology†*	3
SS-231	Statistics for Social Science†*	3

Subtotal: 34

Complete one of the following:

ASL-111	American Sign Language I†	3
SPA-101	Introduction to Spanish†*	3

Subtotal: 3

Complete all of the following:

NUR-300	Health Assessment	3
NUR-303	Epidemiology	2
NUR-309	Family Health Nursing	3
NUR-311	Genetics in Nursing	3
NUR-315	Nursing Research	3
NUR-415	Community Health Nursing	4
NUR-425	Nursing Leadership	3

Subtotal: 21

Complete the following Field Period requirements:

FP-290	Field Period	3
NUR-491	Senior Nursing Field Period	3

Subtotal: 6

Complete the following with Finger Lakes Health College of Nursing

NU-100	Nursing Science I FLHCON	8
NU-101	Nursing Science II FLHCON	9
NU-200	Nursing Science III FLHCON	9
NU-201	Nursing Science IV FLHCON	9
NU-202	Nursing as a Profession	2

Subtotal: 37

General Electives

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Complete a total of 126 credits
Complete 60 Liberal Arts Credits
Achieve a cumulative GPA of 2.50
Achieve a major GPA of 2.50
Complete one field period for each 30 Keuka College credits
Complete the general education and major requirements
Complete one INS-301 course
Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Nursing, Master of Science-Nursing Education

The Master of Science degree in nursing is designed to prepare teachers of nursing. This program has classes offered one evening a week. The program has a total of 38 credits, of which 26 core content and 12 in the educational component. The last class requires the presentation of an evidence-based practice action research project proposal.

The nursing curriculum is based primarily on The Essentials of Master's Education (American Association of Colleges of Nursing, 2011). This document highlights the core knowledge and skills necessary to address the needs of professional nursing practice in the 21st century. This core knowledge and the accompanying skill sets are incorporated into both the didactic and clinical coursework. Aligned with this AACN document are the criteria elaborated by the Commission on Collegiate Nursing Education (CCNE).

Philosophy of Keuka College Division of Nursing
Master's in Nursing Program
An Integral Philosophy of Nursing

The Keuka College Division of Nursing is committed to providing an education in nursing that will culminate in practitioners who are strong in conviction, deep in knowledge, excellent in skill, appreciative of the collective nature of the universe, and well poised to lead in a world organized by multiple complex systems. The Division Philosophy is based in a holistic paradigm that recognizes four areas of experience which together, make up the whole. These four areas encompass the experience of the self as an individual, the self as it relates to another, the self as a part of a group, and the self in relation to social and organizational systems. By recognizing these four separate yet overlapping perspectives, the whole is understood as more than the sum of the individual parts. We believe that this integrated nursing perspective based in holism leads to greater awareness of self and others, along with an appreciation of the interconnection of the individual or population within the environment. The integration of these perspectives provides the basis for the nurse to fully develop the self, to relate fully and deeply with others, to practice appreciation across all cultures, and to emerge as a leader of systems change. We believe these characteristics are the hallmark of an integral nursing theory of nursing practice.

Mission

To prepare the exemplary nurses of the future by expanding their concept of self and others and their understanding of the interconnectedness of professional nursing and the world.

Vision

To be renowned as a global leader in nursing education..

With this vision in mind, the program is designed to produce future nursing educators in order to address the ongoing nursing shortage. Nursing educators are in high demand across clinical and academic settings.

Values

1. **Clinical Excellence:** Highly competent and compassionate clinicians delivering safe and effective care that is evidence based and holistic.
2. **Self Awareness and Resilience:** Self appraisal and introspection involving honest evaluation of one's own thoughts, emotions, perceptions and actions in the interconnected universe, along with considered action aimed at nurturing and sustaining one's physical, mental, spiritual and social well being.
3. **Transformational Leadership:** A dynamic and creative organizational systems approach to nursing initiatives in the global healthcare arena, encompassing a coordinated and inspired power of influence in policy-making and regulation, delegation, diplomacy, ethics, and intercultural/interdisciplinary team work.
4. **Scholarship:** Exemplifies the character and qualities of a scholar through demonstration and application of deep and relevant knowledge, skilled inquiry, and clear and authoritative discourse. Nursing scholarship is attained through focused study, clinical experience and academic achievement.
5. **Personal, Professional, and Social Responsibility:** Commitment to holding one's self to the highest standards of behavior with a strong focus on application of personal morals, professional knowledge, and social ethics to benefit the individual and society as a whole.
6. **Holism and an Integrated World View:** The ability to consistently see the world in its totality without reducing it to the level of individual systems, along with understanding that the totality is generally greater than the sum of its parts.
7. **Compassionate Caring:** Intentional, meaningful and coherent action of caring for individuals, communities and populations with the deliberate intent to consciously acknowledge others' distress along with a desire to alleviate that distress.

Graduate Outcomes

1. Take actions aimed at improving the diverse health care system through the delivery, education, and administration of relationship-based, compassionate and culturally sensitive care.
2. Utilize research that is both evidence- based and value based to assure the delivery of high quality, cost effective professional nursing interventions.
3. Demonstrate competency in nursing informatics to expand nursing knowledge base as educators or administrators of nursing care.
4. Build interdisciplinary community health care service learning partnerships to resolve mutually identified health related problems.
5. Expand the use of experiential learning in advanced nursing practice.
6. Acquire competency in nursing education at an advanced level.
7. Commit to life-long personal and professional development.

The M.S. in nursing prepares graduates for positions in:

- Schools of nursing at community colleges, hospitals and universities
- Staff development departments in patient care centers, health care organizations, home health organizations, seminar companies and professional membership organizations

Keuka College's nursing students will examine how evidence-based research is used to care for patients across the lifespan, explore options for improving the global health care system and delve into the specialty educator's track. During the program, students will participate in an internship designed by the student and in collaboration with the nursing faculty adviser. This begins with educator-track specialty courses and culminates in a capstone professional seminar course.

The program is offered in the evening. Classes are taught in a manner that is conducive to learning for adults. Cohorts creating an atmosphere of shared family, career and age interest develops camaraderie among adult students. Adult students who succeed in ASAP are self-directed and goal-oriented individuals.

Applicants must have a baccalaureate degree from an accredited nursing program, a minimum GPA of 3.3, evidence of "jurisdiction acceptable" unrestricted New York state licensure as a registered professional nurse and be currently working full- or part-time as a nurse. Writing skills and computer literacy will also be considered for admission.

MSN Progression Policy

In keeping with the graduate curriculum graduation policy requirement of a GPA of 3.0, the Keuka College Division of Nursing set the following guideline to assure student information needs are met as well as plans for improvement developed for students at risk for failing to meet this GPA.

Policy:

1. Due to the nature of graduate programs, students are expected to maintain high academic standards in their course of study. To earn their degree, students must have a 3.0 GPA after completing all degree requirements. Degrees with distinction are not award in graduate programs.
2. Students achieving a grade of less than a B for any course will be counseled by their academic advisor and a plan for improvement will be jointly developed. This plan will include notice by academic warning.
3. Students with a GPA below 3.0 at any point in the program may be dismissed from the program or placed on probationary status.
4. Due to the need for the successful completion of core and practicum courses, students must pass each course in sequence in order to progress in the program. Extenuating circumstances may be considered on an individual basis by the nursing division faculty.

The baccalaureate and masters nursing programs at Keuka College Division of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The CCNE address is:

Commission on Collegiate Nursing Education
One Dupont Circle NW, Suite 530
Washington, DC 20036
Telephone: (202) 887-6791

For more information, contact the Center for Professional Studies Division of Nursing

Nursing Education, Master of Science

Required Courses

Complete the following course work with a cumulative GPA of 3.00 or higher in all:

NUR.ASAP.MS		
NUR-500	Organizational & Systems Leadership	3
NUR-510	Nursing Theory and Research	4
NUR-520	Nursing Informatics	3
NUR-530	Health Care Policy: Advanced Prac Nurse	3
NUR-550	Advanced Health Assessment	3
NUR-560	Advanced Pathophysiology	4
NUR-570	Advanced Pharmacology	3
NUR-620	Philosophy/Theories Teaching/Learning	3
NUR-630	Teaching/Learning Environ/Governance	3
NUR-640	Teaching/ Learning Methods	3
NUR-710	Education Internship	3
NUR-750	Professional Seminar/Capstone	3
Subtotal: 38		

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Nursing Adult/Gerontology Primary Care Nurse Practitioner, Master of Science

M.S. in Nursing-Adult Gerontology Primary Care Nurse Practitioner

The Adult Gerontology Nurse Practitioner program is a 42 credit program of study which prepares the RN student with a Bachelors Degree in Nursing for entry into Advanced Practice as an Adult/Gerontology Primary Care Nurse Practitioner. The program of study prepares the student to be employed as an advanced practice registered nurse in a variety of primary care settings serving all ages of adults. Upon successful completion of the program, the student will be prepared to take the American Nurse Credentialing Center or American Academy of Nurse Practitioners national certification examination for Advanced Practice – Adult/Gerontology Primary Care Nurse Practitioner.

The classroom sessions of the program will meet weekly. Courses will be completed one at a time. During the clinical courses in year two, the course time is lengthened in the schedule in order to complete the required total clinical hours. The Division of Nursing program manager and clinical coordinator will facilitate placement in clinical sites often close to your home.

The faculty designed classroom, digital, and clinical learning experiences to prepare the student to address the health needs of the adult and geriatric populations. A holistic approach to promote health and manage health deviations of adult clients in the primary care setting is the basis of the program plan of instruction. Students will complete the foundational core Master's in Nursing course work which prepare them for interesting and meaningful clinical experiences. The concept of health will be examined through several lenses in order for students to fully realize the impact of health deviations on the patient within the family and community. Students will be immersed in interdisciplinary collaboration as they use evidence-based practice in the clinical setting to gain the knowledge, skills, and attitudes necessary for excellence in advanced nursing practice.

The program is offered in the evening. Classes are taught in a manner that is conducive to learning for adults. Cohorts create an atmosphere of shared family, career and age interest and develops camaraderie among adult students. Adult students who succeed are self-directed and goal-oriented individuals.

The nursing curriculum is based primarily on *The Essentials of Master's Education* (American Association of Colleges of Nursing, 2011). This document highlights the core knowledge and skills necessary to address the needs of professional nursing practice in the 21st century. This core knowledge and the accompanying skill sets are incorporated into both the didactic and clinical coursework. Aligned with this AACN document are the criteria elaborated by the Commission on Collegiate Nursing Education (CCNE). Curriculum development is also guided by *Criteria for Evaluation of Nurse Practitioner Programs [National Task Force on Quality Nurse Practitioner Education (NTF), 2012]*.

Philosophy of Keuka College Division of Nursing
Master's in Nursing Program
An Integral Philosophy of Nursing

The Keuka College Division of Nursing is committed to providing an education in nursing that will culminate in practitioners who are strong in conviction, deep in knowledge, excellent in skill, appreciative of the collective nature of the universe, and well poised to lead in a world organized by multiple complex systems. The Division philosophy is based in a holistic paradigm that recognizes four areas of experience which together, make up the whole. These four areas encompass the experience of the self as an individual, the self as it relates to another, the self as a part of a group, and the self in relation to social and organizational systems. By recognizing these four separate yet overlapping perspectives, the whole is understood as more than the sum of the individual parts. We believe that this integrated nursing perspective based in holism leads to greater awareness of self and others, along with an appreciation of the interconnection of the individual or population within the environment. The integration of these perspectives provides the basis for the nurse to fully develop the self, to relate fully and deeply with others, to practice appreciation across all cultures, and to emerge as a leader of systems change. We believe these characteristics are the hallmark of an integral nursing theory of nursing practice.

Mission

To prepare the exemplary nurses of the future by expanding their concept of self and others and their understanding of the interconnectedness of professional nursing and the world.

Vision

To be renowned as a global leader in nursing education.

With this vision in mind, the program is designed to produce future Advanced practice nurses in order to address the ongoing shortage. Advanced practice nurses are in high demand across clinical and academic settings.

Values

1. **Clinical Excellence:** Highly competent and compassionate clinicians delivering safe and effective care that is evidence based and holistic.
2. **Self Awareness and Resilience:** Self appraisal and introspection involving honest evaluation of one's own thoughts, emotions, perceptions and actions in the interconnected universe, along with considered action aimed at nurturing and sustaining one's physical, mental, spiritual and social well being.
3. **Transformational Leadership:** A dynamic and creative organizational systems approach to nursing initiatives in the global healthcare arena, encompassing a coordinated and inspired power of influence in policy-making and regulation, delegation, diplomacy, ethics, and intercultural/interdisciplinary team work.
4. **Scholarship:** Exemplifies the character and qualities of a scholar through demonstration and application of deep and relevant knowledge, skilled inquiry, and clear and authoritative discourse. Nursing scholarship is attained through focused study, clinical experience and academic achievement.
5. **Personal, Professional, and Social Responsibility:** Commitment to holding one's self to the highest standards of behavior with a strong focus on application of personal morals, professional knowledge, and social ethics to benefit the individual and society as a whole.
6. **Holism and an Integrated World View:** The ability to consistently see the world in its totality without reducing it to the level of individual systems, along with understanding that the totality is generally greater than the sum of its parts.
7. **Compassionate Caring:** Intentional, meaningful and coherent action of caring for individuals, communities and populations with the deliberate intent to consciously acknowledge others' distress along with a desire to alleviate that distress.

At the completion of the Master's in Nursing Adult Gerontology Primary Care Nurse Practitioner Program or the Post Master's Adult Gerontology Primary Care Nurse Practitioner Certificate Program, the graduate will:

- Actively engage in collaborative relationships for the purpose of advancing healthcare by promoting high-quality, cost-effective, holistic advanced nursing practice in diverse settings within health systems and the communities.
- Use evidence-based interventions, informatics, and educational strategies to promote, restore, maintain, and provide safe delivery of health care that is comprehensive and holistic.
- Demonstrate exemplary clinical reasoning skills as well as practical and theoretical knowledge in clinical practice.
- Synthesize knowledge to design, implement, and evaluate patient care and education as well as guide research.
- Integrate theory and practice through reflection, research translation, implementation, interdisciplinary collaboration, and leadership.
- Promote practice and education strategies that are respectful of diversity and are based on knowledge of the policies and political issues that influence the outcomes of care.
- Acquire advanced knowledge and skills in a specialized area of nursing in order to plan and initiate change in the delivery of population focused healthcare.
- Incorporate a commitment to life-long learning and competency in a specific advanced practice level functional role in nursing.

The M.S. in Adult Gerontology Primary Care Nurse Practitioner prepares graduates for positions in: Primary care outpatient settings serving adults in health system and community settings.

Applicants must have a baccalaureate degree from an accredited nursing program, a minimum GPA of 3.3, evidence of "jurisdiction acceptable" unrestricted New York state licensure as a registered professional nurse and be currently working full- or part-time as a nurse. Writing skills and computer literacy will also be considered for admission.

MSN Progression Policy

In keeping with the graduate curriculum graduation policy requirement of a GPA of 3.0, the Keuka College Division of Nursing set the following guideline to assure student information needs are met as well as plans for improvement developed for students at risk for failing to meet this GPA.

Policy:

1. Due to the nature of graduate programs, students are expected to maintain high academic standards in the their course of study. To earn their degree, students must have a 3.0 GPA after completing all degree requirements. Degrees with distinction are not awarded in graduate program.s
2. Students achieving a grade of less than a B for any course will be counseled by their academic advisor and a plan for improvement will be jointly developed. This plan will include notice by academic warning.
3. Students with a GPA below 3.0 at any point in the program may be dismissed from the program or placed on probationary status.
4. Due to the need for the successful completion of core and practicum courses, students must pass each course in sequence in order to progress in the program. Extenuating circumstances may be considered on an individual basis by the nursing division faculty.

The baccalaureate and masters nursing programs at Keuka College Division of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The CCNE address is:

Commission on Collegiate Nursing Education
One Dupont Circle NW, Suite 530
Washington, DC 20036
Telephone: (202) 887-6791

For more information, contact the Center for Professional Studies Division of Nursing

Required Courses

Complete the following coursework with a cumulative GPA of 3.00 or higher in all:

NUR.NPGRN.ASAP.MS

NUR-500	Organizational & Systems Leadership	3
NUR-510	Nursing Theory and Research	4
NUR-520	Nursing Informatics	3
NUR-530	Health Care Policy: Advanced Prac Nurse	3
NUR-550	Advanced Health Assessment	3
NUR-560	Advanced Pathophysiology	4
NUR-570	Advanced Pharmacology	3
NUR-580	Eval of Adult/Ger Health for Adv Nurse	4
NUR-650	Primary Care for Adult/Gero Patient I	4
NUR-660	Primary Care for Adult/Gero Patient II	4
NUR-670	Adv Prac Nurse As Com Health Leader	4
NUR-750	Professional Seminar/Capstone	3

Subtotal: 42

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Adult/Gerontology Primary Care Nurse Practitioner Certificate

The Adult Gerontology Nurse Practitioner Post Masters certificate program is a 19 credit program of study which prepares the student with a Master's Degree in Nursing for entry into Advanced Practice as an Adult/Gerontology Primary Care Nurse Practitioner. The program of study prepares the student to be employed as an advanced practice registered nurse in a variety of primary care settings serving all ages of adults. Upon successful completion of the post MS certificate program, the student will be prepared to take the American Nurse Credentialing Center or American Academy of Nurse Practitioners national certification examination for Advanced Practice – Adult/Gerontology Primary Care Nurse Practitioner.

The classroom sessions of the program will meet weekly. Courses will be completed one at a time. During the clinical courses the course time is lengthened in the schedule in order to complete the required total clinical hours. The Division of Nursing program manager will facilitate placement in clinical sites often close to your home.

The nursing curriculum is based primarily on *The Essentials of Master's Education* (American Association of Colleges of Nursing, 2011). This document highlights the core knowledge and skills necessary to address the needs of professional nursing practice in the 21st century. This core knowledge and the accompanying skill sets are incorporated into both the didactic and clinical coursework. Aligned with this AACN document are the criteria elaborated by the Commission on Collegiate Nursing Education (CCNE). Curriculum development is also guided by *Criteria for Evaluation of Nurse Practitioner Programs [National Task Force on Quality Nurse Practitioner Education (NTF), 2016]* .

The faculty designed classroom, digital, and clinical learning experiences to prepare the student to address the health needs of the adult and geriatric populations. A holistic approach to promote health and manage health deviations of adult clients in the primary care setting is the basis of the program plan of instruction. Students who have completed the foundational core Master's in Nursing course work are well prepared for interesting and meaningful clinical experiences. The concept of health will be examined through several lenses in order for students to fully realize the impact of health deviations on the patient within the family and community. Students will be immersed in interdisciplinary collaboration as they use evidence-based practice in the clinical setting to gain the knowledge, skills, and attitudes necessary for excellence in advanced nursing practice.

The program is offered in the evening. Classes are taught in a manner that is conducive to learning for adults. Cohorts create an atmosphere of shared family, career and age interest help develops camaraderie among adult students. Adult students who succeed are self-directed and goal-oriented individuals.

Philosophy of Keuka College Division of Nursing
Master's in Nursing Program
An Integral Philosophy of Nursing

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Values

1. **Clinical Excellence:** Highly competent and compassionate clinicians delivering safe and effective care that is evidence based and holistic.
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7. **Compassionate Caring:** Intentional, meaningful and coherent action of caring for individuals, communities and populations with the deliberate intent to consciously acknowledge others' distress along with a desire to alleviate that distress.

At the completion of the Master's in Nursing Adult Gerontology Primary Care Nurse Practitioner Program or the Post Master's Adult Gerontology Primary Care Nurse Practitioner Certificate Program, the graduate will:

- Actively engage in collaborative relationships for the purpose of advancing healthcare by promoting high-quality, cost-effective, holistic advanced nursing practice in diverse settings within health systems and the communities.
- Use evidence-based interventions, informatics, and educational strategies to promote, restore, maintain, and provide safe delivery of health care that is comprehensive and holistic.
- Demonstrate exemplary clinical reasoning skills as well as practical and theoretical knowledge in clinical practice.
- Synthesize knowledge to design, implement, and evaluate patient care and education as well as guide research.
- Integrate theory and practice through reflection, research translation, implementation, interdisciplinary collaboration, and leadership.
- Promote practice and education strategies that are respectful of diversity and are based on knowledge of the policies and political issues that influence the outcomes of care.
- Acquire advanced knowledge and skills in a specialized area of nursing in order to plan and initiate change in the delivery of population focused healthcare.
- Incorporate a commitment to life-long learning and competency in a specific advanced practice level functional role in nursing.

The M.S. in nursing prepares graduates for positions in:

Primary care outpatient settings serving adults in health system and community settings

- Providing clinical and didactic instruction in schools of nursing at community colleges, hospitals and universities

Applicants must have a baccalaureate degree from an accredited nursing program, a minimum GPA of 3.3, evidence of "jurisdiction acceptable" unrestricted New York state licensure as a registered professional nurse and be currently working full- or part-time as a nurse. Writing skills and computer literacy will also be considered for admission.

MSN Progression Policy

In keeping with the graduate curriculum graduation policy requirement of a GPA of 3.0, the Keuka College Division of Nursing set the following guideline to assure student information needs are met as well as plans for improvement developed for students at risk for failing to meet this GPA. Guideline:

1. Students achieving a grade of less than a B for any course will be counseled by their academic advisor and a plan for improvement will be jointly developed. This plan will include notice by academic warning.
2. Students with a GPA below 3.0 at any point in the program may be dismissed from the program or placed on probationary status.
3. Due to the need for the successful completion of core and practicum courses, students must pass each course in sequence in order to progress in the program. Extenuating circumstances may be considered on an individual basis by the nursing division faculty.

The baccalaureate and masters nursing programs at Keuka College Division of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE). The CCNE address is:

Commission on Collegiate Nursing Education
One Dupont Circle NW, Suite 530
Washington, DC 20036
Telephone: (202) 887-6791

For more information, contact the Center for Professional Studies. For more information, contact the Center for Professional Studies.

Post-Master of Science in Nursing

Complete the following coursework with a cumulative GPA of 3.00 or higher in all:

NUR.NPGRN.ASAP.CF

NUR-580	Eval of Adult/Ger Health for Adv Nurse	4
NUR-650	Primary Care for Adult/Gero Patient I	4
NUR-660	Primary Care for Adult/Gero Patient II	4
NUR-670	Adv Prac Nurse As Com Health Leader	4
NUR-750	Professional Seminar/Capstone	3
Subtotal: 19		

The student is ultimately responsible for ensuring that all certificate requirements are met satisfactorily.

Gerontology Minor

Interdisciplinary Minor in Gerontology

MINOR.GERON

Several programs at Keuka College prepare students to work in organizations that address problems and everyday needs of older people. Examples of these programs are nursing, occupational therapy, education, social work, and management. The minor in gerontology addresses characteristics and lifestyles of older people served by many graduates of these programs. Students study a wide range of issues that impact the older person's life, including those related to health, illness, and disability. Students focus on biological, psychosocial, cultural, spiritual, financial, historical, leisure, public policy, and other contextual factors that affect older people's lives.

The minor in gerontology is coordinated by the Division of Nursing.

Minor Requirements

Complete all of the following:

GRN-101	Intro to Social Gerontology†	3
GRN-301	Perspectives on Aging†	3

SOC-344	Sociology of the Family†	3

Complete one of the following:

NUR-311	Genetics in Nursing	3
GRN-220	Issues in Death and Dying†	3
GRN-399	Independent Study†	1.00-3.00
OCC-353	Occupational Development:Old/Adults	3
OCC-363	Occupational Dysfunction in Older Adult	3
PSY-251	Adulthood and Aging†	3
GRN-201	Sociology of Aging†	3

Complete one additional 3 credit course related to gerontology and approved by your advisor:

See advisor for recommended/required courses

Field Period:

* Students must complete a Field Period in Gerontology after GRN-101 & GRN-301.

See advisor for recommended/required courses

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

- Complete a total of 15 credits
- Achieve a cumulative GPA of 2.00
- Achieve a minor GPA of 2.00
- Complete one field period in the minor area, for an additional 3 credits
- Complete the minor requirements
- At least 1/3 of the coursework completed at Keuka College

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Occupational Therapy

(Daisy Marquis Jones program in occupational therapy)

Interim Chair: Christopher Alterio, Dr.OT, OTR

Occupational therapists help people across the lifespan participate in the activities they want and need to do. For example, OTs help children with disabilities to participate fully in school and social situations, help people recover from injury to regain skills, and provide support for older adults experiencing physical and cognitive changes.

Occupational therapists can be found working in schools, hospitals, rehabilitation centers, skilled nursing facilities, private practice, psychiatric facilities, out-patient clinics and home care agencies.

Occupational Therapy Vision Statement

To be recognized as a leader in developing exceptional occupational therapy practitioners by integrating a liberal arts and sciences curriculum with an evidence-based professional curriculum emphasizing occupation, clinical reasoning, leadership, and the value of lifelong learning.

Occupational Therapy Mission Statement

The Occupational Therapy Division of Keuka College is committed to developing innovative, independent thinking, evidence-based practitioners who effectively promote best practice within client-centered environments through the use of technology and the therapeutic application of occupation to enhance quality of life. The division supports practice in diverse settings and across the lifespan through hands-on experiential learning in traditional and non-traditional practice settings.

Occupational Therapy Program Philosophy

Beliefs About Humans' Occupational Performance and Learning

Consistent with AOTA's philosophy of occupational therapy education and the philosophical base of occupational therapy, the curriculum of the OT Division at Keuka College examines human performance and participation in meaningful everyday occupations, across the lifespan, in many contexts. We believe "occupations may be used for health promotion and wellness, remediation or restoration, health maintenance, disease and injury prevention, and compensation/adaptation" (AOTA, 2011, para. 4).

We also view students as occupational beings. We believe that students learn most effectively when they are positively engaged, supported, and encouraged to develop the skills and confidence to facilitate their own learning. Through the teaching-learning process we prepare students to integrate "clinical reasoning, professional values, theories, evidence, ethics and skills" (AOTA, 2015, para. 2).

Teaching and Learning

The philosophy of teaching and learning within the OT Division at Keuka College is also consistent with the AOTA philosophy of OT education, which states that students are occupational beings who engage dynamically with both the learning context and the teaching-learning process (AOTA, 2015, para. 2). While each member of the Keuka College OT faculty has a unique teaching approach, we all value the principles of active and diverse learning, collaboration that builds on past knowledge and experience, professional judgment and self-reflection, and lifelong learning (AOTA, 2015, para. 3). We use elements of Bloom's taxonomy to guide the progression of coursework as students move from the Developing Phase to the Baccalaureate Phase to the Graduate Phase. Three curricular themes are integrated throughout our courses, and these themes form the basis for our teaching priorities: (a) people as occupational beings, (b) practice, and (c) leadership. As stated in our mission, the OT Division at Keuka College is committed to developing practitioners who provide compassionate, evidence-based, and client-centered services to individuals, groups, communities, and populations. We expect our students to embrace self-directed learning, to demonstrate active and respectful engagement in the educational process, and to be committed to the process of becoming healthcare professionals. Our curriculum and teaching philosophy—along with a strong liberal arts foundation and many opportunities for experiential learning—support our mission. As a faculty we endorse the following principles that guide our teaching and define our program:

- We set high standards for academic performance, clinical competence, and professional behavior. We strive to be both challenging and fair, and to serve as role models to our students for professionalism, compassion, and clinical excellence.
- We provide individualized teaching and support that recognizes the diverse learning needs of our students, and we value the relationships we form through small class sizes, consistent advisement, and individualized instructional approaches. Since students enter our program as freshmen, we are especially committed to teaching and advisement practices that foster students' growth and development over the course of five years.
- We emphasize the importance of evidence-based practice, scholarly activity, and critical thinking, since these skills are critical to the development of practitioners, advocates, scholars, and future leaders.
- We integrate experiential learning in many forms across the curriculum, consistent with the vision and mission of Keuka College. These experiential activities provide our students with valuable opportunities for professional exploration, skill building, self-reflection, and the development of personal confidence.
- We promote professional development and the value of lifelong learning throughout all academic and experiential activities.

References:

American Occupational Therapy Association (2015). Philosophy of occupational therapy education. American Journal of Occupational Therapy, 69(Suppl. 3), 6913410052.http://dx.doi.org/10.5014/ajot.2015.696S17.

American Occupational Therapy Association (2011). The philosophical base of occupational therapy. American Journal of Occupational Therapy, 65 (Suppl.), S65. doi: 10.5014/ajot.2011.65S65

Anderson, L. W., Krathwohl, D. R., &Bloom, B. S. (Eds.). (2001). A taxonomy for learning, teaching, and assessing: A revision of Bloom's taxonomy of educational objectives. Boston, MA: Allyn & Bacon.

Academic Curriculum

The Division of Occupational Therapy offers a five-year master of science degree program in which students receive a bachelor of science degree in occupational science after the completion of four years of study and a master of science degree in occupational therapy after the fifth year. This is a freshman-entry program, but transfer students may be accepted in the sophomore year, providing that the student has completed the necessary courses and there is space available in the program. The fifth year of study consists of one summer and two academic semesters, which includes two full-time fieldwork level II experiences.

Occupational therapy is a health care discipline that requires a strong academic curriculum in order to meet the needs of professional accreditation and public accountability. The curriculum focuses on the disciplines of anatomy, neurosciences, psychology, research, and sociology. The curriculum design leads students through the process of becoming future professionals through teaching the themes of people as occupational beings, practice, and leadership using the threads of scholarship, occupation, professional development, and critical thinking.

Clinical Practice Experience

The students in the occupational therapy program engage in practice opportunities throughout their five years of education. Each January during the undergraduate phase of their education, students have the opportunity to spend two, two-week experiences or 140 hours annually in a variety of traditional and non- traditional settings. In addition, students complete two, three-month clinical practice experiences (fieldwork level II) during the graduate year. The fieldwork level II experiences are the culminating learning experiences in becoming an occupational therapist and must be successfully completed within one year of successful completion of the graduate year academic course requirements.

Accreditation and Registration

The occupational therapy program is accredited through 2018 by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at:

ACOTE c/o Accreditation Department

American Occupational Association (AOTA) 4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
(301) 652-AOTA

National Board for Certification in Occupational Therapy (NBCOT)

Graduates of the master's degree program will be eligible to sit for the national certification examination for the occupational therapist, administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be an Occupational Therapist, Registered (OTR). In New York and most other states, a professional license is required for practice and the NBCOT examination serves as the licensing examination in most states. Students are ultimately, however, required to apply separately for licensure and certification upon graduation. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. For further information on these limitations, students may contact NBCOT at:

National Board for Certification in Occupational Therapy
800 S. Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150
(301) 990-7979
www.nbcot.org

Bachelor of Science in Occupational Science
This degree does not provide eligibility for certification or licensure in occupational therapy. It is awarded after the fourth year of study in the five-year B.S./M.S. program in occupational science/occupational therapy.

Admission to the Occupational Therapy Program

Keuka College admits students as freshman or sophomore transfers into the OT major. Admission to the OT program requires a minimum cumulative GPA of 3.00 and an 85% average in math and science coursework in addition to meeting all other Keuka College admission standards. Freshman applicants are admitted through the college admissions office. Students applying from external college programs for admission as a freshman spring or sophomore transfer will also apply through the Keuka College admissions office, but will work with a transfer counselor. In addition to meeting the criteria noted above (3.00 cumulative and all other admission criteria) a designated OT faculty will review the student's application after transfer equivalents have been completed to determine placement within the OT program.

Current Keuka College students wishing to change their major to occupational therapy must apply to the program using the following process. Note: Students that have previously been dismissed from the Keuka College OT program for academic or professional behavior reasons must wait at least two semesters before re-applying to the program. All students applying for admission must have a minimum cumulative GPA of 3.0.

1. Meet with the OT Program Director to review student's academic performance to date, reasons for changing majors and any reasons for previously leaving the OT program if applicable.
2. After meeting with the OT Program Director, submit a written request to the OT Student Review Committee (send to the email address of the current Program Director/Division Chair for distribution to Committee members) along with a copy of the student's current Program Evaluation at Keuka College. The written request must be received within 10 days after meeting with the OT Program Director and must include all of the following elements:

- Why the student is interested in pursuing an Occupational Therapy Degree.
- How courses taken thus far have prepared the student to be successful in the Keuka College OT program.
- How the student has addressed internal and external factors that contributed to previous dismissal from the OT program (if applicable).
- The specific action(s) the student will take to meet the ongoing academic and professional requirements of the OT program.

The OT Student Review Committee consists of the OT Program Director and two other OT faculty members. Committee members will review the written information supplied by the student, and any other files deemed relevant to the decision including past documents submitted for appeals. Consideration for internal transfer admissions and re-admissions will include but is not limited to the following criteria:

- Academic progress including but not limited to cumulative GPA and individual course grades
- Academic performance in OT required courses and prerequisite courses, and how this performance will likely influence performance in related courses in the OT program sequence
- Likelihood of coursework taken outside of OT requirements to result in success in the remainder of the OT program
- Likelihood of the specific action(s) outlined by the student in the written request to result in successful completion of the Keuka College OT program

- Available space in the program

The OT Student Review Committee will determine both if the student will be offered admission into the Keuka College OT program, and where in the course sequence the student would enter. A decision in writing will be communicated to the student within 14 days of receipt of the written request to the OT Program Director/Division Chair. Appeals of admission decisions made by the OT Student Review Committee will follow the appeal process of Keuka College.

Students who have completed a Bachelor of Science (BS) in Occupational Science at Keuka College with a cumulative GPA of 3.0 or above and who are in good academic and professional behavior standing, will automatically be accepted into the graduate program for the MS in OT.

Policies on Divisional Standing

In order to remain in good standing, students must meet both academic and professional behavior standards of the OT division. Failure to meet academic or professional behavior standards will result in divisional probation or dismissal from the OT program.

Professional Behavior Standards

Professional behavior standards include adherence to the AOTA Occupational Therapy Code of Ethics, OT Student Ethics, as well as professional behavior in the classroom and in clinical settings at all times. Students demonstrating unprofessional behavior may be placed on divisional professional behavior probation. The following process will be used to determine divisional standing for violations of professional behavior.

1. Student will be notified by the division chair in writing when placed on divisional professional behavior probation with specific reference to the AOTA or OT Student Code of Ethics.
2. If a student demonstrates a second professional behavior violation he/she will be notified by the division chair in writing with specific reference to the AOTA or OT Student code of ethics.
3. If a student demonstrates a third professional behavior violation he/she will be dismissed from the OT program.
4. Students placed on divisional professional behavior probation will be reviewed one year after the occurrence for status determination.

Academic Standards

1. A minimum “C” grade must be attained in all required undergraduate program courses. This includes OT courses (all courses beginning with “OCC”) and required support courses which include:
   a. BIO 135 Cells and Organisms
   b. BIO 221 Principles of Anatomy & Physiology
   c. BIO 222 Applied Anatomy
   d. BIO 343 Neuroanatomy & Physiology
   e. PHL 115 Ethics
   f. PSY 101 Introductory Psychology
   g. PSY 123 Human Development
   h. PSY 336 Abnormal Psychology
   i. SOC 101 Introduction to Sociology
   j. SS 231 Statistics for Social Science
   k. SS 232 Research Methods for the Health Sciences
2. A minimum “C+” grade must be attained in all required graduate program courses.

3. Maintain a minimum of a 3.0 cumulative grade point average (GPA) for all Keuka College coursework in order to remain in good academic standing in the OT program. Following the completion of the BS, students' GPAs will be "re-set," and students must maintain a 3.0 cumulative GPA throughout the graduate program in order to remain in good academic standing.
4. Completion of Keuka College's undergraduate degree in occupational science with a cumulative grade point average (GPA) of at least 3.00 and adherence to professional behavior standards are required for admission into the Master of Science in Occupational Therapy program. Courses cannot be repeated to increase GPA after the bachelor's degree is completed and conferred.
5. Required program and support courses can only be repeated once. The grade and credit from the repeated course (if taken through Keuka College) become the official grade and credit. The earlier course grade will appear on the student's transcript, but is not included in the GPA or credit hours earned.
6. Time limit for completion of degree will be determined on a case by case basis.

Students failing to meet any of the academic standards of the division will be placed on divisional academic probation. The following process will be used to determine divisional standing for violations of academic standards.

a. Student will be notified by the division chair in writing when placed on divisional academic probation with specific reference to the violation. The notification will state the conditions/requirements necessary to return to satisfactory academic standing within the OT program.
b. Students placed on divisional academic probation will be reviewed after the completion of one additional academic semester for status determination.
c. Upon review, if the student meets all of the necessary conditions/requirements of divisional academic probation, the student will be return to satisfactory academic standing in the OT program and will be notified in writing by the division chair. If all conditions/requirements of divisional academic probation are not met, the student will be dismissed from the OT program and will receive a written notification from the division chair.
d. If a student in satisfactory standing within the OT division violates any of the division academic standards a second time, the same probationary/status determination process will be followed.
e. If a student in satisfactory standing within the OT division violates any of the division academic standards a third time the student will be dismissed from the OT program as a student may only be placed on divisional probation twice.
f. Decisions relevant to retention, probation, dismissal, and appeal do not necessarily impact the student's standing at the college.

Appeal Process

Students retain the right to appeal all decisions and actions of the Occupational Therapy Division. A student wishing to appeal an action or decision of the faculty must communicate this in writing to the OT division chair within 10 days from the date of the letter notifying the student of the faculty decision or action. The letter of appeal must contain all of the following elements:

- Those internal and external factors that contributed to the student's inability to meet the Division of Occupational Therapy's conditions for remaining in good standing,
- The qualities the student possesses that will enable him/her to be an effective occupational therapist if the occupational therapy faculty rules favorably on the student's appeal.
- The specific action(s) the student will take to prevent a recurrence of the difficulties that led to the occupational therapy faculty's decision and action impacting divisional standing.

Occupational Science, Bachelor of Science

OCC.SCI.BS @17/18

Major Requirements

MINIMUM CUMULATIVE GPA OF 3.0 IS REQUIRED FOR BACHELOR DEGREE

Complete all of the following: (grades of C or higher in the following courses)

96 credits

BIO-135	Cells and Organisms†	4
BIO-221	Principles of Anatomy and Physiology†	4
BIO-222	Applied Anatomy†	4
BIO-343	Neuroanatomy and Physiology†	4
OCC-120	Introduction to Occupational Therapy	3
OCC-225	Occupational Science†	3
OCC-331	Pediatric Medical Conditions	3
OCC-332	Adult Medical Conditions	3
OCC-334	Professional Development I	1
OCC-335	Professional Development II	1
OCC-341	Pediatric Medical Application	4
OCC-342	Adult Medical Application	4
OCC-343	Mental Health Application	4
OCC-355	Theory Development and Application	3
OCC-425	Occupations Across the Lifespan	3
OCC-430	Theory in Practice I	3
OCC-431	Theory and Practice II	3
OCC-434	Professional Development III	1
OCC-435	Professional Development IV	1
OCC-441	Pediatric Community Application	4
OCC-442	Adult Community Application	4
OCC-443	Mental Health Community Application	4
OCC-455	Managerial Roles	3
OCC-460	Integration Lab Across the Lifespan	4
PHL-115	Ethics†*	3
PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3
PSY-336	Abnormal Psychology & Psychopathology†	3
SOC-101	Introduction to Sociology†*	3
SS-231	Statistics for Social Science†*	3
SS-232	Research Methods for Health Sciences†	3

Field Period:

12 credits

Complete 491&492 plus 9 additional FP credits

OCC-491	Occupational Sci FP/FW I Traditional	1.5
OCC-492	Occupational Sci FP/FW I Emerging	1.5
FP-290	Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 3.00
- Achieve a 3.00 GPA for Major requirements.
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Occupational Therapy, Master of Science

OCC.SCI.MS @17/18

32 credits

Major Requirements

M.S. in Occupational Science - maintain a cumulative GPA of 3.0.

OCC-501	Level II Fieldwork	8
OCC-502	Level II Fieldwork	8
OCC-521	Scholarly Project I	3
OCC-522	Scholarly Project II	3
OCC-530	Theory and Practice III	4
OCC-555	Policy and Advocacy in Occupational	3
OCC-560	Clinical Capstone	3

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Social Work

Chair: Ed Silverman, PhD

The Keuka College social work program is progressive and forward looking, designed to prepare future social workers to work in a rapidly changing, multi-cultural society. The Keuka College social work program prepares students in generalist social work practice utilizing a foundation of liberal arts. A strong dual emphasis of social work theory and practical application form a cornerstone in this program*. Students also have unique opportunities to learn about practice as it relates to rural settings due to the rural location of the College and its support of area agencies and services.
** By the time of graduation, traditional campus students will have approximately 1,000 total hours of social work field experience.*

The social work program at Keuka College promotes themes of social justice and social responsibility. These themes are woven throughout the curriculum, experiential Field Periods, and senior practicum. The junior and senior year Field Periods are specifically designed to synthesize the principles of social work theory and practice. SWK 450, the Senior Practicum and Seminar, is the program's capstone experience where students are placed as professionals-in-training in a wide variety of human service settings. This practicum is taken in the spring semester of the student's senior year.

Client-centered practice and systems ecological theory is a curriculum emphasis, acknowledging the person in the context of his or her environment. Students integrate knowledge, skills, values, ethics, diversity, and intervention methods for use in a variety of service delivery systems. The program actively seeks a diverse student population.

The Keuka College baccalaureate social work program (BSW) is accredited by the Commission on Social Work Education (CSWE). BSW students are prepared and encouraged to pursue further master's level social work (MSW) education and training. Our accreditation entitles BSW graduates to apply for advanced standing in these programs.

Social work is repeatedly cited by employment sources as one of the fastest growing career fields.

BSW graduates are qualified to work in a variety of employment settings. Some of these include areas of: children and adolescence, chemical dependencies, criminal justice, counseling, family services, gerontology, hospice, health care, policy, and government, to name a few. The Keuka College social work program is rigorous and has both academic and professional standards for acceptance and continuance in the program. The standards are outlined in the Keuka College Social Work Handbook. Some of these criteria are outlined here:

1. acceptance by the College;
2. completion of introductory level course requirements;
3. demonstration of commitment to the values and ethics of the profession, and capacity to enter generalist social work;
4. a minimum grade point average of 2.50 and no less than a C in any course required for the major;
5. demonstration of professional conduct as outlined in the program's non- discrimination statement, the National Association of Social Workers (NASW) Code of Ethics, College Student Conduct Code, and Non- Academic criteria outlined in the BSW Student Handbook; and
6. completion of the social work program application process, which includes an interview with the social work faculty. The social work faculty determines whether the student meets the program admissions criteria.

In addition, social work students receive ongoing feedback regarding their performance in meeting the knowledge, skills, and value expectations of the profession. Finally, all social work students must be accepted into the major, complete the practicum readiness-assessment evaluation, and complete all necessary prerequisites for the major prior to enrollment in SWK-450.

Accelerated Studies for Adults Program Social Work Curriculum

The social work program is also offered through the Accelerated Studies for Adults Program (ASAP). This format is designed to serve the educational needs of full- time working adults with previous college experience who wish to complete their baccalaureate degree. The coursework mirrors the campus courses.

There are no social work electives or Field Period. The experiential learning outcomes are met through the senior practicum and through the curriculum emphasis on experiential learning. Students in the ASAP program complete practicum for 16 hours per week and meet for seminar every other week for a four hour block. This is keeping in line with the format of the ASAP delivery system.

For more information, contact the Center for Professional Studies at http://www.keuka.edu/asap.

Senior Practicum

SWK-450, Senior Practicum and Seminar, is a 15-credit learning experience only taken in the spring semester of a social work student's senior year.

To be eligible for placement in the senior practicum, students must have first satisfactorily completed all other course and program requirements prior to the senior spring semester. Students are not allowed to take any other course work or Field Periods during this time. Students must have a minimum grade point average of 2.50 by the end of the fall semester of their senior year. Students must have been formally admitted into the social work program during their junior year, and, again, have passed their senior review by the social work faculty in the fall of their senior year. Students must successfully demonstrate a minimum competency level of practice skills, and a consistent demonstration of ability to adhere to the professional codes of conduct set forth by Keuka College, the social work program, and the NASW Code of Ethics.

Students must have successfully completed both social work Field Periods and be recommended by the social work faculty to enter a practicum placement. It is required that each student possess a valid driver's license.

The social work program field director works individually with students to develop practicum site placements that are of professional interest to, and challenge, the student. The field director serves as the official liaison between the social work student, the placement agency, and the College while that student completes his/her practicum. Practicum placements are typically done over 35 hours per week for a minimum of 416 total hours at the practicum site. Students are required to attend senior seminar on Fridays at the Keuka College campus as part of the class. Practicum sites are traditionally located within a 100-mile radius from the campus, although students have traveled as far as Albany, N.Y.

Students in the ASAP program complete practicum for 16 hours per week and meet for seminar every other week for a four hour block. This is keeping in line with the format of the ASAP delivery system.

Some practicum placement sites include: Chemung County Family Services, Division for Youth Services, Elmira Psychiatric Center, Hillside Family of Agencies, Finger Lakes Addictions Counseling and Referral Agency, Yates County ARC, Strong Memorial Hospital, F.F. Thompson Hospital, Ontario County Department of Social Services, a variety of nursing home related facilities, Seneca County Probation Department, and Wayne County Counseling Center.

Faculty Goals

The social work faculty is committed to graduating BSWs of the highest caliber who are knowledgeable, skilled, ethical, compassionate, and an asset to their clients and profession.

Minors

Please note that there is no minor offered in social work. We do, however, recommend additional fields of minor study for those social work majors who wish to broaden their skills and marketability. These recommended minors are offered through Keuka College and include: Spanish, gerontology, psychology, sociology, and criminology and criminal justice.

Social Work, Bachelor of Science

SWK.WRK.BS @17/18

Major Requirements

MINIMUM GRADE OF C IN COURSES

Complete all of the following:

55 credits

BIO-202	Human Biology†*	4
SOC-101	Introduction to Sociology†*	3
SWK-101	Introduction to Social Work	3
SWK-201	Social Welfare Policy and Services I†	3
SWK-211	Generalist Social Work Practice I	3
SWK-220	Ethics and Diversity in Social Work†	3
SWK-221	Human Behavior and Social Environment I	3
SWK-302	Social Work Research Methods†	3
SWK-312	General Social Work Practice II	3
SWK-332	Group Processes†	3
SWK-351	Generalist Social Work Practice III	3
SWK-401	Social Welfare Policies and Services II	3
SWK-421	Human Behavior and Social Environment II	3
SWK-450	Senior Practicum and Seminar	15

Complete two of the following electives:

6 credits

SWK-209	Perspectives in Early Chdhd Disabilities†	3
SWK-250	Substance Abuse and Families†	3
SWK-331	Youth Services Delivery System	3
SWK-333	Gerontological Social Work	3
SWK-334	Evaluation Strategies in Human Services	3
SWK-335	Organizational Awareness & Influence	3
SWK-336	Military Culture†	3

Complete one of the following:

3 credits

SWK-310	Statistics in the Practice Professions	3
SS-231	Statistics for Social Science†*	3

Complete one of the following:

3 credits

PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3

Complete one of the following:

3 credits

POL-120	American Government†*	3
POL-130	State and Local Government†*	3

Field Period:

12 credits

take SWK390, SWK490, & two FP290 courses

SWK-390	Junior Social Work Field Period	3
SWK-490	Senior Social Work Field Period	3
FP-290	Field Period	3
FP-290	Field Period	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

Requirements Summary -

- Complete a total of 120 credits
- Complete 60 Liberal Arts Credits
- Achieve a cumulative GPA of 2.00
- Achieve a major GPA of 2.5
- Complete one field period for each 30 Keuka College credits
- Complete the general education and major requirements
- Complete one INS-301 course
- Complete one laboratory science course

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

*- Students must complete 2 of the following courses: SWK-250, SWK-209, SWK-331, SWK-333, SWK-334, SWK-335, SWK-336

This document is provided as an advising tool. It may be necessary, at times, to change the sequencing of courses. It should not be considered as a contract between a student and Keuka College. The College reserves the right to make any changes deemed necessary and desirable.

Social Work (ASAP) Program

SWK.ASAP.BS @17/18

Social Work Courses

Major Coursework Requirements

60 credits		
EXP-300	Foundations for Adult & Exp Learning†	1
BIO-202	Human Biology†*	4
ENG-300	College Writing for Transfer Students†	4
INS-301A	Integrative Studies: Creativity†*	3
SWK-101	Introduction to Social Work	3
SWK-201	Social Welfare Policy and Services I†	3
SWK-211	Generalist Social Work Practice I	3
SWK-220	Ethics and Diversity in Social Work†	3
SWK-221	Human Behavior and Social Environment I	3
SWK-302	Social Work Research Methods†	3
SWK-312	General Social Work Practice II	3
SWK-332	Group Processes†	3
SWK-351	Generalist Social Work Practice III	3
SWK-401	Social Welfare Policies and Services II	3

SWK-421	Human Behavior and Social Environment II	3
SWK-450	Senior Practicum and Seminar	15

**20 credits count as liberal arts
Note: a grade of C or higher must be earned in each class
Courses may not always follow this order.

Complete one of the following:

3 credits

BUS-320	Intro Research and Analysis/Statistics†	4
SS-231	Statistics for Social Science†*	3

Complete one of the following:

3 credits

PSY-101	Introductory Psychology†*	3
PSY-123	Intro Human Development†*	3

Complete one of the following:

3 credits

POL-120	American Government†*	3
POL-130	State and Local Government†*	3

General Electives:

Complete all additional credits that are required to meet the 120 cumulative credit hour requirement. Remaining credits must fulfill INS, Lab Science, Liberal Arts, General Education, and Electives coursework.

See advisor for recommended/required courses

See General Education Requirements (p. 82)

Pre-Requisite Courses

Take as needed to fulfill requirements - (offered online by Keuka College)

All credits counted as liberal arts - Note: a grade of C or higher must be earned in each class

In addition to the listed courses students are required to fulfill the Keuka College core requirements and New York state requirements of 60 liberal arts and science credits. Transfer credit is evaluated on a case-by-case basis prior to students being accepted into the social work program.

Total 120 credits

**New York State requires 60 liberal arts credits for a Bachelor of Science degree. After completing the major requirements, students have one year to complete all other requirements. This evaluation is intended for use as a pre-admission advisement tool. Current major requirements are available through your student portal. Graduation clearances are completed through the student portal as well. Should you have any questions about your evaluation on the portal, please contact your student advisor.

** Students must have a cumulative grade point average of 2.500 or higher to graduate. Note: all credit deficiencies must be completed before the start of SWK-450.

Master of Social Work

By choosing to earn a master's degree in social work, you've committed yourself to serving diverse, vulnerable, and oppressed communities in order to make a positive difference in the lives of others. As a profession, Social Work seeks to reduce social injustice, inequality, and discrimination, and alleviate the distressing effects of mental illness, trauma, and stressors of everyday life.

Why Earn an MSW?

An MSW degree is often required to provide therapy, supervision, expert court testimony, or to become a human service administrator, and advance your career. You'll be able to provide services to individuals, families, groups, and communities in a national and international setting.

Social Workers are educators, researchers, practitioners, and political leaders and can be found in hospital settings, nursing homes, correctional facilities, courtrooms, schools, child welfare and human service agencies, mental health clinics, primary care doctor offices, hospice homes, military bases, and all levels of government.

According to the U.S. Bureau of Labor Statistics, Social Work is one of the fastest growing careers, with employment openings expected to increase by 19% between 2012 and 2022. This rate is higher than the national occupational average. A Social Worker with a graduate degree can earn approximately $13,000 more a year than with a bachelor's degree, depending on type of work, experience, and geographic location.

Program Curriculum

The Advanced Standing MSW curriculum consists of **10 courses** (3 credits each except capstone, which is 4 credits), and **2 elective courses** (3 credits each) for a total of **35 credits.** In addition to these courses, students must complete **500 hours of field instruction** during the last two semesters of the program and concurrent with their coursework.

Students spend additional time outside of class to complete readings, assignments, case studies, online discussions, and group work.

Advanced Standing Requirements

If you've earned a bachelor's in social work from an accredited CSWE institution within the past 6 years, then you're eligible to apply to Keuka College's Advanced Standing MSW program.

Master of Social Work Advanced Standing

SWK.ASAP.MS @17/18

Complete the following:

To earn the MSW degree, students must complete each of the following courses:

35 credits		
ENG-510	Writing for Professionals	1
SWK-605	Clinical SWP with Individuals	3
SWK-615	Psychopathology	3
SWK-620	Advanced Ethics in SWP	3
SWK-622	Scientific Inquiry in SWK	3
SWK-629	Adv Clinical SWP Seminar I	3
SWK-635	Clinical SWP with Families	3
SWK-661	Social Welfare Policy	3
SWK-670	Advanced Theory for SWP	3
SWK-689	Advanced Clinical SWP Capstone	4

Required Electives

Complete two of the following

6 credits		
SWK-644	Assessment and Treatment of Trauma	3
SWK-645	Clinical SWP with Groups	3
SWK-646	Narrative Therapy	3
SWK-647	Military Social Work	3
SWK-650	Treating Substance Abuse	3

SWK-660	Solution Focused Interventions	3

To be eligible for the MSW degree, students must:

1. Have a **cumulative GPA of 3.0 or higher,**
2. A grade of **B or higher in each course,**
3. Complete a minimum of **500 hours of field practicum** (in conjunction with SWK-629 & SWK-689),
4. Complete a **master thesis paper,**
5. **Present their master thesis.**

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Master of Social Work Two-Year Program

SWK.FND.ASAP.MS @17/18

To earn the MSW degree, students must complete each of the following courses:

Complete the following:

30 credits

SWK-505	Practice I	3
SWK-510	Group Process	3
SWK-520	Soc Wk Ethics & Applications in Divers	3
SWK-522	Research	3
SWK-527	Foundation Seminar I	3
SWK-535	Practice II	3
SWK-555	Practice III	3
SWK-561	Social Policy Analysis	3
SWK-570	Human Behavior & the Social Environment	3
SWK-587	Foundation Seminar II	3

Complete 2 Electives:

6 credits

SWK-644	Assessment and Treatment of Trauma	3
SWK-645	Clinical SWP with Groups	3
SWK-646	Narrative Therapy	3
SWK-647	Military Social Work	3
SWK-650	Treating Substance Abuse	3
SWK-660	Solution Focused Interventions	3

Complete the Advanced Standing Curriculum

29 credits

ENG-510	Writing for Professionals	1
SWK-605	Clinical SWP with Individuals	3
SWK-615	Psychopathology	3
SWK-620	Advanced Ethics in SWP	3
SWK-622	Scientific Inquiry in SWK	3
SWK-629	Adv Clinical SWP Seminar I	3
SWK-635	Clinical SWP with Families	3
SWK-661	Social Welfare Policy	3
SWK-670	Advanced Theory for SWP	3
SWK-689	Advanced Clinical SWP Capstone	4

To be eligible for the MSW degree, students must:

1. Have a **cumulative GPA of 3.0 or higher,**

2. A grade of **B or higher in each course,**
3. Complete a minimum of **900 hours of field practicum** (400 hours in conjunction with SWK-527 & SWK-587; 500 hours in conjunction with SWK-629 & SWK-689),
4. Complete a **master thesis paper,**
5. **Present their master thesis.**

The student is ultimately responsible for ensuring that all degree requirements are met satisfactorily.

Courses

ACC - Accounting

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

ACC 101 - Acct I: Intro to Financial Accounting (3)

Financial accounting deals with the preparation, presentation, and analysis of financial statements. The course involves the study of the terminology and conceptual framework underlying the measurement, processing, and communication of financial information to external and internal users. The course is required of all business and management majors, but is open to any student with an interest in learning this essential part of the language of business.

Offered: Every Fall.

ACC 102 - Acct II: Intro Managerial Accounting (3)

Management accounting is the timely generation of financial information in an easily understandable format for use in internal decision making. The course stresses the importance and usefulness of relevant accounting information in short- and long-term planning, cost-control, quality assessment, and decision making.

Prerequisite: Prerequisite: Complete ACC-101. Offered: Every Spring.

ACC 201 - Intermediate Accounting I (3)

This course is designed and required for the major in accounting. An in-depth study is made of the form, content, and objectives of corporate financial reporting. It includes controversial issues involved in revenue recognition, inventory evaluation, depreciation theory, and intangible assets, together with the impact these matters have on the determination of corporate earnings.

Prerequisite: Prerequisite: Complete ACC-101 and ACC-102 with minimum grades of C. Offered: Every Fall.

ACC 202 - Intermediate Accounting II (3)

This course is a continuation of ACC 201. Topics include current and contingent liabilities, long-term debt securities, stockholder's equity, earnings per share, income tax allocation, leases, pensions, accounting changes, statements of cash flow, and financial statement analysis.

Prerequisite: Prerequisite: Complete ACC-201. Offered: Every Spring.

ACC 295 - Introductory Topics in Accounting (1.00-3.00)

An introductory study of a specific topic within accounting. Intended for freshmen and sophomores, or for students with little or no background in accounting. The student may repeat the course, but not the topic.

Offered: Occasional.

ACC 301 - Cost Accounting I (3)

This course is designed and required for the major in accounting. Determination and analysis of the costs of manufacturing products and providing services that attempt to satisfy information needs of management are emphasized. Topics include cost accounting theory and techniques, job order and process costing systems, standard costing, and flexible and master budgeting. The focus is on developing the analytical and quantitative skills that aid in the process of interpreting cost information and making decisions.

Prerequisite: Prerequisite: Complete ACC-101 and ACC-102 with a minimum grades of C. One statistics course and one college-level mathematics course are recommended. Offered: Even Fall.

ACC 302 - Cost Accounting II (3) (3)

This course is a continuation of ACC 301. Topics covered include absorption and variable costing, cost-volume-profit analysis, cost control, activity-based costing and other innovative techniques, transfer pricing decisions, performance evaluation, relevant costing, capital asset selection and capital budgeting, and quantitative planning tools, such as linear programming and regression analysis.

Prerequisite: Prerequisite: Complete ACC-301. One statistics course and one college-level mathematics course are highly recommended. Offered: Occasional.

ACC 320 - Accounting for Non-Profit Organizations (3)

This course introduces and examines the characteristics relating to the accounting concepts, procedures, and financial reporting requirements of governmental, medical, educational, religious, and other charitable organizations.

Prerequisite: Prerequisite: Complete ACC-202. Offered: Odd Spring.

ACC 351 - Advanced Accounting (3)

This course studies the problems related to such specialized topics as partnerships, consignment and installment sales, agency and branch operations, consolidations and business combinations, foreign operations, fiduciaries, and non-profit organizations.

Prerequisite: Prerequisite: Complete ACC-202. Offered: Every Fall.

ACC 399 - Independent Study (1.00-3.00)

For students with junior or senior standing and consent of the instructor.

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

ACC 401 - Auditing (3)

An intensive examination of the methods and procedures used to obtain necessary evidence to form an independent professional opinion regarding the fair representation of clients' financial statements. Topics include the ethical and legal responsibilities of the auditor, evaluation of internal controls, the use of sampling techniques, and current AICPA auditing publications.

Prerequisite: Prerequisite: Complete ACC-202. Offered: Every Fall.

ACC 402 - Computer Auditing Applications (3)

This course applies computer techniques to the planning and completion of the auditing function. Computer auditing approaches are discussed, with an emphasis on security and control. The focus is on practical applications and analysis of current case studies.

Prerequisite: Prerequisite: Complete ACC-401 and CMP-120. Offered: Even Spring.

ACC 411 - Income Tax Accounting I (3)

This course is designed for all students who have completed the introductory accounting courses (ACC-101 ACC-102) and who have an interest in federal income tax matters concerning the individual taxpayer. After an introduction to the federal tax system in the United States, topics include: gross income, deductions allowable in determining adjusted gross income and taxable income, special tax computations and credits, recognition and non-recognition of gains and losses, basis rules, special treatment of capital assets, and administrative provisions of the tax law.

Prerequisite: Prerequisite: Complete ACC-102. Offered: Odd Fall.

ACC 412 - Income Tax Accounting II (3)

This course is devoted to the taxation of corporations, partnerships, and fiduciaries. Topics include: transactions between partners and partnerships for retirement, death, transfer or partial liquidation of an interest; special deductions for corporations; Subchapters; corporate distributions; organization, reorganization, or liquidation; tax on accumulated earnings; personal holding examples; and tax research.

Prerequisite: Prerequisite: Complete ACC-411. Offered: Occasional.

ACC 490 - International Accounting (3)

International accounting course is an examination of international accounting standards, worldwide accounting systems, international taxation, and covers topics of international transfer pricing and strategic accounting issues in mulinational corporations.

Prerequisite: Prerequisite: Complete ACC-102. Offered: Occasional.

ACC 495 - Advanced Topics in Accounting (1.00-3.00)

An advanced study of a specific topic within accounting. Intended for juniors and seniors, or for students with an appropriate background in accounting. The student may repeat the course, but not the topic.

Offered: Occasional.

AEI - ASL-English Interpreting

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

AEI 001 - Interpreting Internship Workshop (-)

This workshop will address the goals, objectives, and documentation requirements for the interpreting internship (a 12-credit course). It will assist students in locating and contacting an interpreting internship worksite where students will be working with certified interpreters.

Prerequisite: Prerequisite: Complete AEI-265 and AEI-275. Offered: Every Spring.

AEI 165 - English Transliteration (3)

An intensive practical application of verbatim, paraphrase, and summary transliteration (English to English) using speech, text, and/ or manual cues.

Prerequisite: Complete ENG-110 with a minimum grade of C. Offered: Every Spring.

AEI 265 - Cross-Cultural Trans-Communication (3)

Introduction to the principles of linguistics and linguistic analysis: phonetics, phonology, morphology, syntax, semantics, discourse, pragmatics, and stylistics. This course provides a focus on cross-cultural mediation between deaf and hearing consumers as a foundation for translation and interpreting.

Prerequisite: Complete ENG-112 and ASL-212 with minimum grades of C. Offered: Every Fall.

AEI 275 - Translation Theory/Practice: ASL & ENG (3)

An introduction to the principles of text translation. Practical application of theory occurs through translations of various source texts and video recordings. Attention is given to form, meaning and sense with the goal of producing culturally appropriate target language texts with equivalent pragmatics as compared to their source texts.

Prerequisite: Complete ENG-112 and ASL-212 with minimum grades of C. Offered: Every Fall.

AEI 295 - Introductory Topics in Interpreting (1.00-3.00)

An introductory study of a specific topic within Interpreting. Intended for freshmen and sophomores, or for students with little or no background in ASL-English Interpreting. The student may repeat the course, but not the topic.

Offered: As Needed.

AEI 365 - Consecutive Interpreting & Ethics (3)

An exploration of ethical and business practices within the interpreting profession. Practical application of theory occurs through consecutive interpretations of prepared and spontaneous source texts.

Prerequisite: Complete AEI-265 and ASL-311 with minimum grades of C. Offered: Every Spring.

AEI 374 - Deaf Community Field Period (3)

An off-campus education experience with exposure to an organization or long-term event that includes deaf people both as organizers and as consumers. The goals for the student should include areas of improved language fluency, cultural awareness, and cooperation in serving the goals of the deaf community. This field period must be evaluated by an ASL or AEI faculty member.

Offered: Every January and Summer.

AEI 375 - Interpreting Specialized Settings (3)

An exploration of the use of translation, consecutive interpreting and simultaneous interpreting between ASL and English within various settings. Emphasis is on religious, performing arts, medical, psychological, legal and educational contexts. Attention is given to the register variation and technical vocabulary peculiar to each area. Lab hours focus on practical interpreting simulations.

Prerequisite: Prerequisite: Complete AEI-275 and ASL-311 with minimum grades of C. Offered: Every Fall.

AEI 399 - Independent Study (1.00-3.00)

The AEI course prefix was added in May of 2013. No provision was made for an independent study course. This proposal creates the AEI 399 course in order to allow independent study options for ASL-English Interpreting students.

Offered: Occasional.

AEI 425 - DeafBlind Interpreting (2)

This course explores practical considerations and interpreters working with Deaf-Blind consumers. Topics include linguistic modifications for tactile and restricted field communication.

Prerequisite: Complete AEI-375 and ASL-312 with minimum grades of C. Offered: Every Spring.

AEI 465 - Simultaneous Interpreting & Research (3)

An intensive exploration of historical and contemporary theories and research on the interpreting process. Practical application of theory occurs through interpretations of various source texts and video recordings.

Prerequisite: Complete AEI-365 and ASL-312 with minimum grades C. Offered: Every Fall.

AEI 474 - Interpreting Field Period (3)

An off-campus education experience with exposure to interpretation between deaf and hearing consumers using American Sign Language and English. The supervisor must be a Certified Interpreter (RID and/or NAD). This field period must be evaluated by an ASL or AEI faculty member.

Offered: Every January and Summer.

AEI 485 - Interpreting Internship (12)

A practical experience in approved settings at which the student will interpret under the guidance and supervision of on-site interpreter mentors verified by the Registry of Interpreters for the Deaf, Inc. (RID) or the Association of Visual Language Interpreters of Canada (AVLIC). Students assess their own practice through personal journals, individual debriefings with their mentors and group supervision with the instructor. Internships require a time commitment equivalent to 12 weeks of full-time employment (20 hours of active interpretation plus 8 hours of preparation and debriefing per week).

Prerequisite: AEI-465 and AEI-474. Offered: Every Spring.

AEI 495 - Advanced Topics in Interpreting (1.00-3.00)

An advanced study of ASL-English Interpreting. Intended for juniors and seniors, or for students with an appropriate background in ASL-English Interpreting. The student may repeat the course, but not the topic.

Offered: Occasional.

ART - Art

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

ART 101 - Foundations of Art and Design (3)†*

A broad introduction to concepts, vocabulary, media, and history of art and principles of design that reveals universal qualities in human aesthetic responses, as well as the special differences that define societies and cultures through examples from the past, the present, and from diverse cultures. Opportunities for experiential learning in workshops in various media are an integral part of the course.

Offered: Every Fall.

ART 125 - The Art of Improvisation (3)†*

An exploration of how the creative process contributes to successful communication in one's professional and social life. Students will be introduced to specific skills used by performing artists including focus, body language, articulation inflection and conveying intent and meaning. In addition, students will use these skills to further develop the ability to improvise in a variety of situations. Students will learn improvisational techniques by exploring the thought process that artists use every day and apply the creative process to real-life situations. The course will utilize role-playing, mock interviews, peer and self-evaluations, and video portfolios to help students identify and improve their improvisatory skill set. Course projects will be tailored to students' major area of study, allowing them to have an immediate real-world application for the skills learned.

Offered: Every Fall.

ART 201 - Art History: Beginning to Early Modern (3)†*

A survey of fine art from pre-history to the Baroque period.

Offered: Every Fall.

ART 202 - Art History: Early Modern to Present (3)†*

A survey of fine art in the Western world from the Baroque period to the present day.

Offered: Every Spring.

ART 205 - Visual Design (3)†

A dynamic approach to surface rendering through color manipulation and creative problem solving, including color systems, basic principles of design, composition, and visual expression.

Offered: Even Spring.

ART 215 - Drawing I (3)†

Studio course in creating illusions of form, light and space on a two-dimensional surface through manipulation of tone.

Offered: Every Spring.

ART 225 - Painting I (3)†

Foundation study of painting, including color theory. Emphasis on direct observation and practice. Exposure to paintings and artists of the past.

Offered: Even Spring.

ART 235 - Ceramics I (3)†

Clay work involving hand-building and basic glazing techniques for functional and non-functional objects.

Offered: Every Fall.

ART 240 - Mixed Media (3)†

Exploration of the possibilities - both in content and in form - from the interaction of multiple media, whether two-dimensional and three-dimensional or traditional and nontraditional media. Experimentation with manipulating surfaces, layering mixed media and incorporating multiple techniques such as drawing, painting, photography, and the digital arts. Investigate artists and how ideas manifest and take physical form in contemporary art. Group discussion and critique.

Prerequisite: ART-101. Offered: Odd Fall.

ART 245 - Printmaking I (3)†

The techniques of creating printed images from blocks of wood, linoleum, plexiglass, and other techniques explored for their expressive and aesthetic potential.

Offered: Occasional.

ART 250 - Graphic Design (3)†

Graphic design is a process to communicate messages and ideas through visual media. This course introduces students to the elements and principles of graphic design, and their application to a variety of contexts and modes of communication. Digital and traditional tools are applied through the development of technical skills in layout and design, spatial relationships and color, typography, and print production. The course includes strategies for idea generation and concepts in visual problem solving to shape and convey a visual message.

Prerequisite: Class Level must be SO, JR, or SR. Offered: Every Fall and Spring.

ART 255 - Sculpture I (3)†

A studio course in the study of form and space relationships as applied to sculpture, presenting the basic tool, material, and concept techniques.

Offered: Odd Spring.

ART 281 - Digital Photography (3)†

An introductory course in digital photography. Focuses on the making of images and the interpretation of their characteristics, in terms of both subject and form. Includes the post-production work needed to bring images to an audience electronically. Students are to supply their own digital camera, batteries, memory cards and any necessary hardware accessories or software accessories to make the camera functional.

Offered: Even Fall.

ART 282 - Darkroom Photography (3)†

An introductory course in camera functions and basic darkroom techniques. Emphasis will be placed on formal composition, aesthetics, and proper methods of processing photographic materials and chemicals. This course is designed for students with little or no experience in photography. An additional course fee will be charged.

Offered: Even Spring.

ART 288 - Visiting Artist- 2D (3)†

Established artists invited to teach a course specific to their area of expertise. Possible topics include watercolor, illustration, digital imaging, children's book illustration, film/ video art, two-dimensional collage, portrait painting, etc. Students may repeat the course, but not the topic.

Offered: Occasional.

ART 289 - Visiting Artist 3D (3)†

Established artists are invited to teach a course focused on three-dimensional art specific to their professional artistic discipline. Possible topics include interior design, three-dimensional collage, sculpture, weaving, textiles, industrial design, etc. Students may repeat the course, but not the topic.

Offered: Occasional.

ART 294 - Field Period in Art & Design (3)

Off-campus experiential education opportunity that allows the student to apply his/her academic knowledge to a real-career setting.

Offered: Every January and Summer.

ART 295 - Intro Topics in Art (1.00-3.00)†

An introductory study of a specific topic within art. Intended for freshmen and sophomores, or for students with little or no background in art. The student may repeat the course, but not the topic.

Offered: Occasional.

ART 310 - Digital Storytelling (3)†

A course that explores the application of digital technologies to the art of storytelling and the creation and analysis or narratives within digital environments. Students will examine the integration of text, image, and sound within digital stories, and explore various forms and formats of web-based storytelling: fiction, documentary, animation, video games, virtual reality, and other emerging applications.

Prerequisite: Pre- or co-requisite ENG-112 or consent of the instructor. Offered: Every Fall.

ART 315 - Drawing II (3)†

Advanced study of visual perception and creativity through the process of drawing.

Prerequisite: ART-215. Offered: Every Spring.

ART 317 - Art Education Workshop (3)†

Art integration is in the elementary curriculum. This course explores ways to use the arts to teach reading, writing, social studies, science, and math.

Offered: Odd Spring.

ART 321 - Advanced Studio Problems (3)†

A theme-oriented studio course related to the individual interests of advanced students.

Offered: Occasional.

ART 325 - Painting II (3)†

Painting exercises geared to individual needs and creative development.

Prerequisite: ART-225. Offered: Even Spring.

ART 330 - Digital Illustration (3)†

This course provides students with the foundational design skills and technical knowledge they need to create original digital illustrations using bitmap-based, vector-based, and 3D modeling digital applications. Students will learn to translate their experience in traditional analog media (drawing, painting, collage, sculpture) into the digital realm.

Prerequisite: ART-250 or COM-250. Offered: Even Spring.

ART 335 - Ceramics II (3)†

Basic wheel-throwing techniques; problems in functional and non-functional construction; combining techniques; glaze chemistry; and kiln firing.

Prerequisite: ART-235. Offered: Every Spring.

ART 340 - Web-Based Design (3)†

This course is intended to provide an overview of design principles for web-based applications. Students will become familiar with the theory and practice behind effective design for the web, including designing web pages, wire-frames, responsive interfaces, navigation, landing pages, web-based advertisements, and e-mail campaigns. Classes will include discussions, lectures and hands-on designing. Students will be required to complete collaborative and individual projects.

Prerequisite: Pre- or co-requisite: ART-250 . Offered: Odd Spring.

ART 345 - Printmaking II (3)†

The various methods of printmaking, including: stencil printing, relief printing, screen printing, and other techniques explored for their expressive and aesthetic potential.

Prerequisite: ART-245. Offered: Occasional.

ART 355 - Sculpture II (3)†

Problem solving using the tool and material techniques dealt with in ART 255 with the possibility of exploring additional sculpture mediums as presented or endorsed by the instructor. Issues in contemporary sculpture are emphasized.

Prerequisite: ART-255. Offered: Odd Spring.

ART 385 - Aesthetic Theory & Practice (3)†

A course in the history of aesthetic theory and practice regarding the visual and other arts. A substantial portion of the course will be devoted to the application of aesthetic principles and theories to concrete problems in the plastic and other arts. Also listed as ENG-385.

Prerequisite: Complete ART-101. Offered: Odd Fall.

ART 387 - Seminar: Professional Practice in A&D (3)

An exploration of professional practices associated with the fields of art and design. Topics will include portfolio development, the preparation of exhibitions and other public presentations of work, professional writing, networking, marketing, copyright and documentation. Course activities will include lectures, demonstrations, visiting practitioners, and other speakers, and gallery visits, and a culminating project in which students develop, refine, and present a portfolio of their work.

Prerequisite: ART-101 and consent of the instructor. Offered: Odd Fall.

ART 388 - Visting Artist: Advanced Workshop (3)†

Established artists invited to teach an advanced studio workshop specific to their area of expertise. Possible topics include watercolor, graphic design, illustration, digital imaging, weaving, interior design, children's book illustration, film/video art, two-dimensional collage, portrait painting, etc. Students may repeat the course, but not the topic.

Offered: Occasional.

ART 394 - Field Period in Art and Design (3)

Off-campus experiential education opportunity that allows the student to apply his/her academic knowledge to a real-career setting.

Offered: Every January and Summer.

ART 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

ART 445 - Senior Project (3)†

Student works independently and in consultation with a faculty member to generate an approved self-defined project that marries the visual and verbal arts. The project serves as the capstone course for this major.

Prerequisite: Class Level must be Sr. Offered: Occasional.

ART 460 - Internship in Art & Design (3.00-12.00)

Supervised field work in an approved setting for a minimum of two hours per week per credit hour for 14 weeks or its equivalent in total hours. Completion of a formal project or paper under the guidance of a faculty member is required.

Prerequisite: Class Level must be Sr. Offered: Occasional.

ASL - American Sign Language

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

ASL 001 - ASL Internship Workshop (-)

To be taken the semester before enrolling in ASP 450 Internship in American Sign Language. This workshop will address the goals, objectives, and documentation requirements for the senior internship. It will also assist students in locating and contacting an internship site, completing the necessary approval, paperwork, and background checks, and arranging for housing as needed.

Prerequisite: Class Level must be Sr. Offered: Every Fall and Spring.

ASL 101 - Sign Language (1)†

An introductory course that develops both expressive and receptive skills in American Sign Language (ASL). Characteristics of the hearing-impaired culture are covered.

Offered: Occasional.

ASL 110 - Introduction to the Deaf Community (3)†

A survey of American Sign Language and deaf culture. Emphasis on American Sign Language structure, history, and usage. Discussion of a socio-cultural perspective of deaf people, including readings from anthropology, sociology, linguistics, and education. Includes an examination of American attitudes toward sign language and deaf culture. Assessment: journals, written examinations, and oral presentations.

Offered: Every Fall and Spring.

ASL 111 - American Sign Language I (3)†

Development of basic ASL communication skills with appropriate vocabulary and grammatical structures. Emphasis on communicative and linguistic functions. Thirty hours of laboratory practicum required. Assessment: satisfactory completion of course requirements and the laboratory practicum, and demonstration of signing skill.

Offered: Every Fall.

ASL 112 - American Sign Language II (3)†

A continuation of American Sign Language I. Thirty hours of laboratory practicum required. Assessment: satisfactory completion of course requirements, the laboratory practicum, and demonstration of appropriate signing skill.

Prerequisite: Complete ASL-111 with a minimum grade of C-. Offered: Every Spring.

ASL 125 - ASL Vocabulary and Structure (3)†

This course provides intensive exploration of ASL Vocabulary and Grammatical Structures using drills, substitution exercises, and lab activities. Students will focus on correct phonological articulation of signs, morphological rules within ASL, specialized vocabulary, conceptual accuracy for vocabulary choices and transformations between various grammatical constructions.

Offered: Every Fall.

ASL 211 - American Sign Language III (3)†

Review of ASL grammatical features and further development of communicative functions at the intermediate level. Thirty hours of laboratory practicum requirement. Assessment: satisfactory completion of course requirements, the laboratory practicum, and demonstration of appropriate signing skills.

Prerequisite: Complete ASL-112 with a minimum grade of C-. Offered: Every Fall.

ASL 212 - American Sign Language IV (3)†

A continuation of ASL 211. Thirty hours of laboratory practicum required. Assessment: satisfactory completion of course requirements, the laboratory practicum, and demonstration of appropriate signing skill.

Prerequisite: Complete ASL-211 with a minimum grade of C-. Offered: Every Spring.

ASL 220 - Language Acquisition in Deaf Community (3)

An overview of linguistic principles and human languages with an in-depth exploration of language acquisition among Deaf people including first-language acquisition of signed languages, second-language acquisition of written/spoken languages, delayed exposure to language and semilingualism. This course includes the anaysis of ASL discourse for narratives and conversations.

Prerequisite: Take ENG-112 and ASL-211 with minimum grades of C. Offered: Every Spring.

ASL 295 - Intro Topics: American Sign Language (1.00-3.00)†

An introductory study of a specific topic within American Sign Language. Intended for freshmen and sophomores, or for students with little or no background in American Sign Language. The student may repeat the course, but not the topic.

Offered: Occasional.

ASL 311 - American Sign Language V (3)†

Advanced American Sign Language development with a focus on grammatical and lexical expansion. Communication dialogues will emphasize sociocultural aspects of deafness.

Prerequisite: ASL-212 with a minimum grade of C- or placement. Offered: Every Fall.

ASL 312 - American Sign Language VI (3)†

Continuing development of ASL proficiency and fluency. Focuses on more advanced linguistic aspects of ASL and a synthesis of all concepts previously learned.

Prerequisite: ASL-311 with a minimum grade of C-. Offered: Every Spring.

ASL 318 - Fingerspelling and Numbers in ASL (3)†

This course is intended for students who need focused practice to improve both comprehension and production skills in fingerspelling and numbers used within ASL conversational contexts at the intermediate and advanced levels. Receptive skills focus on whole word phrase recognition and fingerspelling/number comprehension in context. Expressive skills focus on the development of speed, clarity, and fluency. The course includes review of rules governing use of fingerspelling within ASL and the use of fingerspelling to support and reinforce English vocabulary recognition within educational contexts.

Prerequisite: ASL-211 with a minimum grade of C-. Offered: Every Spring.

ASL 320 - Linguistics of American Sign Language (3)†

Analysis of the symbolic and linguistic structure of American Sign Language and other sign systems. Includes aspects of phonology, morphology, syntax, semantics, grammar, and discourse. Examination of bilingual and bicultural practices, sociolinguistics, and related research. Assessment: written examination. Course will be taught in ASL.

Prerequisite: ASL-220 or ASL-211 with a minimum grade of C. Offered: Every Fall.

ASL 340 - ASL in Education (3)

This course addresses the application and use of sign systems and American Sign Language in education and literacy learning. The course focuses on American Sign Language as it is used within programs serving deaf students; information is presented from a developmental and bilingual-bicultural approach. Students also learn how signs are used to foster communication in early childhood/childhood programs for children with and without disabilities. Studies of sign-supported communication with students with atypical oral language development, such as those with Autism, are also discussed.

Prerequisite: EDU-275 or EDU-310; Pre or Co-requisite ASL 212. Offered: Every Spring.

ASL 350 - ASL/Deaf Literature (3)†

This course involves the use of ASL poetry and storytelling. ASL poetry will be analyzed and incorporated as part of receptive/expressive language development and advanced skills enhancement. Includes story-telling techniques through the use of standard American folk lore and other culturally valued forms of literature (ABC stories, one-deaf stories, and sign play). Students will evaluate existing video tapes of deaf poets and sign language stories. Assessment: written examination and demonstration and/or videotaping of storytelling techniques. Course will be taught in ASL.

Offered: Every Spring.

ASL 361 - Deaf Culture (3)†

A survey of sociocultural factors that define deaf persons as members of a cultural minority. Emphasis is placed on the role of language in deaf culture, cultural rules, beliefs shared among members, and the difference between the deaf community and deaf culture. Cross-cultural communication and mediation between deaf and hearing cultures will be addressed. Course will be taught in ASL.

Offered: Every Fall.

ASL 394 - American Sign Language Field Period (3)

Off-campus experiential education opportunity that allows the student to improve his/her proficiency in signing ASL, expand ASL vocabulary, acquire knowledge of ASL colloquialisms, learn non-verbal communication skills and advance an understanding of deaf culture. The focus of this field period should be on language acquisition and improvement, not on a career.

Prerequisite: Class Level must be Jr or Sr. Offered: Every January and Summer.

ASL 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr or Sr. Offered: As Needed.

ASL 450 - Internship in American Sign Language (3.00-12.00)

Supervised field work in an approved setting to provide an opportunity to learn the specialized language of a particular business or corporation. Internship requires a minimum of 2 hours per credit hour per week for 14 weeks or its equivalent in total hours. A series of videos and other requirements will be assigned by the supervising faculty member.

Prerequisite: Program must be ASL and SR. Offered: Every Fall and Spring.

ASL 474 - Interpreting Field Period II (3)

Changed to AEI-474. Off-campus educational opportunity that allows the student to observe interpreters in authentic, specialized interpreting situations. To fulfill this Field Period the student must spend at least 140 hours shadowing a practicing, RID or NAD certified interpreter.

Prerequisite: Prerequisite: Complete ASL-374 and a minimum grade of C- in ASL-375 and ASL-312 (or by placement). Class Level must be Sr. Offered: Every January and Summer.

ASL 494 - American Sign Language Field Period (3)

Off-campus experiential education opportunity that allows the student to enhance proficiency in ASL, expand ASL vocabulary, employ ASL grammar, and deepen his/her understanding of Deaf culture through direct engagement with members of the Deaf community. Students will develop a life learning plan that incorporates continued involvement with the Deaf community beyond graduation. The focus of this field period is to increase knowledge of ASL and Deaf culture through experience with the Deaf on-site.

Prerequisite: ASL-394; Class Level must be Sr. Offered: Every January and Summer.

ASL 495 - Advanced Study in American Sign Language (1.00-3.00)†

An advanced study of American Sign Language. Intended for juniors and seniors, or for students with an appropriate background in American Sign Language. The student may repeat the course, but not the topic.

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

BIO - Biology

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

BIO 102 - Introduction to the Science of Life (4)†*

An introduction to the chemistry of life, to cell and developmental biology and to genetics provides a basis for a survey of the organ systems of humans and other mammals. Some emphasis will be placed on neuroendocrine control and the biology of skeleton and muscle including biomechanics. Not appropriate for natural science majors. Lecture and laboratory.

Corequisite: Corequisite: BIO-102L. Offered: Every Fall.

BIO 102L - Lab:Introduction to the Science of Life (-)

Lab for BIO-102

Corequisite: Corequisite: BIO-102. Offered: Every Fall.

BIO 135 - Cells and Organisms (4)†

An examination of the cellular basis of life and how eukaryotic cells interact in the structure and function of multicellular organisms (selected plants and animals); lecture and laboratory. Course intended for natural science and occupational science majors. (LA)(PN)(EI)

Prerequisite: Take MAT-095 or higher with passing grade or score of 2 or higher on math placement . Corequisite: Corequisite: Take BIO-135L. Offered: Every Fall and Spring.

BIO 135L - Lab:Cells and Organisms (-)

Lab for BIO 135 offered every fall spring

Corequisite: Corequisites: Take BIO-135. Offered: Every Fall and Spring.

BIO 136 - Organisms and Environment (4)†

An examination of the diversity of living organisms, the interaction of organisms and the physical environment, evolutionary processes thought to haveshaped the continuity and change of organism form throughout time; lecture and laboratory. Course intended for natural science majors.

Prerequisite: Prerequisite: Take MAT-102 or higher or score of 3 or higher on math placement test. . Corequisite: Corequisite: BIO-136L. Offered: Every Spring.

BIO 136L - Lab:Organisms & Environment (-)

Lab for BIO 136.

Corequisite: Corequisite: Take BIO-136. Offered: Every Spring.

BIO 202 - Human Biology (4)†*

Fundamentals of cell biology, developmental biology, and genetics provide a basis for survey of normal structure, function, and interaction of human organ systems. A variety of modern health issues, such as nutrition, cancer, alcoholism, heart disease, and aging, are explored. Course intended for non-science and non-nursing majors.

Corequisite: Corequisites: Take BIO-202L. . Offered: Every Spring.

BIO 202L - Lab: Human Biology (-)

Lab for BIO 202

Corequisite: Corequisite: Take BIO-202. . Offered: Every Spring.

BIO 203 - Anatomy and Physiology I (4)

Development, structure and function of cells and tissues; structure and function of the nervous and endocrine systems; lecture and laboratory.

Corequisite: Corequisites: Take BIO-203L. Offered: Spring.

BIO 203L - Anatomy and Physiology I Lab

Lab for BIO 203.

Corequisite: Corequisite: Take BIO-203. . Offered: Spring.

BIO 204 - Anatomy and Physiology II (4)

Structure, function, and interrelationships of mammalian organ systems with focus on cardiovascular, endrocrine, respiratory, digestive, urinary reproductive systems. Lecture and laboratory.

Prerequisite: Prerequisites: Take BIO-203. Corequisite: Corequisites: Take BIO-204L. Offered: Fall.

BIO 204L - Anatomy and Physiology II Lab

Lab for BIO 204.

Corequisite: Corequisite: Take BIO-204. . Offered: Fall.

BIO 207 - Microbiology (4)†

This course examines bacteria and other microorganisms and their importance; aseptic techniques, methods of staining and isolation of bacteria, and various aspects of microbial physiology and control; lecture and laboratory. (LA)

Prerequisite: Prerequisite: Complete CHM-111 and BIO-203 or BIO-135. Minimum grade C- . Corequisite: Corequsite: BIO-207L. Offered: Odd Fall.

BIO 207L - Microbiology Lab (-)

Lab for BIO-207

Corequisite: Corequisite: Take BIO-207. Offered: Odd Fall.

BIO 208 - Life and the Universe (4)†*

This course emphasizes the scientific process: the study of the natural world, generation, modification, and dissemination of scientific knowledge, and the application of knowledge through technology. The biological concepts of metabolism, reproduction and development, genetics and evolution are explored, as are the laws and theories that enable us to understand the nature and interrelationship of matter and energy both on the microscopic and macroscopic scale. Relationships and common themes among mathematics, science and technology will be stressed. Historical and modern examples are included to challenge students to comprehend, analyze and apply how scientists do what they do. Lecture and laboratory.

Prerequisite: Prerequisite: Complete the mathematics general education requirement. . Corequisite: Corequisite: BIO-208L. Offered: Every Fall.

BIO 208L - Lab: Life and the Universe (-)

Lab for BIO 208.

Corequisite: Corequisite: Take BIO-208. Offered: Every Fall.

BIO 221 - Principles of Anatomy and Physiology (4)†

A survey of the basic principles of human anatomy and physiology. The course provides an overview of the structure and function of the major body systems, with emphasis on the musculoskeletal systems. Lecture and laboratory.

Prerequisite: Prerequisite: Complete BIO-102 or BIO-135. . Corequisite: Corequisite: Take BIO-221L. Offered: Every Fall.

BIO 221L - Lab: Principles of Anatomy & Physiology (-)

Lab course to accompany BIO 221 lecture.

Corequisite: Take BIO-221. Offered: Every Fall.

BIO 222 - Applied Anatomy (4)†

This course introduces and integrates musculoskeletal anatomy, biomechanics of human motion, and kinesiology. Primary emphasis is placed on functional anatomy of the extremities, head, neck, and trunk. Learning is aided by laboratory experiences utilizing skeletal models, computerized anatomy programs, surface anatomy, palpation and gross anatomy.

Prerequisite: Prerequisite: Complete BIO-221 with a minimum grade of C. OT major only or instructor permission required. . Corequisite: Corequisite: Take BIO-222L. Offered: Every Spring.

BIO 222L - Lab: Applied Anatomy (-)

Lab for BIO 222.

Corequisite: Corequisite: Take BIO-222. Offered: Every Spring.

BIO 295 - Introductory Topics in Biology (1.00-4.00)†

An introductory study of a specific topic in biology. Intended for freshmen and sophomores, or for students with little or no background in biology. The student may repeat the course, but not the topic.

Offered: Occasional.

BIO 305 - Animal Diversity (4)†

A broad spectrum of animals, both invertebrate and vertebrate, will be examined to provide the student with a working knowledge of the modern fauna and the evolutionary mechanisms that have shaped animal structure and function over millions of years. (LA)

Prerequisite: Prerequisite: Complete BIO-136 or ENV-105 and BIO-208 with a minimum grade of C-. . Corequisite: Corequisite: Take BIO-305L. Offered: Odd Fall.

BIO 305L - Lab: Animal Diversity (-)

Lab for BIO 305.

Corequisite: Corequisite: Take BIO-305. Offered: Odd Fall.

BIO 306 - Animal Behavior (4)†

An advanced study of animal behavior utilizing lecture, laboratory, field work, and appropriate supplementary reading. Students will practice observation and analysis of behavior with living animals and videotape presentations. Invertebrate and vertebrate animals will be considered. Each student will complete a review paper on an appropriate topic or a short independent research project. Intended for juniors and seniors or students who have appropriate background in the biology of animals and/or behavior. Lecture and laboratory.

Corequisite: Corequisite: Take BIO-306L. Offered: Occasional.

BIO 306L - Lab: Animal Behavior (-)

Lab for BIO 306.

Prerequisite: . Corequisite: Corequisite: Take BIO-306. . Offered: Occasional.

BIO 310 - Immunology (3)†

An introductory course in immunology in which the basic principlesand concepts are stressed. Topics to be studied include the nature of antigens, haptens, immunoglobulins, and complement and their interactions; the structure, behavior, and interactions of the cell types involved in the immune response; natural resistance and acquired immunity; immune tolerance; allergies; autoimmunity; immune deficiencies; and the histocompatibility complex.

Prerequisite: Prerequisite: Complete BIO-135 and four semesters of college chemistry. Take BIO-318 either previously or concurrently. Offered: Even Fall.

BIO 318 - Genetics (4)†

Animals, plants, and microorganisms are used to illustrate the principles of heredity, including a consideration of classical Mendelian transmission genetics, molecular genetics, and population genetics. Students conduct a limited research project and a seminar on a specific topic. Problem-solving approach is emphasized. (LA)

Prerequisite: Prerequisite: Complete BIO 135 with minimum grade of C- or above. . Corequisite: Co-Requisite: Take BIO-318L. Offered: Every Spring.

BIO 318L - Genetics Lab (-)

Lab for BIO 318

Corequisite: Corequisite - take BIO-318. Offered: Every Spring.

BIO 324 - Invertebrate Zoology (4)†

An organ systems approach to a study of the adaptations of various invertebrate species to the marine, freshwater, and terrestrial environments. Each student completes a self-designed and executed research project.

Prerequisite: Prerequisite: Complete BIO-136 and BIO-135 or ENV-105 and BIO-208. . Corequisite: Corequisite: Take BIO-324L. Offered: Occasional.

BIO 324L - Lab:Invertebrate Zoology (-)

Lab for BIO 324.

Corequisite: Corequisite: Take BIO-324. Offered: Occasional.

BIO 326 - Vertebrate Zoology (4)†

The evolutionary relationships of vertebrate groups, their organ systems, and the homeostatic functions of those systems in their physiological and behavioral adaptations.

Prerequisite: Prerequisite: Complete BIO-136, BIO-135 or ENV-105, and BIO-203 or BIO-208. . Corequisite: Corequisite: Take BIO-326L. Offered: Occasional.

BIO 326L - Lab-Vertebrate Zoology (-)

Lab for BIO 326.

Corequisite: Take BIO-326. Offered: Occasional.

BIO 331 - Ornithology (4)†

Avian biology emphasizing identification, behavioral patterns, and adaptations for survival; lecure and laboratory. Offered every even spring term. (LA)

Prerequisite: Prerequisite: Complete BIO-135 and BIO-136 or BIO-208 and ENV-105 with minimum grade of C- or above. . Corequisite: Corequisite: Take BIO-331L. Offered: Even Spring.

BIO 331L - Lab:Ornithology (-)

Lab for BIO-331.

Corequisite: Corequisite: Take BIO-331. Offered: Occasional.

BIO 337 - Ecology (4)†

A qualitative and quantitative study of the interrelationships of organisms and the environment; lecture and laboratory. Also listed as ENV-337. (LA)

Prerequisite: Prerequisite: Complete BIO-136 or ENV-105 with a minimum grade of C- . Corequisite: Corequisite: Take BIO-337L. Offered: Odd Spring.

BIO 337L - Lab:Ecology (-)

Lab for BIO 337.

Corequisite: Corequisite: Complete BIO-337. Offered: Odd Spring.

BIO 342 - Mammalian Anatomy (4)†

Students will examine the anatomy of the mammal, with a focus on human anatomy. The course is designed to serve as a pre-gross anatomy course for students planning to continue graduate study in the biological sciences or medical school. The course will include detailed description/examination of tissue histology and the anatomy of major organ systems, including dissections and possible visits to a gross anatomy lab and autopsies. Three hours of lecture and one 3-hour laboratory per week.

Prerequisite: Prerequisite BIO-135, BIO-136, CHM-111 with minimum grade of C- or higher. . Corequisite: Corequisite: BIO-342L. Offered: Even Spring.

BIO 342L - Lab:Mammalian Anatomy (-)

Lab for BIO 342.

Corequisite: Corequisite: Take BIO-342. Offered: Even Spring.

BIO 343 - Neuroanatomy and Physiology (4)†

Detailed study of the development, morphology, internal configuration, function, and pathological defects of the central nervous system.

Prerequisite: Prerequisite: Complete BIO-222 or BIO-234 with a minimum grade of C or consent of the instructor. . Corequisite: Corequisite: Take BIO-343L. Offered: Every Fall.

BIO 343L - Lab-Neuroanatomy & Physiology (-)

Lab for BIO 343.

Corequisite: Corequisite: Take BIO-343. Offered: Every Fall.

BIO 351 - Vertebrate Physiology (4)†

This course is intended for junior and senior natural science majors. A detailed study of homeostatic and control mechanisms of vertebrates. Body systems to be examined include: cardiovascular, respiratory, renal, digestive, musculoskeletal and endocrine systems; lecture and laboratory. (LA)

Prerequisite: Prerequisite: Complete BIO-135, BIO-136, CHM-111 and BIO-380 with a minimum grade of C-. . Corequisite: Corequisite: Take BIO-351L. Offered: Odd Spring.

BIO 351L - Lab:Vertebrate Physiology (-)

Lab for BIO 351.

Corequisite: Corequisite: Take BIO-351. Offered: Odd Spring.

BIO 353 - Cell and Molecular Biology (4)

Detailed treatment of ultrastructure and function of eukaryotic cells is balanced with the study of cellular function at the molecular level. Students also develop an appreciation for appropriate techniques and current literature; lecture and laboratory.

Prerequisite: Prerequisite: Complete BIO-318 and CHM-207. Each prerequisite must be completed with a grade of C- or higher. . Corequisite: Corequisite: Take BIO-353L. Offered: Odd Spring.

BIO 353L - Lab:Cell and Molecular Biology (-)

Lab for BIO 353.

Corequisite: Corequisite: Take BIO-353. Offered: Odd Spring.

BIO 360 - Limnology (4)†

An interdisciplinary study of inland waters: lakes, streams, rivers, estuaries and wetlands. Water topics to be studied include: unique characteristics, distribution, origins, and the biological, physical and chemical composition. A primary focus will be on the ecological and economical importance of water and human impacts. Laboratory and field work are required. Also listed as ENV 360.

Prerequisite: Prerequisite: Complete BIO-136 and CHM-111 or ENV-105 and BIO-208. . Corequisite: Corequisite: Take BIO-360L. Offered: Occasional.

BIO 360L - Lab:Limnology (-)

Lab for BIO 360.

Corequisite: Corequisite: Take BIO-360. Offered: Occasional.

BIO 370 - Botany (4)†

An introduction to plant biology. Topics include structure and function, development, reproduction, ecology, and the impact of plants on society. Consideration will be from the cell to the whole plant and from ecosystems to global processes. Laboratory and field work are required. Also listed as ENV-370. (LA)

Prerequisite: Prerequisite: Complete BIO-136 or ENV-105. . Corequisite: Corequisite: Take BIO-370L. Offered: Even Fall.

BIO 370L - Lab:Botany (-)

Lab for BIO 370.

Prerequisite: Corequisite: Take BIO-370. Offered: Even Fall.

BIO 380 - Biostatistics (3)†

Application of statistical techniques to scientific research in the environmental and health-related fields, including medicine, biology, public health, and the environmental sciences and the development of new tools to study these areas. This course is an introduction to the most frequently used parametric and non-parametric techniques for analyzing biological data. The design of experiments, methods of sampling, and the presentation of data will also be covered. Assignments will involve manual calculations and the use of statistical software.

Prerequisite: Prerequisite: Complete MAT-102 or higher and BIO-135 or BIO-136 with a minimum grade of C-. Offered: Every Fall.

BIO 390 - Junior Seminar in Natural Science (3)†

Instruction in critical reading and analysis of recent primary and secondary source journal articles in the scientific literature. Students will also explore graduate school and career options. Each student will develop and present a substantial review paper on a focused problem in a specific discipline in biology, biochemistry or environmental science. Also, listed as CHM-390 and ENV-390.

Prerequisite: Prerequisite: Complete BIO-136 ENG-112, BIO-318 CHM-206 with a minimum grade of C- . Offered: Every Fall.

BIO 398 - Undergraduate Research (1.00-4.00)

Opportunity for students to conduct investigative study in the laboratory and/or field or to perform some type of creative work not covered by other courses. The student will work with a faculty member to develop a research proposal, and carry out the proposed work. Completed Application for Research and Research Proposal forms are required. The course will culminate with the preparation of a research report. May be repeated. Also listed as CHM 398 and ENV 498.

Prerequisite: Pre-requisite: Consent of Instructor. Offered: Every Fall and Spring.

BIO 399 - Independent Study (2.00-4.00)

Offered: Occasional.

BIO 400 - Evolution (3)

This course uses animal and plant examples to illustrate and clarify fundamental concepts of evolution, with emphasis on evolutionary mechanisms and theory. Classical and modern contributions to our understanding of evolution as the unifying concept of biology will be examined. (LA)

Prerequisite: Prerequisite BIO-318 with minimum grade of C-. Offered: Even Spring.

BIO 450 - Senior Seminar in Natural Science (2)†

Instruction in analysis and presentation of original research. Each student will analyze and interpret data collected from a project executed as part of an upper-level course, junior or senior Field Period experiences, summer research internship or BIO/ENV/CHM 499 Senior Research in a specific discipline of biology, biochemistry or environmental science as appropriate for his/her major and concentration. Each student will prepare a public presentation of his/her research. This is considered the capstone course for students completing majors within the natural science. Also listed as CHM 450 or ENV 450.

Prerequisite: Prerequisite: Complete BIO-390. Offered: Every Spring.

BIO 495 - Advanced Topics in Biology (3)†

An advanced study of a specific topic within biology. Intended for juniors and seniors, or for students with an appropriate background in biology. The student may repeat the course, but not the topic.

Offered: Occasional.

BIO 495L - Lab-Advanced Topics in Biology (-)

Lab for BIO 495.

Offered: Occasional.

BIO 499 - Senior Research (1.00-4.00)†

Opportunity for senior students to conduct original investigative study in the laboratory and/or field, or to perform creative work of the type not covered by other courses. The student will work with a faculty member to develop a research proposal, and carry out the proposed work. Completed Application for Research and Research Proposal forms are required. The work may be a continuation of a project started in BIO/CHM/ENV 398 or another course. The project will culminate in the preparation of a formal research report. May be repeated. Also listed as CHM 499 and ENV 499.

Offered: Occasional.

BUS - Business

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

BUS 101 - Introduction to Business and Society (3)

An examination of contemporary business institutions and their relationship to society. Topics include historical antecedents, basis of the American enterprise system, functional areas of business, and principles of management.

Offered: Every Fall.

BUS 135 - Business Ethics (3)†

Foundations and development of business institutions in America; goals, values, and ethics in a business world; ethical dilemmas, ambiguities, conflicts, and uncertainties in business; scope and responsibilities to society, the firm, and ethical principles.

Offered: Occasional.

BUS 202 - Business Law (3)

An introduction to legal principles and their relationships to business organizations. Representative topics include the constitutional authority to regulate business, consumer law, employment and labor relations law, torts and crimes related to business, and intellectual property. A substantial part of the course covers contract law and commercial paper. Cases from New York law are used extensively to assist the students in understanding the everyday applications of the law.

Offered: Every Fall and Spring.

BUS 290 - Field Period in Business (3)

Off-campus experiential education opportunity that allows the students to apply his/her academic knowledge to a real-career business setting.

Offered: Every January and Summer.

BUS 295 - Introductory Topics in Business (1.00-3.00)

An advanced study of a specific topic within business. Intended for juniors and seniors, or for students with an appropriate background in business. The student may repeat the course, but not the topic.

Offered: Occasional.

BUS 301 - Introduction to Business Research (3)†

This course will serve as an introduction to the rationale and procedures of business research. While emphasizing business writing skills, topics will include: nature and purposes of research; access and library research tools for bricks and mortar and online resources and methods necessary for application in the business environment Students will develop critical skills needed as consumers and producers of research. By the end of the course, students will have the following knowledge and skills: 1. Knowledge of how to engage in independent research that is pertinent to his or her career. The independent research is to be carried out in the library and through companies, associations, unions, government agencies, brokers, and other sources of vital information. 2. Understanding of how to develop teamwork by assisting each other in obtaining information regarding their stated interests and goals. 3. Understanding research techniques and methods of obtaining pertinent information for current or future careers.

Offered: Occasional.

BUS 302 - Advanced Business Law (3)

This course explores, among other things, bankruptcy, agency, real and personal property, partnerships, corporations, sales, secured transactions, legal liability of accountants, and the Securities Acts of 1933 and 1934. Cases from New York law are used extensively to assist the student in understanding everyday applications of the law. This course is required for, but not restricted to, accounting majors and provides preparation, in part, for the Uniform Certified Public Accounting Examination (Law Part).

Prerequisite: Prerequisite: Complete BUS-202. Offered: Occasional.

BUS 320 - Intro Research and Analysis/Statistics (4)†

An introduction to research and its tools for the adult learner as both a consumer and producer of statistics and research. This module has specific emphasis upon helping the adult learner to complete the action research project and understand managerial decision-making processes.

Offered: Occasional.

BUS 330 - Operations and Production Management (3)

An in-depth study of operations and production management, including both theory and current practice. Key topics include operations strategies, product and process design, plant capacity and location, manufacturing technology, quality management, continuous improvement, services operations, project management, supply chain management, and JIT/lean manufacturing. Emphasis is placed on general concepts, current practice, and problem solving.

Prerequisite: Prerequisite: Complete BUS-101, SS-231, and MAT-102 (or higher). . Offered: Every Fall.

BUS 335 - Issues in Management (3)

In this module, adult learners examine management control functions, strategic planning, and organizational structure and design. Also studied are motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation concepts and skills are covered through readings and class practice, with an analysis of the effect on productivity. Total Quality Management (TQM) is contrasted with Management by Objectives (MBO).

Offered: Occasional.

BUS 341 - Accounting for Managers (3)

This course will provide an overview of the preparation, analysis, and understanding of financial statements and how the information is also used for internal planning, control and decision making. This course stresses the importance and usefulness of relevant accounting information and will cover such topics as financial statement presentation and analysis, costing methods, short term and long-term decision making, budgeting, and variance analysis.

Offered: Occasional.

BUS 350 - International Business (3)

This course offers an introduction to the vital issues of international business includingeconomics, political, cultural and operational differences with emphasis on multinational corporate policy and strategy.

Prerequisite: Prerequisite: Complete ACC-101, BUS-101, ECO-210, ECO-211, and MKT-220. . Offered: Even Fall.

BUS 355 - Managerial Finance (3)

This module first covers the organization-wide use of financial planning within the firm. The adult learner then explores the financial tools available for planning and analysis, as well as how those tools are utilized to manage cash flows and financial resources, and to evaluate future investment opportunities. Next, three primary topics in corporate finance are developed. These topics include the importance of short-term finance for current operations, the use of capital budgeting tools for investment analysis, and the foundation of long-term finance for defining the organization's cost of capital and optimal capital structure.

Offered: Occasional.

BUS 360 - Managerial Marketing (3)

Through assigned readings, stimulations, case studies, and class discussions, adult learners are exposed to basic marketing theory and terminology. They are given the opportunity to apply this newly acquired knowledge to analyze real-world cases exploring domestic and international marketing opportunities and problems. This exploration provides adult learners with the skills and confidence to identify and evaluate critical marketing data. Adult learners learn to use data to develop workable and successful programs to solve problems and capitalize on opportunities.

Offered: Occasional.

BUS 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

BUS 410 - Entrepreneurship (3)

Prerequisite: junior or senior standing business students. This course unites business theory and practical application by means of the Keuka Collegewine project. The project allows students to practice entrepreneurship by managing their own for-profit microenterprise. The students, with supervision, will perform the functions of management, marketing, and accounting. Student entrepreneurs will be responsible for product development, procurement and supply, quality control, labeling, packaging, advertising and sales, ordering and distribution, and financial reporting for the project. (Offered every spring.)

Prerequisite: Program must be BUS and JR or SR. Offered: Every Spring.

BUS 420 - Business Law (4)

This module examines the history, background, sources and influences of our modern day law as it pertains to the business activities of individuals, corporations and other legal entities, with particular emphasis upon business litigation, legal liabilities, alternative dispute resolution techniques, and the laws governing contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships, and corporations.

Offered: Occasional.

BUS 430 - Legal, Ethical, Regulatory Business (3)†

This course addresses the diversity implications as a normal and necessary part of business decisions in the legal environment. It offers a view of the legal environment of business from the broader perspective of not only the law and its theory, but also how it works in practice taking into consideration the factors of ethics and diversity. The goal of this course is to equip students for the legal, ethical, regulatory, and diversity implications of the business world they will move into, so that their decisions do not result in surprising, expensive, protracted, and embarrassing litigation that could have easily been avoided. By the end of this course, students will have the following knowledge and skills: 1. Understanding of what law is and what it is designed to do. 2. Understanding of the interplay between law, equity, morals, and justice. 3. Knowledge of the various areas and different classifications of law. 4. Understanding the role and importance of ethics in business. 5.Understand the interplay of the law and regulation in the business environment. 6. Understanding how diversity may play a role in business and legal issues.

Offered: Occasional.

BUS 440 - Project Management (3)

This course teaches the skills of process management in a wide range of project applications from concept through operations. Planning, scheduling, controlling, economic analysis, quality control, and customer satisfaction are stressed in this course". By the end of this course, students will have the following knowledge and skills: 1. Understanding of project management principles and practices. 2. Knowledge of the influences of an organization and its stakeholders on a project. 3. Understanding of the integration, scope, and time management elements of a project.

Offered: Occasional.

BUS 444 - Strategic Management (3)

This course introduces the student to the process by which strategic business decisions are made and implemented. It also incorporates prior functional course material in an integrated manner as a foundation for successful business management. Formal studies, casework, and a comprehensive term project are used to reinforce learning. This is the capstone course for all majors with the Division of Business and Management.

Prerequisite: ClassLevel must be Sr. Offered: Every Spring.

BUS 450 - Strategic Planning (3)

This course introduces adult learners to various management planning models and techniques and applies these to business cases. It stresses the concepts of stategic planning and strategic management.

Offered: Occasional.

BUS 490 - Business Simulation (3)

Executives and Managers realize that the most important part of a business strategy is executing it. Unfortunately, most organizations are better at developing a strategic plan than implementing one. This course will build upon your previous course work by actually applying a business strategy in an organization using a business simulation. Business simulations are one of the many different methods for learning business skills. Reading textbooks teaches the foundations of business theory, and real-world experience often shows the difficulty of putting those theories into practice. A web based management simulation game is used in this course. In the simulation, you and your group will be competing directly against other teams in your class. The simulation provides a very dynamic learning experience. Customers and competitors will change, new products will be introduced, and the economy will have its ups and downs. Competing in this environment will require complex analysis and decision-making. The simulation challenges you to make tough decisions in Accounting, Finance, Marketing, Manufacturing, Negotiations, and Profit Analysis. The simulation is designed to be a fun, but challenging experience.

Prerequisite: Prerequisite: Complete BUS-302, INS-301Q, BUS-335, BUS-340, BUS-355, ORG-445, BUS-430, MKT-365, and BUS-440. . Offered: Occasional.

BUS 495 - Advanced Topics in Business (1.00-3.00)

An advanced study of a specific topic within business. Intended for juniors and seniors, or for students with an appropriate background in business. The student may repeat the course, but not the topic.

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

CFS - Child & Family Studies

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

CFS 123 - Intro Human Development (3)†

Human development from conception to old age; physical growth, perception, cognition, emotional growth, social interaction, and personality.

Offered: Every Fall and Spring.

CFS 223 - Close Relationships (3)

Relationships are central to our lives: friends, parents, siblings, or romantic partners. This course investigates theory and research of close relationships. This will include attraction, relationship development and maintenance, friendship and social support, love, sexuality, intimacy, communication, conflict, dissolution and divorce, lonelieness, and bereavement. (LA)(EI)

Offered: Every Spring.

CFS 238 - Adolescence (3)†

Biological,societal, familial, and peer influences inadolescent behavior; problems of youth in society.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123 or CFS-123. Offered: Every Spring.

CFS 249 - Infancy & Early Childhood Development (3)†

Development from conception through preschool years; physical development, intellectual functioning, achievement behavior, social and personality development, sex differences, and application of developmental principles; theories of child development, including Piaget's concepts of intellectual functioning.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123 or CFS-123. Offered: Every Fall and Spring.

CFS 250 - Substance Abuse and Families (3)

Substance abuse within family systems and society at large is a prevalent issue in social work practice. This course will provide an overview of the progression of substance abuse and how it has an impact on individuals, families, social institutions, and communities. Identification of substance abuse and dependency, basic counselor-client practice skills, and levels of social work intervention will be incorporated into the curriculum. The format will be interactive and experiential.

Prerequisite: Prerequisite: Complete BIO-202. Offered: Every Spring.

CFS 251 - Adulthood and Aging (3)†

Develop-mental processes of aging including family adjustment, marriage, single adults, menopause and climacteric, intellectual development, retirement,senescence, death, and dying.

Prerequisite: Prerequisite: Complete PSY-101, PSY-123 or CFS-123. . Offered: Odd Fall.

CFS 252 - Development in Middle Childhood (3)†

Development from age 6 to puberty; theories of child development;social, emotional, personality, and perceptual-intellectual development; family, peer, and social influences in development; and sex differences and achievement behavior.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Offered: Every Fall and Spring.

CFS 295 - Intro to Topics in Child & Family Study (3)

This course examines the interactional processes of family systems including communication processes, bonding behaviors, management of conflict and aggression, and negotiation of family crisis. We will be applying three perspectives (structural, intergenerational, and contextual models) to our exploration of family functioning.

Offered: Occasional.

CFS 321 - Developmental Psychopathology (3)†

A survey of selected psychological disorders of children from the developmental perspective. Topics include diagnostic characteristics of the disorders, the identification of factors that influence that development of psychopathology in children, the developmental implications of existing psychopathology and treatment modalities.

Prerequisite: Prerequisite: Complete PSY-336. Offered: Odd Spring.

CFS 323 - Juvenile Delinquency (3)†

This course approaches juvenile delinquency as a unique kind of crime different from ordinary adult crime in etiology, motive, prevention, justice system, and treatment. Emphasis on research findings and synthesis of theoretical perspectives in analysis and explanation of delinquency. Also listed as CRM 323 and SOC 323.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Even Fall.

CFS 324 - Family Interaction (3)

This course examines the interactional processes of family systems includng communication processes, bonding behaviors, management of conflict and aggression, and negotiation of family crisis. We will be applying three perspectives (structural, intergenerational, and contextural models) to our exploration of family functioning.

Offered: Even Fall.

CFS 331 - Youth Services Delivery System (3)

Child welfare services and the juvenile justice system; the impact of such problems as abuse, juvenile delinquency, and emotional disturbance on children; and the child as a human being. (Offered every fall semester.)(3)

Offered: Every Fall.

CFS 344 - Sociology of the Family (3)†

Structure, process and function of family systems, emphasizing historical development and change in such areas as economics, gender roles and socialization; types of families, including extended, nuclear, single parent, blended, binuclear, and gay and lesbian families, noting variation in family form and impact of social policies.

Prerequisite: Prerequisite: Complete SOC-101. Offered: Every Fall.

CFS 346 - Family Violence (3)†

This course provides an introduction to the estimates of prevalence, severity, and types of family violence in the United States. A history of family violence and the ideologies, social policy, law, and cultural practices and attitudes that structurally support family violence will be explored. Students will gain an understanding of the sociological and social psychological factors that contribute to and perpetuate family violence, examine the theoretical perspectives currently utilized in the study of family violence, and apply them to various types of family violence. The course provides for a critical examination of a range of policies and programs designed to prevent and respond to particular forms of family violence. Also listed as SOC 346.

Offered: Even Spring.

CFS 390 - Field Period in Child & Family Studies (3)

A supervised practicum in sites providing services to children and families. Working individually with faculty, students will identify specific learning goals and research, and literature that will inform their experience and that will provide the basis for a summative analytical report integrating research and practice. Students must submit an initial proposal for approval by the end of the fourth week of the semester prior to the anticipated Field Period. May be repeated for credit.

Offered: Every January and Summer.

CFS 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

CFS 420 - Child & Family Studies Seminar (3)

Discussion and analysis of selected topics in the growth and development of children and families. The course will include student-initiated research projects, including final selection of research area, literature review, generation of hypotheses, operational definition of variables, data-gathering analysis, and presentation and discussion of results.

Offered: Every Fall.

CHM - Chemistry

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

CHM 107 - Elements of Physiological Chemistry (4)†

An introduction to the fundamental concepts of chemistry that are necessary to understand key principles relevant to the human body's basic biochemicals and their activities. This course is intended for students in health related fields. Topics include the composition of atoms and molecules, mass balance, energy, properties of gasses and solutions, acid base chemistry, nuclear chemistry, the chemistry of carbon, and the major classes of biological molecules. Concepts will be reinforced in the laboratory.

Corequisite: Corequisite: Take CHM-107L. Offered: Occasional.

CHM 107L - Lab: Elements of Physiological Chemistry (-)

Lab for CHM-107

Corequisite: Corequisite: Take CHM-107. Offered: Every Spring.

CHM 111 - General Chemistry I (4)†*

Introduction to fundamental chemical principles and concepts. Emphasis on atomic and molecular structure, basic bonding theory, and reactions in an aqueous environment. Strong laboratory component. Lecture and laboratory.

Prerequisite: take MAT-102 or MAT-105 or MAT-106; . Corequisite: Corequisite: Take CHM-111L. Offered: Every Fall.

CHM 111L - Lab: General Chemistry I (-)

Lab for CHM 111.

Corequisite: Corequisite: Take CHM-111. Offered: Every Fall.

CHM 112 - General Chemistry II (4)†*

This is the second course of the two-course sequence in general chemistry. It covers advanced bonding concepts, chemical kinetics, and thermodynamics. Solution equilibria, solubility and complex ion equilibria, and electrochemistry also are important components of the course. Laboratory work stresses quantitative analysis using traditional gravimetric and volumetric techniques, as well as instrumental methods.

Prerequisite: Prerequisite: Complete CHM-111 and MAT-102 (or higher). . Corequisite: Corequisite: Take CHM-112L. Offered: Every Spring.

CHM 112L - Lab: General Chemistry II (-)

Lab for CHM 112.

Corequisite: Corequisite: Take CHM-112. Offered: Every Spring.

CHM 206 - Organic Chemistry I (4)†

Principles of covalent bonding as they apply to aliphatic and aromatic systems, including Lewis structures, molecular geometry, and bond polarity. Analytical techniques such as ultraviolet and infrared spectroscopy are used to investigate structure. Major emphasis is placed on the knowledge of nomenclature and functional group chemistry. An introduction to reaction mechanisms and stereochemistry is provided. Laboratory work stresses functional groups, separation techniques, and qualitative analysis. Lecture and laboratory.

Prerequisite: Prerequisite: Complete CHM-112 with a minimum grade of C-. . Corequisite: Corequisite: Take CHM-206L. Offered: Every Fall.

CHM 206L - Lab: Organic Chemistry I (-)

Lab for CHM 206.

Corequisite: Corequisite: Take CHM-206. Offered: Every Fall.

CHM 207 - Organic Chemistry II (4)†

Synthesis and analysis of organic compounds. Nuclear magnetic resonance and mass spectroscopy are used as analysis tools in the identification of unknowns. Insights into electrophilic and nucleophilic reaction mechanisms. Laboratory emphasizes synthetic schemes and qualitative organic analysis.

Prerequisite: Prerequisite: Complete CHM-206. . Corequisite: Corequisite: Take CHM-207L. Offered: Every Spring.

CHM 207L - Lab: Organic Chemistry II (-)

Lab for CHM 207.

Corequisite: Corequisite: Take CHM-207. Offered: Every Spring.

CHM 295 - Introductory Topics in Chemistry (1.00-4.00)†

An introductory study of a specific topic within chemistry. Intended for freshmen and sophomores, or for students with little or no background in chemistry. The student may repeat the course, but not the topic.

Offered: Occasional.

CHM 310 - General Biochemistry (4)†

A survey of the structures and functions of the major groups of biologically important macromolecules (proteins, nucleic acids, lipids and carbohydrates), as well as their metabolism and regulation. The laboratory provides experience with common experimental procedures and emphasizes techniques for protein and DNA analysis.

Prerequisite: BIO-135 and CHM-207 with a minimum grade of C-. . Corequisite: Corequisite: Take CHM-310L. Offered: Fall.

CHM 310L - Lab: General Biochemistry (-)

Lab for CHM-310L

Corequisite: Take CHM-310 . Offered: Fall.

CHM 315 - Analytical Chemistry (4)†

Fundamentals of quantitative chemical analysis. Gravimetric, volumetric, and spectroscopic determinations relevant to acid-base, complexometric, potentiometric equilibria. Lecture stresses the theory of multiple equilibria. Laboratory stresses hands-on, multiple determinations. The analytical chemistry of environmentally-and forensically-significant problems forms a major part of the course. The understanding and proper use of descriptive statistics is stressed throughout the course.

Prerequisite: Prerequisite: Complete MAT-102 with a minimum grade of B and CHM-112 with a minimum grade of C. . Corequisite: Corequisite: Take CHM-315L. Offered: Even Spring.

CHM 315L - Lab: Analytical Chemistry (-)

Corequisite: Corequisite: Take CHM-315. Offered: Even Spring.

CHM 320 - Advanced Biochemistry (4)†

An examination of specific topics in biochemistry. Emphasis on development of the individual student's laboratory skills. Students will complete an individual research project.

Prerequisite: Prerequisite: Complete CHM-310. . Corequisite: Corequisite: Take CHM-320L. Offered: Even Spring.

CHM 320L - Lab: Advanced Biochemistry (-)

Lab for CHM 320.

Corequisite: Corequisite: Take CHM-320. Offered: Even Spring.

CHM 328 - Introduction to Physical Chemistry (4)†

Theory and application of the laws of thermodynamics: heat, work, energy, enthalpy, entropy, free energy. Properties of solutions, chemical equilibrium, kinetics, and quantum chemistry.

Prerequisite: Prerequisite: Complete CHM-112, MAT-106, and PHY-201. . Corequisite: Corequisite: Take CHM-328L. . Offered: Odd Spring.

CHM 328L - Lab: Introduction to Physical Chemistry (-)

Lab for CHM 328.

Corequisite: Take CHM-328. Offered: Odd Spring.

CHM 340 - Environmental Chemistry (4)

Study of the influence of chemical interactions internal and external to ecosystems and on a global level -- reactions, solubilizations, equilibrium and dynamics in and between soils, freshwater, oceans, and the earth's atmosphere. Influences of anthropogenic perturbations to the hydrosphere, lithosphere, and atmosphere. (LA)

Prerequisite: Prerequisite must take CHM-112 CHM-206 with minimum grade of C- or higher. . Corequisite: CHM-340L.

CHM 340L - Lab for Environmental Chemistry (-)

Lab for CHM 340

Corequisite: CHM-340. Offered: Even Spring.

CHM 390 - Junior Seminar in Natural Science (3)†

Instruction in critical reading and analysis of recent primary and secondary source journal articles in the scientific literature. Students will also explore graduate school and career options. Each student will develop and present a substantial review paper on a focused problem in a specific discipline in biology, biochemistry or environmental science. Also, listed as CHM-390 and ENV-390.

Prerequisite: Prerequisite: Complete BIO-136 ENG-112, BIO-318, CHM-207; Minimum grade C- . Offered: Every Fall.

CHM 398 - Undergraduate Research (1.00-4.00)

Opportunity for students to conduct investigative study in the laboratory and/or field or to perform some type of creative work not covered by other courses. The student will work with a faculty member to develop a research proposal, and carry out the proposed work. Completed Application for Research and Research Proposal forms are required. The course will culminate with the preparation of a research report. May be repeated. Also listed as CHM 398 and ENV 498.

Offered: Every Fall and Spring.

CHM 399 - Independent Study (2.00-4.00)

Offered: Occasional.

CHM 450 - Senior Seminar in Natural Science (2)†

Instruction in analysis and presentation of original research. Each student will analyze and interpret data collected from a project executed as part of an upper-level course, junior or senior Field Period experiences, summer research internship or BIO/ENV/CHM 499 Senior Research in a specific discipline of biology, biochemistry or environmental science as appropriate for his/her major and concentration. Each student will prepare a public presentation of his/her research. This is considered the capstone course for students completing majors within the natural sciences. Also listed as BIO 450 or ENV 450.

Prerequisite: Prerequisite: Complete CHM-390. . Offered: Every Spring.

CHM 495 - Advanced Topics in Chemistry (1.00-4.00)†

An advanced study of a specific topic within chemistry. Intended for juniors and seniors, or for students with an appropriate background in chemistry. The student may repeat the course, but not the topic.

Offered: Occasional.

CHM 495L - Lab:Adv Topics in Chemistry (-)

Lab for CHM 495

Offered: Occasional.

CHM 499 - Senior Research (1.00-4.00)†

Opportunity for senior students to conduct original investigative study in the laboratory and/or field, or to perform creative work of the type not covered by other courses. The student will work with a faculty member to develop a research proposal, and carry out the proposed work. Completed Application for Research and Research Proposal forms are required. The work may be a continuation of a project started in BIO/CHM/ENV 398 or another course. The project will culminate in the preparation of a formal research report. May be repeated. Also listed as ENV 499 and BIO 499.

Offered: Occasional.

CJS - Criminal Justice Systems

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

CJS 301 - Current Issues in Criminal Justice (3)†

Study of selected current issues in the field of criminal justice systems, within the context of the origins, histories, ideologies assoiciated with law enforcement, judicial, and corrections components. Intended for adult learners with appropriate backgrounds in the criminal justice field.

Offered: Occasional.

CJS 303 - Applied Criminology (3)†

Critical examination of theories and research findings in criminology; methods of control and treatment of crime; evaluation of theories and methods as they apply to selected types of crimes, with emphasis on needs and directions for future efforts.

Offered: Occasional.

CJS 305 - Criminal Law and Procedure (3)†

Comparative study of the criminal law with emphasis in the United States Constitution, highlighting first, fourth, fifth, and sixth amendments; prosecution and defense in crimes against persons, property, and public order; application of the New York State penal law and definitions.

Offered: Occasional.

CJS 307 - Current Issues in Law Enforcement (3)†

Scrutiny of current issues in law enforcement at local, state, and federal levels. Analysis of current styles of policing, interactions among police,citizens, and the media. Identification and analysis of problem areas such as police corruption, use of excessive force and violation of citizen privacy rights. Intended for adult learners.

Offered: Occasional.

CJS 309 - Current Issues in the U.S. Judiciary (3)†

Examination of the issues currently facing the judiciary at the local, state, and federal levels in the U.S. criminal justice system. This course explores what, if any, effects that a changing democratic society has on the judiciary. Such issues as mandatory sentencing, term limits for appointed judges, and specialized courts (i.e. drug and veteran courts) may be areas of focus. Intended for adult learners and delivered in an accelerated format.

Offered: Occasional.

CJS 313 - Issues Corrections/Community Corrections (3)†

Detailed analysis of philosophies, theories, and practices surrounding punishment and corrections. Critical examination of incarceration, community corrections, and the issue of capital punishment. Intended for adult learners utilizing adult learning theory.

Offered: Occasional.

CJS 315 - Deviance and Social Control (3)†

Advanced study of what constitutes deviant behavior and the interaction between deviants and the agents of social control. Emphasis on relevant theories in contemporary criminological research. Intended for adult learners.

Offered: Occasional.

CJS 317 - Juvenile Delinquency:Development/Trends (3)†

This course approaches juvenile delinquency as a unique kind of crime, different from ordinary adult crime in etiology, motive, prevention, justice system, and treatment. Emphasis on research findings and synthesis of theoretical perspectives in analysis and explanation of delinquency.

Offered: Occasional.

CJS 321 - The Investigative Process (3)†

Scientific inquiry into the methods employed in successful crime solving. Emphasis on evidence gathering, criminalistics, case preparation and criminal profiling. Secondary emphasis on report writing skills. Intended for adult learners, utilizing adult learning theory.

Offered: Occasional.

CJS 325 - Critical Thinking in Criminal Justice (2)

Offered: Occasional.

CJS 335 - Emerging Threats / Crim Justice Trends (3)

Criminal Justice is a constantly evolving and changing field as each of the three components (law enforcement, courts, corrections) tries to meet the needs of a democratic society as technology continues to advance and society changes. This course will explore those changes in law enforcement, courts, and corrections, how they have evolved from a historical perspective and what emerging changes may be on the horizon. This course will be delivered in a 5-week accelerated format.

Offered: Occasional.

CJS 340 - Home Sec: Terror/Nat Dis & Democracy (3)

This course examines the concepts of homeland security as it has evolved in the post-9/11 era. Includes the exploration of both foreign and domestic terrorism including motivations. Additionally, the course will explore the threats from natural disasters as seen after Hurricanes Katrina and Sandy and how each brings unique challenges to balancing the security of the U.S. with the freedoms of its citizenry in a democratic society. This course will be delivered in the accelerated 5-week format.

Offered: Occasional.

CJS 395C - CJS: Special Topics (-3)

Offered: Occasional.

CJS 403 - White Collar Crime (3)†

Offenses committed by the more privileged members of society in the course of their occupation, including crimes such as embezzlement committed by individuals for personal gain, and crimes for corporate gain that violate business law committed as part of regular business practice.

Offered: Occasional.

CJS 405 - CJ Action Research Project (4)†

Designing and reporting of an original criminal justice research project. Application of reserch and comm8nication skills to rpepare, present and defend relevant findings to a critical audience. This course requires a high level of research and writing by the student.

Offered: Occasional.

CMP - Computer Applications

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

CMP 120 - Introduction to Computer Applications (3)†

Students will gain mastery of the use of personal computer operating system software, and applications such as word processing, spreadsheets, presentation software, the internet, and e-mail programs. These knowledge tools will be used to develop a knowledge base of fundamental Information Systems concepts and to show understanding of these concepts through a presentation. The software currently used is Microsoft Office: Word, Excel, Powerpoint and Access in a Windows environment.

Offered: Occasional.

CMP 305 - Design in a Digital World (3)†

This course will examine some of the principal implications of digital technologies and new media for the field of art and design. Students will explore the ways in which new media and digital tools have influence the practice of art and design and apply what they have learned in creating digially-based projects of their own. Attention will be paid to social media, online publishing, open-source software, and selected digital tools; guest lecturers will offer practical insights and guidance regarding the theory and practice of art and desing in digital contexts.

Offered: Every Fall and Spring.

CMP 350 - Management Information Systems (3)

This course serves as an introduction to information systems concepts and applications in business. Topics include software, hardware, decision support and knowledge based systems, database, information systems design and implementation, and the management of information systems. By the end of this course, the students will have the following knowledge and skills: 1. Understand the relationships between the use of information systems and business productivity. 2. Be able to provide overviews on a variety of special information systems, such as Business Intelligence, Geographic Information Systems, operating systems, etc. 3. Know protocols, standards, and standard-setting agencies and organizations in information systems. 4. Understand the practice and relevance of information systems auditing and governance.

Offered: Occasional.

COM - Communication

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

COM 122 - Introduction to Communication (3)†

A survey of communication theory and activities, including verbal, nonverbal and mediated communication. Provides an introduction to the field of communication studies.

Prerequisite: Prerequisite: Complete ENG-110. Offered: Every Spring.

COM 123 - Public Speaking (3)†

Theory and practice of speaking before a variety of audiences. Research for and preparation of original speeches.

Offered: Every Fall and Spring.

COM 150 - Understanding Digital Communication (3)†

This course provides students with the knowledge, critical thinking, communication, and problem-solving skills necessary to participate effectively in a world in which digital information is increasingly important. Students will develop a wiser set of vital literacy skills to ensure they can understand, analyze, and evaluate the messages they encounter daily and effectively utilize digital tools to design and distribute their own messages in a classroom and, ultimately, in the workplace.

Offered: Every Fall.

COM 200 - Journalism Practicum (1)

The new course COM 200 Journalism Practicum would address basic journalistic skills, such as newsworthiness and practical application in news-writing style. The course focuses on making news judgments, gathering evidence and constructing narratives. Throughout the semester students will be engaged in conversation with practitioners in the field, participate in mandatory seminars and workshops, and practice experiential learning in the classroom, transforming a "news budget" into a campus newspaper. Students in this course would also contribute to complementary medium, such as the Keukonian website and its social media outlets. After this course, students will have a broad understanding of the business of journalism, modern delivery platforms and print design and layout.

Offered: Every Fall and Spring.

COM 201 - Interpersonal and Group Communication (3)†

Provides an introduction to the theory and practice of interpersonal and group communication. The course emphasizes experiential learning, as students apply theoretical concepts to journal questions, communication plans and team class leadership.

Prerequisite: Prerequisite: Complete COM-122 or with consent of the instructor. Offered: Every Fall.

COM 250 - Graphic Design (3)†

Graphic design is a creative process that combines art and technology to communicate messages and ideas through visual media. This course introduces students to the elements and principles of graphic design, and their application to a variety of contexts and modes of communication. Digital and traditional tools are applied through the development of technical skills in layout and design, spatial relationships and color, typography, and print production. the course includes strategies for idea generation and concepts in visual problem solving to shape and convey a visual message.

Prerequisite: Class Level must be SO JR SR. Offered: Every Fall.

COM 295 - Introductory Topics in Communication (1.00-3.00)†

An introductory study of a specific topic within communication. Intended for freshmen and sophomores, or for students with little or no background in communication. The student may repeat the course, but not the topic.

Offered: As Needed.

COM 310 - Digital Storytelling (3)†

A course that explores the application of digital technologies to the art of storytelling and the creation and analysis or narratives within digital environments. Students will examine the integration of text, image, and sound within digital stories, and explore various forms and formats of web-based storytelling: fiction, documentary, animation, video games, virtual reality, and other emerging applications.

Prerequisite: Pre- or co-requisite ENG-112 or consent of instructor. Offered: Every Fall.

COM 320 - Business and Professional Writing (3)†

The study and practice of the formal writing used by professionals in the fields of business, social service, health care, and science. Includes business letters and resumes, formal reports, and a variety of other forms of writing used in the professional fields mentioned above.

Prerequisite: Prerequisite: Complete ENG-112. Offered: Every Spring.

COM 321 - Media Writing (3)†

Techniques of journalism applied to a series of news and feature writing assignments. Attention to writing for broadcast (television and radio) and electronic (online), as well as print media. Includes supervised practical experience with on- and/or off-campus organizations.

Prerequisite: COM-122 and ENG-112. Offered: Every Fall.

COM 330 - Digital Illustration (3)†

This course provides students with the foundational design skills and technical knowledge they need to create original digital illustrations using bitmap-based, vector-based, and 3D modeling digital applications. Students will learn to translate their experience in traditional analog media (drawing, painting, collage, sculpture) into the digital realm.

Prerequisite: Prerequisite: Complete ART-250 or COM-250. Offered: Even Spring.

COM 340 - Web-Based Design (3)†

This course is intended to provide an overview of design principles for web-based applications. Students will become familiar with the theory and practice behind effective design for the web, including designing web pages, wire-frames, responsive interfaces, navigation, landing pages, web-based advertisements, and e-mail campaigns. Classes will include discussions, lectures and hands-on designing. Students will be required to complete collaborative and individual projects.

Prerequisite: Complete ART-250 as either a prerequisite or corequisite. Offered: Odd Spring.

COM 350 - Digital Publishing (3)†

Course is designed to acquaint students with the skills necessary to compose and produce journals, newsletters, brochures, advertising, and public relations materials, using the most current page layout software. Students will be expected to master journalistic editing skills as well as creative methods of layout and design.

Prerequisite: Prerequisite take ENG112 and ART/COM 250. Offered: Every Fall.

COM 394 - Communication Studies Field Period (3)

Off-campus experiential education opportunity that allows the student to apply his/her academic knowledge to a real-career setting.

Prerequisite: Class Level must be Jr Sr. Offered: Every January and Summer.

COM 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

COM 420 - Communication Theory (3)†

A study of the major theories that address group, interpersonal, organizational and mass communication, including their development, history and influence, and how these theories apply to workplace experiences. Theories to be studied will include interpersonal communication; relationships and influencing behavior; group and public communication including group decision-making and conflict management; intercultural communication; gender communication differences; mass media communication; and others.

Prerequisite: Prerequisite: Complete COM-122 or with consent of the instructor. Class Level must be Jr Sr. Offered: Occasional.

COM 421 - Media Frontiers (3)†

A study of the historical development and contemporary practice of new media and online communication technologies. Students will investigate the changing role of journalism and mass media in an online environment; examine online entrepreneurship and new media startups; and analyze the changing roles of readers and writers in the online media environment. The growing importance of social networks and social media in advertising, marketing and public relations will also be reviewed. Students will learn the new ways and forms in which knowledge is being created, including the changing role of libraries, online scholarly publications, the so-called wisdom of crowds, and online information literacy.

Prerequisite: Prerequisite: Complete COM-122, junior or senior standing, or consent of the instructor. Class Level must be Jr Sr. Offered: Every Fall.

COM 428 - Organizational Communication (3)†

Students will become familiar with the role of communication in organizational cultures, the structure of organizational communication systems, and strategies for managing organizational communication. Students study the processes of organizational communication, focusing on how theoretical approaches may be applied to practical problems and are expected to apply what they learn from the text and classroom discussions to text questions, team consulting projects, and a communication problem analysis, with solution suggestions.

Prerequisite: COM-122 and COM-201 or with consent of the instructor. Offered: Even Spring.

COM 484 - Senior Practicum in Communication (3)

Students complete 80-hour on- or off-campus communication interships and participate in two weekly seminar meetings, with emphasis on portfolio preparation and job search skills. Evaluation will be based on a report from the student's internship supervisor, hard-copy and e-portfolios of the student's work, and a final, oral presentation consisting of the portfolios and responses to hypothetical interview questions.

Prerequisite: Class Level must be Jr or Sr. Offered: Every Spring.

CRM - Criminology Criminal Justice

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

CRM 100 - First Year Workshop (1)

A one credit hour workshop for the purpose of 1) socializing students to the process of building the Learning Portfolio; 2) orienting to occupations/careers (and related processes) in social science, criminal justice, and related fields; 3) demonstrating linkages between academic training, applied work, and specific occupational roles; and 4) fostering an appreciation for practices consistent with life long learning and continued professional development. (Also listed as SOC 100)

Offered: Every Fall.

CRM 101 - Introduction to Criminal Justice (3)†

Study of the criminal justice system, including law enforcement, the courts, and correctional methods; origins, ideologies, and consequences of various systems, both historically and cross-culturally, with emphasis on contemporary American criminal justice.

Offered: Every Fall.

CRM 211 - Relations of Law Enforcement (3)†

Issues of law enforcement agencies at local, state, and federal levels; interrelations with other criminal justice agencies and community groups, such as the media and neighborhood watch groups; problem areas, such as (perceived) police intrusion, corruption, and excessive force.

Prerequisite: Prerequisite: Complete CRM 101. Offered: Fall.

CRM 221 - Criminal Investigation (3)†

Methods of step-by-step inquiry in search of evidence to establish facts connected with crimes, their commission, and the perpetrators; methods of criminalistics to examine and evaluate physical crime evidence; the role of law in these processes.

Prerequisite: Prerequisite: Complete CRM-101. Offered: Even Fall.

CRM 231 - Courts, Prosecution and Defense (3)†

Study of the structures, courtroom work groups; lower criminal courts, trial courts, and appellate courts; judges, prosecutors, and defense counsel; prosecution, adjudication, and sentencing.

Prerequisite: Prerequisite: Complete CRM-101. Offered: Spring.

CRM 232 - Punishment, Treatment and Corrections (3)†

Philosophies, theories, and practices in the post-conviction stage of criminal justice; institutionalization and its alternatives, such as parole, community service, probation, and restorative justice.

Prerequisite: Prerequisite: Complete CRM-101. Offered: Spring.

CRM 234 - Juvenile Justice (3)†

This course examines how juveniles are treated differently from adults in the court system. The course will cover the history of the juvenile justice system, how juveniles become involved in the juvenile justice system; the role of police, probation, DA, judges, schools and the community in the juvenile justice system.

Prerequisite: Prerequisite: Complete CRM-101. Offered: Even Spring.

CRM 255 - Criminal Justice Ethics (3)†

This course explores theories of ethics and justice in their application to criminal justice professional practice. It takes a sociological approach by exploring choices and issues faced by professionals in case studies drawn from the criminal justice system, relating these to major theories of ethics and justice, social structure, and social interaction. Review of selected research will be used to demonstrate the undesirable outcomes associated with ethical lapses. Students will practice applying theoretical methods to the resolution of moral dilemmas and ethical issues at all levels-from criminal justice policy making to enforcement and corrections. The course will review codes of ethics that establish standards of behavior expected in various fields of criminal justice. Students will come to understand what constitutes a clear and consistent ethical decision as they are encouraged to compare formal ethical systems to their own personal beliefs and to relate both of these to choices they might someday face in the criminal justice professions.

Prerequisite: Prerequisite: Complete CRM-101 and SOC-101. Offered: Odd Spring.

CRM 275 - Environmental Sociology (3)†

This course is an introduction to the field of environmental sociology, the study of the interaction between human societies, social behavior and the natural environment. Focusing on modern societies, we examine social and cultural factors that 1) affect the overall societal-environmental relationship and, 2) affect environmental problems and collective efforts to respond to them. Social factors include social-structural elements such as the economy, crime, government and communities as well as patterns of social inequality. Cultural factors include prevailing and competing beliefs about the natural environment and values as manifested in lifestyle, aesthetics and civic participation. Social movements addressing these factors will also be examined.

Prerequisite: Prerequisite: Complete SOC-101. Offered: Odd Fall.

CRM 285 - Criminology (3)†

This course offers a survey and critical evaluation of criminological theories and criminological research. An emphasis is the evaluation of the theories and research methods as they apply to select types of crimes. Implications for research and the treatment and control of crime are addressed.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Every Fall.

CRM 295 - Introductory Topics in Criminology (3)†

An introductory study of a specific topic within criminal justice. Intended for freshmen and sophomores, or for students with little or no background in criminal justice. The student may repeat the course, but not the topic.

Offered: Occasional.

CRM 301 - Criminal Law (3)†

Comparative study of criminal law with emphasis on the United States Constitution, highlighting first, fourth, fifth, and sixth amendments; prosecution and defense in crimes against persons, property, and public order; application of New York state penal law and definitions.

Prerequisite: Prerequisite: Complete CRM-101 and SOC-202. Offered: Every Spring.

CRM 303 - Victimology (3)†

This course involves the study of issues related to crime victimization. An overview of the historical and emerging role of victimology as a field of study provides the foundation necessary to examine patterns of victimization. A survey of theories of victimization emphasizes how the recognition of victims in the study of crime influences criminological theory and research. Issues particular to types of offenses and to specific populations of victims are examined and discussed. Myths surrounding crime victims and victimization are critically evaluated for their accuracy and explanatory value. The relationship between the crime victim and the criminal justice system is also examined. Implications for researchand policy are explored. Also listed as SOC 303.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Even Spring.

CRM 311 - Organized Crime (3)†

Comparative study of local, regional, national and international crime groups and organizations as part of a criminal system that includes government officials, business leaders and police; provision of unlawful services in strong public demand and protection through corruption and intimidation. Also listed as SOC 311.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Occasional.

CRM 322 - White Collar and Corporate Crime (3)†

This course examines the conceptualization, operational definitions and typologies of white collar and corporate crime. Methods of studying these crimes are evaluated. A survey of theories and a review of research findings and case studies serves to identify the impacts of these crimes on both the individual and society. They also highlight the individual, organizational, and contextual variables related to offending. This course provides an introduction to the various social, political, and legal controls on white collar and corporate offending, and policy implications for responding to and controlling these crimes. Also listed as SOC 322.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Odd Fall.

CRM 323 - Juvenile Delinquency (3)†

This course approaches juvenile delinquency as a unique kind of crime, different from ordinary adult crime in etiology, motive, prevention, justice system, and treatment. Emphasis on research findings and synthesis of theoretical perspectives in analysis and explanation of delinquency. Also listed as SOC 323 and CFS 323.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Even Fall.

CRM 346 - Family Violence (3)†

This course provides an introduction to the estimates of prevalence, severity, and types of family violence in the United States. A history of family violence and the ideologies, social policy, law, and cultural practices and attitudes that structurally support family violence will be explored. Students will gain an understanding of the sociological and social psychological factors that contribute to and perpetuate family violence, examine the theoretical perspectives currently utilized in the study of family violence, and apply them to various types of family violence. The course provides for a critical examination of a range of policies and programs designed to prevent and respond to particular forms of family violence. Also listed as SOC 346.

Prerequisite: Class Level must be Jr. Offered: Odd Spring.

CRM 353 - Drugs in American Society (3)†

This course is designed to provide specific knowledge about contemporary alcohol and drugs issues. Drug use and abuse are examined as social-rather than medical or psychopathological-phenomena. Course materials review how, why, and when drugs were and are feared, exalted, condoned, and/or stigmatized. Specifically, the course addresses the history of drug use and regulatory attempts in the United States; the relationship between drug use and racism/class conflict; pharmacology and use patterns related to specific drugs; perspectives on the etiology of drug use/abuse; drug using subcultures; drug policy, drug legislation, and enforcement; the promotion and condemnation of drug activities in the mass media. Also examined are the problems associated with drug use and sale, such as physical and mental health changes, familial problems, crime and violence. Also listed as SOC 353.

Prerequisite: Prerequisite: Complete ENG-112. Offered: Occasional.

CRM 390 - Criminology/Criminal Justice FldPd (3)

Initial educational experience in criminology and criminal justice agency setting to learn basic operations and participate in agency activities. Involves final group discussion and written analytical report.

Offered: Every January and Summer.

CRM 395 - Intermediate Topics in Criminology (3)†

An intermediate study of a specific topic within criminal justice. Intended for sophomores and junior students. The student may repeat the course, but not the topic.

Prerequisite: Prerequisite: Take SOC-101. Offered: Occasional.

CRM 399 - Independent Study (3)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

CRM 401 - Internship Criminology/Crm Justice (12)

Supervised field work in a criminology and criminal justice setting. In addition to field work experience, completion of journal, written assignments and special projects under the guidance of a faculty member in the program is required. Must be Senior status and be in a CRM or SOC program to register

Prerequisite: Program must be CRM or SOC and SR Class Level must be Sr. Offered: Fall and Spring.

CRM 490 - Criminology/Criminal Justice Fld Pd (3)

Advanced educational experience in criminology and criminal justice agency setting to learn basic operations and participate in agency activities. Involves final group discussion and written analytical report.

Prerequisite: Program must be CRM and SR. Offered: Every January and Summer.

CRM 510 - Leadership in Criminal Justice (3)

This course will engage students in a critical examination of the changing nature of work and organizational conditions that create new challenges relating to the skills of public/non-profit leaders. In addition to skill development in the areas of goal setting, problem solving and communications, this course will include assessment of personal leadership style, decision making and capacity to act as an organizational change-agent. The ability tolead others through change will be a central theme of the course.

Offered: Occasional.

CRM 520 - Ethics for Criminal Justice Professional (3)

This course will discuss how ethics impact decision making at all levels of Criminal Justice from the 'line worker' to the 'program director. Students will be exposed to several different approaches to what is ethics, including the works of Socrates, Kant, Bentham, Mills, Plato as well as others. Several contemporary ethical issues affecting the Criminal Justice professional will be discussed.

Offered: Occasional.

CRM 530 - Admin Issues in CJ Organizations (3)

This course will examine the many varied agencies that make up Criminal Justice in America. It will explore tensions between these agencies and examine administrative ways in which the tensions can be addressed and how agencies can work together to achieve each of their own independent goals.

Offered: Occasional.

CRM 540 - Decision Making for CJ Administrators (3)

This course is designed to enable students to use various decision-making models and techniques for more effective decisions making. Students will be exposed to Statistical Analysis, Preferential Analysis, Decision Trees, as well as other decision-making models. Emphasis will be placed on group and team decision-making.

Offered: Occasional.

CRM 550 - Human Resource Administration in CJ (3)

This course covers human resource administration principles and skills useful for both supervisors and directors of public and non-profit agencies. The role of the human resource administrator, affirmative action, civil service procedures, employee rights, compensation and benefits and performance appraisals and training of employees will be covered in this course.

Offered: Occasional.

CRM 560 - System-Wide Issues in CJ Administration (3)

This course will focus on current issues in the field of Criminal Justice. Current topics that may be covered in this course are, the use of drug Courts, the use of domestic Violence Courts, the use of community Policing, the role of civil Incarceration of Child Molesters etc. The course will follow the best practices approach and will focus on how research helps determine what works and what does not work in Criminal Justice Administration.

Offered: Occasional.

CRM 570 - Legl/Case Law Impactng CJ *3 Administrators (3)

This course covers legal issues affecting Criminal Justice Organizations at the local, state and national level. The course also deals with legal/case laws impacting on how administrators handle the daily operations of their agencies.

Offered: Occasional.

CRM 580 - Introduction to Action Research (2)

This course will be an introduction to the rationale and procedures of action and evaluation research. Topics covered include the nature and purposes of research, planning and conducting research, critiquing and evaluating research, as well as how research can be used to assist in organizational development and improvement.

Offered: Occasional.

CRM 581 - Statistics for Action Research (2)

This course will cover the tools needed for statistical analysis in the social sciences. Students will learn statistical designs to be used in the completion of the capstone course of Action Research Project CRM 600.

Offered: Occasional.

CRM 590 - Criminal Justice As Public Policy (3)

The focus of this course is how crime can be seen as a public problem and public policy issue. This course will focus on the function of bureaucracies and how bureaucracies' formulate and implement public policies which deal with crime and security for the public.

Offered: Occasional.

CRM 600 - Action Research Project (6)

This is the capstone course for the Masters Program. This course will integrate all of the previous courses taken by the students into a student developed action/evaluation research project. Students will design, research, and conduct an action research project. Upon completion of the research project each student will present their findings to the cohort class as well as to faculty members of the Masters in Criminal Justice Administration.

Prerequisite: Prerequisite: Complete CRM-580 and CRM-581. Offered: Occasional.

DAN - Dance

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

DAN 101 - Introduction to Dance (3)†*

An overview of the study of dance as an art form through discussion of dance and its relation to the other arts. Technique sessions introduce students to classical forms and exploration of modern and jazz modes. Emphasis is on the fundamentals of movement, rhythm, composition, and style. This course provides students with an opportunity to experience and develop an appreciation for dance. Offered as a fine arts core option.

Offered: Every Fall.

DAN 102 - Concert Workshop (1)

Study of the methods used by choreographers involving patterns, dynamics, and symbolism through improvisation and structured formats. Public performance by audition only. May be repeated for up to six credit hours.

Offered: Occasional.

DAN 130 - Basics of Modern Dance (1)

Fundamentals of modern dance technique creating the development of strength, flexibility, balance, control, and endurance. Study of styles evolved by Denishawn, Wigman, Limon, Humphrey, Graham, and others.

Offered: Occasional.

DAN 140 - Basics of Jazz Dance (1)†

Elementary jazz techniques and their foundation in various ethnic cultures. Application to contemporary dance forms and exercise programs.

Offered: Occasional.

DAN 201 - Dance, Self, and Culture (3)†*

A consideration of the fundamentals of movement, dance composition and personal style as expressed within a range of cultures from around the world. Students will be introduced to some of the many forms and methods of self-expression through dance from around the globe, and the ways in which different cultures conceive the self and its awareness in and through the body, with the intent that these encounters will inform the student's own experiences and experiments in the art of dance.

Offered: Every Fall.

DAN 205 - Movement in the Wider World (3)†*

An exploration of how movement creates meaning in our everyday lives by examining different dance forms and the evolution of movement in performance and in everyday expression. Students will learn to recognize and to interpret body movement, develop an increased awareness of mind-body connectivity, and learn how to use movement to enhance personal expression and communication. The course will culminate in a major-specific project that requires specific analysis of movement within students' major and will therefore enhance studies in Occupational Therapy, Psychology, Business, and Education, for example.

Offered: Every Spring.

DAN 211 - Advanced Techniques (3)†

By audition only, for selected individuals who have completed intermediate training in ballet or modern dance techniques. Required for a minor in dance. A student should seriously consider her/his ability to participate in this course when choosing a minor. Primarily a studio course focusing on the proper execution of technical skills.

Offered: Occasional.

DAN 295 - Introductory Topics in Dance (1.00-3.00)†

An introductory study of a specific topic within dance. Intended for freshmen and sophomores, or for students with little or no background in dance. The student may repeat the course, but not the topic.

Offered: Occasional.

DAN 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr or Sr. Offered: Occasional.

DD - Developmental Disabilities

DD 398 - Practicum Treatment for Dev Disability (3)

Students will explore factors relevant to developing day treatment and day habilitation programming for adults who have severe/profound mental retardation. Topics will include consumer need, staff management, program development, and regulations related to treatment service provision. The course includes a weekly seminar.

Prerequisite: Prerequisite: Complete EDU-211. Offered: Occasional.

DL - Digital Learning

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

DL 120 - Introduction to Computer Applications (3)

Students will gain mastery of the use of personal computer operating system software, and applications such as word processing, spreadsheets, presentation software, the internet, and e-mail programs. These knowledge tools will be used to develop a knowledge base of fundamental Information Systems concepts and to show understanding of these concepts through a presentation. The software currently used is Microsoft Office: Word, Excel, Powerpoint and Access in a Windows environment.

Offered: Every Fall and Spring.

DL 150 - Understanding Digital Communication (3)†

This course provides students with the knowledge, critical thinking, communication, and problem-solving skills necessary to participate effectively in a world in which digital information is increasingly important. Students will develop a wider set of digital literacy skills to ensure they can understand, analyze, and evaluate the messages they encounter daily and effectively utilize digital tools to design and distribute their own messages in a classroom and, ultimately, in the workplace.

Offered: Every Fall.

DL 151 - Introduction to Digital Learning (3)†

Introduces digital learning and systems thinking by exploring a diversity of coding environments and languages and the applications for which these can be used. An overview of multiple languages will be covered to demonstrate both the commonality of systems, the diversity of applications created, and to prepare students for more formal programming.

Offered: Every Spring.

DL 201 - Fundamentals Code and Digital Thinking (3)

An overview and practice of coding fundamentals and digital thinking will be covered through a variety of applications including games, digital media, mobile apps and other activities relative to the students' major. Students will gain an understanding of how computer code works, how it applies to digital tools, and how it can be used to better understand and use data. An introduction to coding and understanding how digital tools work by learning about how people and technology interact.

Prerequisite: Prerequisite: Complete DL-151. (Required, Previous). Offered: Every Fall.

DL 215 - Data Formats and Management (3)

The use of data in the decision-making process has become more relevant with improvements in information technology. The course begins with a general introduction to the field of data science. The purpose of this course is to introduce the student to sources of data, data types and file structures, relational data models, the SQL language, and the importance of "tidy" data. The student will be introduced to basic commands for the SQL language and the R programming language. The student will use R to create "tidy" data (focusing on the areas of loading, cleaning and transforming data). The student will learn to interact with relational databases through the sue of MySQL (one of the most popular database systems). Included will be a brief introduction of "big data".

DL 290 - Digital Learning Field Period (3)

Off-campus experiential education opportunity that allows the student to apply his or her digital learning knowledge to a real-career setting.

Offered: Every January and Summer.

DL 295 - Intro Topics/Digital Learning (1.00-3.00)†

An introductory study of a specific topic within digital learning. Intended for freshmen and sophomores, or for students with little or no background in digital learning. The student may repeat the course, but not the topic.

Offered: As Needed.

DL 310 - Digital Storytelling (3)†

A course that explores the application of digital technologies to the art of storytelling and the creation and analysis or narratives within digital environments. Students will examine the integration of text, image, and sound within digital stories, and explore various forms and formats of web-based storytelling: fiction, documentary, animation, video games, virtual reality, and other emerging applications.

Prerequisite: Prerequisite: Complete ENG-112. Offered: Every Fall.

DL 311 - Data Analytics: Big Data & Visualization (3)†

This course builds on the introductory coding and digital thinking concepts taught in DL/ART/COM/ENG-150 and DL-151. Techniques in accessing, collecting analyzing, interpreting and presenting data clearly in visual form in order to understand information and solve problems. Students will learn how data is created, stored, and communicated.

Prerequisite: Prerequisite: Complete DL-150 and DL-151. Offered: Every Spring.

DL 315 - Time Series Analysis & Forecast Tech *3 (3)†

Time series analysis involves statistical methods to provide meaning and understanding of temporal data. Forecasting uses models to predict future values based on historical observed values. In this course students will be introduced to both frequency and time domain methods. Thses methods will include spectral analysis, auto-correlation, and cross correlation. Specific models and techniques to be covered are regression, multivariate, moving average, autoregressive integrated mvoing average (ARIMA), seasonal, exponential smoothing, linear and non linear, and Markov chains. Students will use the R programming language for statistical analysis and model building.

Prerequisite: prerequisite DL-215.

DL 390 - Digital Learning Capstone (3)

This capstone course provides the interface between digital thinking and learning theory and skills (previous four DL courses) and the students' major/program. Students will learn to become digital thinkers in their disciplines. A review and synthesis of the four Digital Learning courses allow students to understand their skills in context. A project-based course, students create major-specific digital-based products that attempt to solve existing problems or advanced knowledge or skills in their major.

Prerequisite: Prerequisite: Complete DL-150 DL-151 DL-311 and DL-310. Offered: Every January and Summer.

DL 399 - Independent Study (1.00-3.00)

Independent study in digital learning.

Offered: As Needed.

DL 495 - Advanced Topics in Digital Learning (1.00-3.00)†

An advanced study of a specific topic within digital learning. Intended for juniors and seniors, or for students with an appropriate background in digital learning. Student may repeat the course but not the topic.

Offered: Occasional.

ECO - Economics

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

ECO 210 - Principles of Macroeconomics (3)†

National income analysis; aggregate demand and supply of goods and services, aggregate investment and savings, and equilibrium in the national economy. Fiscal policy, money, banking, and monetary policy.

Offered: Every Fall.

ECO 211 - Principles of Microeconomics (3)†*

This course will explore price theory and its application to the factors of production, and the concept of elasticity of supply and demand. The course will also cover the relationship of organizations to production, costs, markets, pricing, and alternative economic systems. International trade and monetary policy will also be explained.

Offered: Every Spring.

ECO 295 - Introductory Topics in Economics (1.00-3.00)†

Division of Basic and Applied Social Sciences. An introductory study of a specific topic in economics. Intended for freshmen and sophomores, or for students with little or no background in economics. The student may repeat the course, but not the topic.

Offered: Occasional.

ECO 350 - Principles of Economic Theory (3)†

Economics is the social science of choices, whether that choice is made by an individual, a firm, a government or a planet. It is a science in that economists try to explain and rationalize behavior through models and hypothesis testing. It is social science because, at the end of the day, interaction between economic agents is what drives the most interesting and engaging questions in the discipline. This course will introduce to you what it means to "think like an economist." We begin with the foundations that underlie all of economics. We then divide and explore the two broad divisions within economics: microeconomics, which deals with individual agents' behavior, and macroeconomics, which deals with broad trends of the economy. By the end of this course, the students will have the following knowledge and skills:
1. Understanding the principles of economic theory. 2. Knowledge of the fundamental principles of micro-economic and macro-economic theory. 3. Ability to make decisions that apply their knowledge of 'thinking like an economist' to a current relevant situation.

Prerequisite: Prerequisite: Complete BUS-302. Offered: Occasional.

ECO 370 - Principles of Sustainability (3)†

The purpose of this class is to explore current challenges and opportunities facing firms in the area of sustainability. Through lectures, case discussions, and a course-long project, each week we will examine and critically evaluate contemporary trends in sustainable business practices with respect to environmental protection, community/economic development, and consumer welfare. Using the realm of sustainable business practices, we will address related issues of incorporating social values into business objectives, social responsibility and the need to meet triple bottom lines relating to people, planet, and profit. The learning objectives of the course ensure the students have the following knowledge and skills: 1) Understanding the relationship between sustainable business practices, consumer welfare, and ecological systems. 2) Understanding the business practices that work harmoniously with nature. 3) Understanding the interdisciplinary nature of sustainable enterprise. 4) Understanding how a sustainable philosophy can be implemented to compliment the greater context of a firm's corporate strategy.

Prerequisite: Prerequisite: Complete ECO-350. Offered: Occasional.

ECO 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

ECO 495 - Advanced Topics in Economics (1.00-3.00)†

An advanced study of a specific topic in economics. Intended for juniors and seniors, or for students with an appropriate background in economics. The student may repeat the course, but not the topic.

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

EDU - Education

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

EDU 002 - Mandated Reporting Workshop

Review the common school problems that result essentially from child abuse within the home, investigate the reasons for such treatment of children, how to recognize the signs of abuse, how to deal with the problems, how to refer to appropriate agencies, and address the obligations that teachers have when they become aware of such situations in the classroom. This course will be offered as a pass/fail option with a grade of S or U. This workshop is required for New York state teaching certification.

Prerequisite: Take EDU-410 either as a prerequisite or a corequisite. Offered: Every Fall and Spring.

EDU 003 - Violence Prevention Workshop

A three-hour workshop addressing violence and bullying prevention and intervention. This workshop is required for the New York State teacher certification addressing SAVE and Dignity for All Students (DASA) legislation. The course will address warning signs, statutes, regulations, and policies, effective classroom management techniques, and how to participate in an effective school/community referral process. This course will be offered as a pass/fail option with a grade of S or U.

Prerequisite: Take EDU-410 either as a prerequisite or corequisite. Offered: Every Fall and Spring.

EDU 105 - Introduction to Education (3)†

The purpose of this course is to introduce students to important foundations of American education. The focus is on the role of schools in American society, and the diversity of learners in schools today. Legal, historical and special education issues impacting the education of learners in American schools are introduced. The structure and governance of schools, issues related to curriculum, and the profession of teaching will also be explored. The course will also introduce the students to theories and theorists, and the importance of planning for instruction including writing lesson goals and objectives through the creation of learning segments. The ultimate goal of this course is to help students begin to develop critical and multiple perspectives about education in a democratic society, and the importance of meeting the needs of all learners in this setting.

Offered: Every Fall and Spring.

EDU 209 - Early Child Perspective in Disabilities (3)†

This course focuses on the developmental, learning, behavioral, and social charcteristics and needs of infants, preschoolers, and young children with disabilities. Course content includes focus upon the historical perspective of special education, the concepts of early intervention, family-centered intervention practices, interagency collaboration and appropriate strategies for the management and instruction of exceptional students in early childhood environments.

Prerequisite: Take EDU-105 either as a prerequisite or corequisite. Offered: Every Fall.

EDU 210 - Educating Students At Risk (2)†

In support of the education of all students, this course reviews the philosophical, historical, theoretical and legal foundations of special education and the education of other categories of students who are considered at-risk. From this broad perspective, students examine the needs and treatment of students with disabilities as well as other groups including but not limited to migrant, homeless, and incarcerated youth; minorities; gay, lesbian, bi- and transgendered students; first Americans, students with mental health challenges, and students living in poverty. The course also reviews state and federal legislation that impacts educational practice for these students, including the individuals with Disabilities Education Act, and Elementary and Secondary Education Act, (NCLB), and court cases defining ELL education; related district and school decisions are examined as well. An overarching goal is to define what it means to be a special educator or an educator of students who are at risk for other reasons. Issues of social justice and how educators provide a free appropriate public education in the least restrictive environment are explored.

Prerequisite: Take EDU-105 either as a prerequisite or a corequisite. Offered: Every Fall and Spring.

EDU 211 - Societal Perspectives/Special Education (3)†

This course focuses on the developmental, learning, behavioral, and social characteristics and needs of students across the spectrum of disabilities. Etiological factors of disability, effective intervention strategies, and an understanding of societal perceptions related to determinations of disability are emphasized. The course includes discussion on the importance of school, family, and community collaboration in educating and including individuals with disabilities. Fifteen hours of field experiences in local agencies serving individuals with disabilities round out the learning in this course.

Prerequisite: Take EDU-105 and EDU-210 either as Prerequisite or corequisites. Offered: Every Fall and Spring.

EDU 264 - Infants and Toddlers (2)

This course is an orientation to the issues, challenges, opportunities and curriculum of early childhood education from birth to 36 months. Before delving into the specific age designation of birth-36 months, the foundations of early childhood education - developmentally appropriate practice (DAP), New York State Early Learning Guidelines, theories of early childhood learning and development, the history of early childhood education, and ethical conduct in early childhood education - are established. This course examines the principles and theory behind the planning of developmentally appropriate and effective, safe, and healthy environments for infants and toddlers, with an emphasis on play-based curriculum. The impact of culture, family, language, abilities, and early intervention will be addressed. The roles of the early childhood educator will be analyzed. A 5-hour field experience is included in this course.

Prerequisite: Prerequisite: Complete EDU-105. Offered: Every Fall.

EDU 275 - Early Language and Literacy (3)

This course focuses on language and literacy in early childhood, birth through second grade. The emphasis is on supporting learning across this span of development in different naturalistic and instructional settings. To that end, learning theories, development, and appropriate instructional strategies for the acquisition of communicative skills, emergent literacy, and beginning reading and writing are emphasized. The New York State Early Learning Guidelines and Common Core English Language Arts standards provide the framework for instruction within a balanced, thematic approach. The course also includes a 5-hour field experience in an early childhood setting.

Prerequisite: Prerequisite EDU-105 Prerequisite EDU-264; Program must be: Early Ed Major. Offered: Every Spring.

EDU 290 - Exploratory Education Field Period (3)

An off-campus experience in a public or private school as an exploration of teaching as an appropriate career choice. It should provide an exposure to the demands of the teaching profession and the nature of school-aged children. This Field Period does not fulfill either of the two required education Field Periods.

Offered: Every January and Summer.

EDU 29X - Exploratory Education Field Period (3)

Establish which EDU-29X with your advisor based on education pathway.

Offered: Every January and Summer.

EDU 306 - Assessment in Inclusive School (3)

The basic concepts of assessment will be explored, including basic descriptive statistics, simple comparison methods, as well as item analysis. Candidates will create a range of classroom assessment devices, both formative and summative, based on model Common Core Learning Standards units. Candidates will use assessment data, formative and summative, as well as the data from state mandated devices, to guide instruction and planning. Response to intervention is discussed. Attention will be given to the use of assessment results, from norm-referenced and standardized tests, for placement decisions and the planning, and monitoring of IEP goals and objectives for students with disabilities.

Prerequisite: Prerequisite: Complete EDU-105 and EDU-210. Offered: Every Fall and Spring.

EDU 307 - Philosophical Foundations of Education (2)†

This course introduces the historical, social, and philosophical foundations of American educational system. Students will learn about European and other Western philosophies and theories of education affecting the structure of American educational thought. Continued development of the personal philosophy of education is included.

Prerequisite: Prerequisite: Complete ENG-112. Class Level must be SO JR SR. Offered: Every Fall and Spring.

EDU 308 - Teaching in Inclusive Early Childhood (3)

This course emphasizes the role of the teacher as decision-maker; one who manages the instructional/learning environment so as to achieve optimal outcomes of all students, with an emphasis on students with disabilities in inclusive settings. Candidates will have an opportunity to create specially designed instruction for students with disabilities in the regular education setting, as well as in other settings. There is an emphasis on the preparation of IEPs and the concomitant materials. As distinct feature of this course is an examination of the relationship between the regular and special educators and the need for collaboration to insure positive learning outcomes for all students.

Prerequisite: Prerequisite: Complete EDU-210, EDU-211 or 209, EDU-309 or 371. . Offered: Every Fall and Spring.

EDU 309 - Integrated Methods: Childhood (6)

An investigation into how to teach content in the inclusive elementary classroom, with an emphasis on using the Common Core State Standards (http://www.p12.nysed.gov/ciai/comon_core_standard s/) as the framework for instructional planning and assessment. Students will apply a constructivist model of teaching with learner-centered techniques that integrate the content areas, using hands-on learning, manipulatives, inquiry-based and meaningful learning activities at the appropriate developmental level of students. As a result of this course, students will be able to write learning segments and experiences and make appropriate modifications for a diverse group of learners. Students will be able to develop learning opportunities that incorporate brain-based theory, multiple intelligences theory, and the specific learning styles of students. A variety of teaching strategies will be explored, including: use of centers, inquiry and problem-based approaches, direct instruction, the use of technology, and cooperative learning. Fifteen hours of field experience in elementary classrooms, to identify "theory in practice," round out the learning in this course.

Prerequisite: Prerequisite: Complete EDU-306. Corequisite: Take EDU-310. Offered: Every Fall and Spring.

EDU 310 - Literacy in Inclusive Schools (3)

An introduction to the methods and materials for instruction in reading, writing, and the language arts in the inclusive elementary classroom. The emphasis will be on the New York State Standards for Language Arts with integration of those materials into thematic units and literature-based unit planning. The integration of skill instruction into an authentic balanced language program is fundamental to this course.

Prerequisite: Prerequisite: Complete EDU-306. Corequisite: Take EDU-309. Offered: Every Fall and Spring.

EDU 311 - Language in Use (3)†

The roots of this course are in sociolinguistics and the application of linguistics. Students learn about language as social experience - as a situated, fluid communicative phenomenon. Following an introduction to the defining nature and structural components of language, the course briefly investigates language development before focusing on how language is used in different contexts, ranging from more formal settings such as classrooms and places of work to less formal, more personal social settings. Students examine the demands and expectations of successful language use in these various contexts based on such concepts as academic language and language registers. Language variety and identity are explored as well related to regional dialect, ethnicity, race, and gender. This course also touches on trends in language use associated with globalization, such as the spread of English, multilingualism, code switching, and translanguaging and the impact of these on education. The overarching goal of this course is for students to learn how individuals effectively make meaning with one another across a variety of situations and contexts.

Offered: Every Occasional.

EDU 312 - Early Child Literacy & Diverse Learner (3)

This course provides a continued investigation of learning and instruction in language and literacy (reading, writing, listening and speaking) for the early childhood educator. Using the New York State Early Learning Guidelines and the Common Core English Language Arts standards, the course emphasizes how to provide individualized instruction in literacy for English Language Learners, students who are gifted, those with disabilities, and others who may need this type of instruction to achieve. Instruction is provided in how to use literacy assessments to determine appropriate goals for these students and in how to determine and implement corresponding instructional strategies. Culturally relevant pedagogy and other strategies that take students' background into account as part of learning are discussed as well. Interaction with consultant teachers, other specialists, and parents will be addressed.

Prerequisite: Prerequisite: Complete EDU-275 and EDU-372. Corequisite: Take EDU-371. Offered: Every Fall.

EDU 316 - Childhood Literacy & Diverse Learner (3)

A continued investigation of the methods and materials for instruction in reading, writing, and other language arts for the elementary-aged child. Using the New York State Common Core Standards for Language Arts, the course will emphasize the individualization of instruction for children who are gifted and those who exhibit difficulty in learning literacy skills in the self-contained classroom, in pull-out programs, and with specialists working within the self-contained classroom. Students will also learn about the major theories and research related to structure and acquisition of first and second language in order to identify legal, linguistic, cultural, community, and familial topics related to working with Limited English Proficient (LEP) student population. Interaction with consultant teachers, other specialists, and parents will be addressed.

Prerequisite: Prerequisite: Complete EDU-310. Offered: Every Fall and Spring.

EDU 321 - Adolescent Integrative Methods/Classroom (4)

This field-based course examines teaching theory and methods appropriate for the adolescent curriculum in Science, Mathematics, English Language Arts and Social Studies. Candidates will become familiar with the New York State Common Core Learning Standards, and will develop the necessary planning skills and teaching strategies to be an effective teacher in the 7-12 classroom. This is a 15-hour content-specific field experience component in this course.

Prerequisite: Prerequisite: Complete EDU-306. Class Level must be SO JR SR. Offered: Every Fall.

EDU 322 - Instructional Design (3)†

Students examine rationally consistent basis for the design, development, and evaluation of instruction based on cognitive psychology and information-processing theory. This course will prepare prospective instructors to design and develop a course, unit, and module of instruction, and evaluate learner outcomes. Using the nine stages of instructional design procedure and integrating current research and practice in performance systems technology, this course provides applicable skills in any discipline where teaching or training is required. Likewise, this course emphasizes the social and cultural context of learning, learner-centered principles, and the affordances of new technologies, digital learning, and learning environments.

Offered: Every Spring.

EDU 340 - ASL in Education (3)

This course addresses the application and use of sign systems and American Sign Language in education and literacy learning. The course focuses on American Sign Language as it is used within programs serving deaf students; information is presented from a developmental and bilingual-bicultural approach. Students also learn how signs are used to foster communication in early childhood/childhood programs for children with and without disabilities. Studies of sign-supported communication with students with atypical oral language development, such as those with Autism, are also discussed.

Prerequisite: Prerequisite: Complete either EDU-275 or EDU-310. Take ASL-212 either as a prerequisite or corequisite. Offered: Every Spring.

EDU 343 - Educating Students W/Severe Disabilities (3)

This course will provide candidates with a comprehensive review of current information about low incidence disabilities. This course draws on research findings and clinical experience from a number of related disciplines, including psychiatry, psychology, neurobiology and special education disability studies. In addition, candidates will explore the medical, personal, and societal roots and implication of (dis)ability. This is also designed to help teachers develop, adapt and implement literacy and numeracy curriculum and assessments for students with severe and/or multiple disabilities. It will include an examination of various inclusive practices, and the role of the special educator as a manager and instructor.

Prerequisite: Prerequisite: Complete EDU-211.Class Level must be SO JR SR. Offered: Every Fall.

EDU 355 - Educational Psychology (3)†

This course focuses on the understanding and application of psychological findings and principles related to education. It examines the array of individual learning and behavioral differences found in the diverse population of today's schools. Understanding the tenets of the primary theories of learning (behavioral, cognitive processing, developmental, constructivist and socially influenced), along with the potential influence of diversity on learning is examined. The application of these understandings to the teaching of school-aged children is then explored, along with an understanding the psychological aspects of learning environments and instructional organization approaches. Also, listed as PSY-355.

Prerequisite: Prerequisite: Complete either PSY-101 or PSY-123. Offered: Every Fall and Spring.

EDU 357 - Adolescent Literacy I (3)

This course is the first of the two-course sequence designed to provide the adolescent pre-service teacher with the knowledge and skills to ensure that her/his future students develop and use the literacy strategies and skills necessary for success in middle and high school content area classes. This first course introduces key theoretical and practical aspects of literacy learning and teaching that address the particular needs of students in today's diverse classrooms. We explore how literacy practices evolve and can be enhanced, along with the role of critical literacy practices and new literacies in an increasingly globalized world. During this course, pre-service teachers will build a knowledge through practices related to reading, writing, listening and speaking.

Prerequisite: Prerequisite: Complete EDU-306. Corequisite: Take EDU-321. Offered: Every Fall.

EDU 358 - Adolescent Literacy II (3)

The follow-up course to EDU-357 focuses on identifying diverse adolescent learners using assessment of literacy skills as they relate to content areas. Students will learn about the major theories and research related to the structure and acquisition of language in order to help English language learners (ELLs) develop language and literacy and achieve in the content areas. Assessment, diagnosis and remediation are major components of this course. Students will demonstrate understanding of issues and concepts of assessment by developing their own case study in a clinical setting.

Prerequisite: Prerequisite: Complete EDU-357. Offered: Every Spring.

EDU 371 - Early Childhood Curriculum (3)

This course is an investigation into how to teach content knowledge, concepts and skills in the early childhood classroom (inclusive and general education), with an emphasis on using the New York State Early Learning Guidelines and Common Core State Standards as the framework for instructional planning, implementation, and assessment. This course focuses on instructional planning for and teaching of young children in an intentional, developmentally appropriate way utilizing a balance of child-initiated and adult-guided learning that integrates content areas, using hands-on learning, manipulatives, and inquiry-based learning activities and centers. Creating a supportive and purposefully planned environment for learning is also included. There is an 8-hour field experience in this course.

Prerequisite: Prerequisite: Complete EDU-372. Take EDU-105 either as a prerequisite or corequisite. Corequisite: Take EDU-312. EDU 105 Pre/Co Course must be. Offered: Every Fall.

EDU 372 - Assess Early Child Inclusive Settings (3)

This course will look at procedures used to obtain information about an individual's development in academic and non-academic areas, and how to use that information to guide curriculum and planning. Attention will be given to the use of assessment results, from norm-referenced and standardized tests, for placement decisions and planning, and monitoring of IFSP EIP goals and objectives for students with disabilities. There will be a ten-hour field experience in this course.

Prerequisite: Prerequisite: Complete EDU-105. Corequisite: Take EDU-275. Offered: Every Spring.

EDU 373 - Teaching in Inclusive Secondary Schools (3)

This course is designed to provide individuals in the adolescent program with the knowledge and skills necessary for working with individuals with special needs at the secondary level. Included in this course is the preparation of IEPs, Transition Plans, Co-Teaching strategies for secondary settings, communications with students, parents, peers and colleagues, test and instructional modifications, and the use of assistive technology.

Prerequisite: Prerequisite: Complete EDU-211 and EDU-321. Offered: Every Spring.

EDU 374 - Professional/Ldrshp in Early Childhood (3)

This course covers knowledge of how to administer and direct a child care program. Students will study legal requirements, guidelines established by professional organizations, ways to obtain additional professional training, how to network with other professional organizations, referral agencies and funding sources, how to maintain quality early childhood care and education programs and how to follow a professional code of ethics. Students conduct in-depth research of a challenge in the early childhood field. Developing strong, reflective ECE leaders and advocates for young children and their families pervades this course. There is a ten-hour field experience component associated with this course.

Prerequisite: Prerequisite: Complete EDU-105 and EDU-264. Offered: Every Spring.

EDU 383 - Collaborative Transition/Disabilities (3)

This course will provide candidates with the opportunity to understand transition planning from a variety of roles?planner, transition manager/specialist,student advocate and service coordinator. It will also make use of various local venues to provide the candidate with the opportunity to work as a job coach, or life skills coach. Additionally, the candidate will develop an understanding of person-centered planning, strength-based inventories and applications as they relate to IEPs, transition plans and IPPs.

Prerequisite: Prerequisite: Complete EDU-321 andEDU-373. Class Level must be SO JR SR. Offered: Every Fall.

EDU 385 - Teaching in Kindergarten (3)

This course is an intense, deeply concentrated course of study across al the domains needed to become a knowledgeable kindergarten teacher. The course builds upon the candidate's previous knowledge and experiences as they gain knowledge and skills necessary to create an appropriate learning environment in kindergarten. Theoretical underpinnings, as well as planning and assessment techniques unique to teaching kindergarten are examined. Related topics included in this course include: child development, inquiry- based thematic curriculum planning and implementation authentic formative assessment as well as informal screening assessment, appropriate and positive behavior guidance, and an examination of a foundational educational philosophy.

Prerequisite: Prerequisite: Take EDU-371 & EDU-312 or EDU-309 & EDU-310. Offered: Every Spring.

EDU 391 - Regular Education Classroom Field Period (3)

An off-campus classroom experience with exposure to curriculum materials, classroom management, instructional planning, methodology and the professional role of the regular educator. The chronological age of the children should reflect the area of desired certification. This cannot be taken as a freshman Field Period.

Prerequisite: Class Level must be SO JR SR. Offered: Every January and Summer.

EDU 392 - Special Education Field Period (3)

An off-campus classroom experience with exposure to children having identified disabilities and exposure to alternative curriculum materials, accommodating strategies, behavior management techniques, special education instructional methodology and the professional role of the special educator. The supervisor must be a special educator. The chronological age of the children should reflect the age of desired certification. This cannot be taken as a freshman Field Period.

Prerequisite: Class Level must be SO JR SR. Offered: Every January and Summer.

EDU 393 - Inclusion Classroom Educ Field Period (3)

An off-campus education classroom laboratory experience with exposure to curriculum materials, classroom management, instructional planning, methodology and the role of the professional educator. The placement must allow the student to be in a classroom of children with and without disabilities. In order to be counted as a special education experience the supervisor must be a special educator. The chronological age of the children should reflect the age of desired certification. This cannot be taken as a freshman Field Period.

Prerequisite: Class Level must be SO JR SR. Offered: Every January and Summer.

EDU 394 - Education Related Field Period (3)

An off-campus experience in an education-related setting to explore roles and responsibilities of education personnel other than the regular or special educator, or to work children in a non-classroom setting. Appropriate for Education Studies capstone Field Period. Does not fulfill either of the two required education Field Periods.

Prerequisite: Class Level must be SO JR SR. Offered: Every January and Summer.

EDU 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

EDU 39x - Regular Education Classroom Field Period (3)

Establish which EDU-39X with your advisor based on education pathway.

Prerequisite: Class Level must be SO JR SR. Offered: Every January and Summer.

EDU 410 - Professional Management Issues (2)

Issues addressed include integration of knowledge for effective classroom instruction; techniques for classroom management; application of teaching methodologies; individualization of instruction for special needs students; working with parents and the community; the effect of one's own cultural biases and differences that affect one's teaching; and the practice of education in a professional, non-discriminatory and ethical manner. The child abuse training workshop and violence prevention workshop are part of this course.

Offered: Every Fall and Spring.

EDU 411 - Student Teaching Seminar (1)

This seminar is an accompaniment to student teaching, providing students with the opportunity to discuss student teaching experiences, challenges and celebrations, and gain valuable skills in becoming a reflective practitioner. In addition, teacher certification procedures, development of a professional portfolio and job interview techniques are addressed to prepare students for the job search process.

Prerequisite: Prerequisite: Complete EDU-410. Offered: Every Fall and Spring.

EDU 452 - Student Teaching Adolescent Education (11)

Fourteen-week sequence of supervised student teaching in area 7-9 and 10-12 classrooms.

Prerequisite: Prerequisite: Complete EDU-410 one semester prior. Take EDU-411 as corequisite. Class Level must be Sr. Offered: Every Fall and Spring.

EDU 454 - Student Teaching in Childhood & Spec Ed (11)

Fourteen-week sequence of supervised student teaching in elementary and special education.

Prerequisite: Prerequisite: Complete EDU-410 one semester prior. Take EDU-411 as a corequisite. Class Level must be Jr Sr. Offered: Every Fall and Spring.

EDU 455 - Student Teaching: Adolescent & Spec Ed (11)

Fourteen-week sequence of supervised student teaching in secondary and special education.

Prerequisite: Prerequisite: Complete EDU-410 one semester prior. Take EDU-411 as a corequisite. Class Level must be Jr Sr. Offered: Every Fall and Spring.

EDU 456 - Student Teaching in Early Childhood And Special Education (11)

Fourteen-week sequence of supervised student teaching in preschool, kindergarten, or grades 1-2, and special education.

Prerequisite: Prerequisite: Complete EDU 410. Take EDU-411 as a corequisite. Class Level must be Jr Sr. Offered: Every Fall and Spring.

EDU 457 - Student Tchg: Adolescent Gen Spec Educ (11)

Fourteen-week sequence of supervised student teaching in adolescent special education placements, one placement at each developmental grade level: grades 7-9 and 10-12.

Prerequisite: Prerequisite: Take EDU-410. Take EDU-411 as either a prerequisite or corequisite. Class Level must be Jr Sr. Offered: Every Fall and Spring.

EDU 470 - Applied Educational Studies Capstone (4)

This course serves as a capstone. Taught seminar style, this course synthesizes the learning experiences of the Applied Educational Studies major by focusing on real world application of the theories, principles, and practices of instructional design with which students have been working. In the course, students serve as consultants and move through the phases of developing a learning module for their clients: meeting and discussing strategies with clients, developing and implementing a needs assessment using survey instrumentation (Babbie), creating outcomes and designing learning experiences, and assessing the quality of the learning and any changes in behaviors on the part of the participants. The capstone would include a presentation to the class (and to the client) as well as a presentation to the Education Division and to the Keuka College community. An internship in a professional setting where a client is defined and solicited for purposes of the capstone project, is included in this course.

Prerequisite: Class Level must be Sr. Offered: Every Spring.

EDU 495 - Advanced Topics in Education (2)

An advanced study of a specific topic in education. Intended for juniors and seniors, or for students with an appropriate background in education. The student may repeat the course, but not the topic.

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

EDU 501 - Introduction to Educational Research (3)

An introduction to the rationale and procedures of educational research, placing primary emphasis on literacy research. The intent of the course is to help the student become an intelligent consumer of research, and to develop an appreciation for the importance and utility of research. Students will develop critical skills needed as consumers and producers of research. Topics include: the nature and purposes of research, critiquing and evaluation of research, reviewing research literature, valid measurement issues, the use of statistics in research, and types of research. Content from this course will lay the foundation for all courses throughout the program.

Offered: Every Summer.

EDU 530 - Theoretical and Social Found of Literacy (3)

The focus of this course is to lay the groundwork for making evidence-based instructional literacy decisions, and to begin the process of appreciating the need to communicate complex ideas to multiple stakeholders in literacy education. To accomplish these goals, students will: understand current theoretical perspectives in literacy education and literacy acquisition (such as the Piagetian and Vygotskian theories); understand the impact of research and diversity on literacy education; explore the impact literacy and lack of literacy have on individuals; and explore the social-cultural implications surrounding the competing theories of literacy education. To accomplish these goals, the course examines: the evolution of theories of learning that apply to literacy; research that has contributed to evolving models and definitions of reading; and the contributions of theories of literacy (reading and writing) as language-based processes. The course examines this information in the context of social, cultural, and political milieu of education in the United States. An important factor in understanding and using theories is the ability to recognize one's own history, biases and beliefs, and how these impact one's own interpretation and implementation of knowledge. This course begins with students engaging in a self-reflective review of their own literacy learning and beliefs, and how that history and those beliefs affect their literacy education beliefs.

Offered: Every Summer.

EDU 531 - Assessment-Based Instruction I (4)

This course provides an in-depth exploration of teaching methods and materials relevant to literacy instruction for the emergent and developing readers in today's diverse classrooms. This course will examine both the nature and function of formal and informal assessment processes in literacy instruction and best instructional practice that emanates from this assessment. In order to both design literacy instructional programs and to assess student learning, it is vital to be able to place students along a developmental continuum and identify students' proficiencies and areas needing strengthening. Awareness of the influence of culture, class, gender, and context on literacy acquisition informs the teacher's knowledge base when considering this developmental continuum. Language development and its relationship to literacy acquisition will also be examined. Teachers will learn a wide range of instructional practices, strategies, and methods to support reading and writing instruction. Teachers will also demonstrate competency in using a wide range of formal and informal assessment tools and practices that provide data used to craft appropriate teaching strategies for addressing student strengths and needs. Teachers will develop the skills necessary to insure that students experience developmentally appropriate growth in literacy skills. In addition, teachers develop skills to identify students who are not making developmentally appropriate growth, and also learn the appropriate strategies to recover those skills.

Offered: Every Fall.

EDU 532 - Practica B-2 (1)

This supervised field experience in a 3-6 setting provides practice, demontration, self-evaluation and validation of competencies gained in the literacy program. Students under the supervision of a college faculty member will be expected to plan for and practice the course objectives listed in EDU 534 Instruction and Assessment II. Students will be in the practicum for a minimum of 30 hours.

Offered: Every Summer.

EDU 534 - Assessment-Based Instruction II (4)

This course extends the goals identified for Assessment-based Literacy Instruction I (B-2) to the students in elementary grades three through six. The goals include: (1) understanding literacy development and learning, with special application to students at these grade levels; (2) determining individual needs for instruction in literacy skills and strategies with a variety of assessment tools, both formal and informal; and (3) using assessment data and knowledge of development to select and implement instructional strategies and curriculum materials that will facilitate progress in literacy for all students. The intent of these goals is to provide teachers with the skills necessary to facilitate appropriate, timely literacy development in students, as well as to identify and resolve issues that impede progress in literacy. Participants in this course learn to implement a balanced literacy program based on best practices while addressing the needs of older, struggling readers and writers. The course continues awareness of the influence of culture, class, race, ethnicity, gender, and historical and geographical contexts on literacy acquisition.

Offered: Every Spring.

EDU 535 - Practica 3-6 (3)

This supervised field experience in a 3-6 setting provides practice, demonstration, self-evaluation and validation of competencies gained in the literacy program. Students under the supervision of a college faculty member will be expected to plan for and practice the course objectives listed in EDU 534 Instruction and Assessment II. Students will be in the practicum for a minimum of 30 hours.

Offered: Every Summer.

EDU 536 - Tech/Intruct Materal to Promote Literacy (3)

This course is designed to provide students with knowledge of genres and uses of children's literature, materials, and technology as an instructional tool for literacy learning in grades B-6. This course will include assessing student interest, evaluating the developmental levels, qualities, and efficacy of the literature, materials and technology, developing aesthetic and critical responses to literature, and consideration of instructional frameworks for technology-enhanced literacy instruction.

Offered: Every Summer.

EDU 537 - Prof Leadership in Literacy Education (3)

An important component of leadership in literacy education is the ability to evaluate, plan, and conduct research. This course will begin to provide students with skills to be effective leaders for literacy education. These skills include: (1) identification of current concerns or issues in literacy; (2) evaluation of research surrounding the issue or concern; (3) planning the implementation of an action to address the issue or concern; and (4) communicating the research-based plan to others. As a culminating activity in this course, each student will prepare a draft capstone proposal (as defined by the Graduate Handbook), and present that proposal to peers and other stakeholders of the program. A second component of literacy leadership is the ability to advocate for effective literacy education. Therefore, an additional goal of this course is to provide students with the opportunity to develop their leadership and advocacy skills.

Offered: Every Fall.

EDU 540 - Best Practices in Teaching Writing (3)

In this course students learn about the development of writing, theories about writing, and effective instructional practices to use with children, birth through grade six. Throughout the course, the focus in on communicative intent, with an awareness of the conventions (spelling, grammar, punctuation, handwriting, etc.) that children must learn and use in order to carry out that intent. Emergent writing skills and the spring ties of writing to oral language development are examined. Participants learn how to implement a process approach to writing, scaffolding the process and expectations of the learner to changing developmental levels of students as they mature. Participants also learn to construct learning environments that support and facilitate the development of writing strategies and skills, using peer as well as teacher assistance. Process in this course is approaches as a recursive, individual approach to writing, rather than a linear, formulaic sequence of activities. Varied purposes for writing are explored along with the craft skills that writers use to enhance their writing. Application of writing across the subject areas is also stressed.

Offered: Every Spring.

EDU 541 - Assessment-Based Literacy Instr III (4)

This course provides an in-depth exploration of teaching methods and materials relevant to literacy instruction for the readers in today's diverse 5-12 classrooms. This course will examine both the nature and function of formal and informal assessment processes in literacy instruction and best instructional practice that emanates from this assessment. In order to both design literacy instructional programs and to assess student learning, it is vital to be able to identify students' proficiencies and areas needing strengthening. Awareness of the influence of culture, class, gender, and context on literacy acquisition informs the teacher's knowledge base when addressing these needs. Teachers will learn a wide range of instructional practices, strategies, and methods to support reading and writing instruction. Teachers will also demonstrate competency in using a wide range of both formal and informal assessment tools and practices that provide data used to craft appropriate teaching strategies for addressing student strengths and needs in the 5-12 classroom. In addition, teachers develop skills to identify students who are not making appropriate growth, and also learn the appropriate strategies to recover those skills.

Offered: Every Fall.

EDU 542 - Practica III (4)

This supervised 50-hour practicum in grades 5-12 settings provides practice, demonstration, self-reflection and validation of competencies gained in the literacy program. This course involves a reflective tutoring experience with students in grades 5-12 in both individual and group settings. As this course is taken concurrently with or following EDU 541, students will be applying and practicing the goals and objectives stated in EDU 541. Students will be in the practicum for a minimum of 50 hours. Practicing educators must do the practicum outside of their regular classroom.

Offered: Every Summer.

EDU 543 - Literacy Instruct: Content Areas (5-12) (4)

This course is designed to highlight the role of literacy acquisition and application within the content areas. Literacy and writing strategies will be presented in conjunction with New York State Learning Standards. An additional focus of the course will be to help literacy and subject area teachers address the needs of diverse learners through culturally relevant pedagogy and curriculum, the use of multicultural materials, and alternative and adaptive methods, and the use of technology.

Offered: Every Spring.

EDU 560 - Capstone Seminar (3)

This is a seminar-style course that provides instruction and support to group and individual students as they integrate the research information gained regarding literacy instruction, and refine their capstone project. Students will share ideas, concerns, and drafts of their final project for peer review. This research seminar is the terminal experience in the master's degree program. As such, it represents a synthesis and culmination of the research in literacy instruction, the application of research-based best practices, and reflection on the efficacy of their instructional practices and decision making. (3)

EDU 560A - Research Seminar I (1)

This course is designed to facilitate the research of graduate students in the MS in Education Literacy B-6 and 5-12 as they write their capstone papers. In this course the students will prepare Parts 1 and 2 of their capstone projects as well as complete the IRB proposal. This is a pass/fail course.

Prerequisite: Prerequisite: Complete EDU-501 and EDU-530 with a minimum grade of B. Offered: Every Fall.

EDU 560B - Research Seminar 2 (1)

This course is designed to facilitate graduate students in the completion of their capstone projects. In this course, the students will completed parts 3, 4, and 5 of their capstone projects. This is a pass-fail course.

Prerequisite: Prerequisite: Complete EDU-560A. Offered: Every Spring.

EDU 560C - Professional Seminar 3 (1)

This is a course designed to facilitate the professional completion of graduate student's capstone projects. In this course, students will complete the final editing, by peer and external reader, of the project, preparation for publication in the Division's capstone compilation. This includes the preparation of an abstract, professional editing, the creation of a professional presentation as well as the attendant materials. This is a pass/fail course.

Prerequisite: Prerequisite: Complete EDU-560B and approval of mentor. Offered: Every Summer.

ENG - English

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

ENG 100 - Fundamentals of College Writing (3)

This is a non-credit bearing course intended to prepare students for the successful completion of the composition sequence of Keuka College: ENG 110 and ENG 112. Students are placed in this course based on performance scores on the writing placement exam administered before the beginning of the semester. It is designed to enhance the students' knowledge of standard written English, the writing process, and effective reading and critical thinking strategies. Students required to take English 100 must pass the course with a minimum of a C- before beginning ENG 110.

Offered: Every Fall.

ENG 110 - College English I (3)†*

An introductory course in reading and writing, with emphasis on the writing process. Primary attention is given to providing students with practice in writing for a variety of purposes and in accordance with the principles of standard written English. Complementary work in developing speaking skills.

Prerequisite: A grade of C- or better in ENG-100 or by placement. Offered: Every Fall and Spring.

ENG 112 - College English II (3)†*

A grade of C- or higher is required to pass this course. Continued development of the writing, reading, and speaking skills introduced in College English I, with special emphasis on advanced argument and research techniques.

Prerequisite: ENG-110 with a minimum grade of C-. Offered: Every Fall and Spring.

ENG 118 - Poems, Plays and Prose (3)†*

An introduction to the study of literature through the examination of representative works from a variety of genres, historical periods, and cultural traditions, with an emphasis on the nature of the various literary kinds: prose fiction, non-fiction prose, drama, and poetry. The approach may be topical or thematic and may vary from semester to semester.

Prerequisite: ENG-110 as either a prerequisite or corequisite. Offered: As Needed.

ENG 120 - Introduction to Literature (3)†*

An introduction to the study of literature through either a thematic or topical approach or through an examination of representative works from a single literary genre: poetry, drama, the short story, the novel, non-fiction prose, etc. Course may be repeated but not the topic.

Prerequisite: ENG-110 as either a prerequisite or corequisite. Offered: As Needed.

ENG 125 - Literature in the Wider World (3)†*

An introduction to the methods of studying literature with particular attention to the application of English in the wider world. This course will examine questions such as what do we read or write and why? How does literature represent and respond to the human experience? What methodologies frame the study of literature? What are the implications of digital technology for the written word? Why do we give special attention to teaching and learning the English language and literature? What professional opportunities are created by the study of English?

Prerequisite: ENG-110 as either a prerequisite or corequisite. Offered: Every Fall.

ENG 130 - Great Books: Beginnings (3)†*

This course will examine great works of literature drawn from the beginnings of the Western literary tradition, including representative selections from both the Judeo-Christian scriptures and the classical tradition of Greek and Roman literature. Complementary texts from other cultural traditions may also be included at the instructor's discretion. The course will evaluate works through an understanding of their cultural contexts, their influences, and their genres.

Prerequisite: ENG-110 as either a prerequisite or corequisite. Offered: Every Spring.

ENG 135 - Great Books: Modern Age (3)†*

This course will examine great works of Western literature drawn from the modern age, including representative selections from the early modern period to the present. Complementary texts from other cultural traditions may be included at the instructor's discretion. The course will evaluate works through an understanding of their cultural contexts, their influences and their genres. Course may be repeated but not the topic with permission of the instructor.

Prerequisite: ENG-110 as either a prerequisite or corequisite. Offered: As Needed.

ENG 140 - Literature and Film (3)†*

This course explores relationships between literature and film in order to develop skills of interpretation, analysis, and critical evaluation. Selected works of literature are analyzed in relationship with film adaptations or with films connected to these works by genre, topic, style, theme, etc.

Prerequisite: ENG-110 as either a prerequisite or corequisite. Offered: Occasional.

ENG 145 - Literature, Nature, Place (3)†*

Students will read, discuss, and write about works of imaginative literature (fiction, nonfiction, poetry, drama, or film) that invite questions regarding the relationships and interactions between humans and the places or physical environments in which they live. Students will examine selected works of literature that evoke a sense of place or raise questions about the connections among the inhabitants of a place. Consideration of the implications and possible consequences of various ways of understanding, representing, and interacting with the natural world and the places we inhabit.

Prerequisite: ENG-110 as either a prerequisite or corequisite. Offered: Occasional.

ENG 150 - Understanding Digital Communication (3)†

This course provides students with the knowledge, critical thinking, communication, and problem-solving skills necessary to participate effectively in a world in which digital information is increasingly important. Students will develop a wider set of digital literacy skills to ensure they can understand, analyze, and evaluate the messages they encounter daily and effectively utilize digital tools to design and distribute their own messages in a classroom and, ultimately, in the workplace.

Offered: Every Fall.

ENG 170 - History of Theatre and Drama (3)†

A study of the evolution of theatre from the ancient world to the modern day. Major playwrights of each period are discussed as reflections of the changing physical theatre, as well as the social, political and artistic currents of each period. The emphasis is on the theatre of the West, although other non-western traditions may also be studied. Includes reading and analysis of plays in their social and theatrical contexts. Cross-listed with THR-170.

Prerequisite: ENG-110 as either a prerequisite or corequisite. Offered: Occasional.

ENG 201 - American Academic Culture (3)†

This intermediate level academic English course is intended for nonnative English speaking international students entering Keuka College as Junior or Senior level transfer students or who have already completed the basic English requirements. The course provides nonnative English speaking international students with the skills and strategies needed to meet the academic demands of their courses in a US institution of higher education. The focus is primarily on academic reading, listening, and speaking, according to students' needs. A grade of C- or higher is required to pass this course.

Offered: Every Fall and Spring.

ENG 206 - The English Language (3)†

This course offers students an in-depth look at the nature of the English language. It addresses such questions as: Where does English come from? How does the language work? How and why has English changed over time? How have authors made use of, and extended the capabilities of, the English language?

Prerequisite: ENG-110 and ENG-112. Offered: Every Fall.

ENG 207 - Lit and Society in Latin America (3)†*

An introduction to the study of literature through the analysis of representative works from the contemporary (20th and 21st centuries) narrative tradition of Latin America. Analysis will focus not only on literary perspectives but also engage with historical, social, cultural, and geographic frameworks.

Prerequisite: ENG-110. Offered: Every Spring.

ENG 213 - Children's Literature (3)†

A survey of quality literature past and present for children and young adults.

Prerequisite: ENG-110. Offered: Every Spring.

ENG 218 - Creative Writing (3)†

Writing and reviewing the writing of peers with the aim of improving skills and better understanding the elements that make for effective creative writing. Focus may be on fiction, poetry, or drama.

Prerequisite: ENG-110. Offered: Every Fall.

ENG 220 - Ways of Reading (3)†

A course in ways of reading, analyzing, and interpreting literary texts. Practice of close, careful reading, literary analysis and interpretation, and reading in cultural and historical contexts. Exploration of questions such as "why do we read?" and "how do we find meaning in what we read?" Review and application of basic tools and terms of literary study and an introduction to a range of representative critical perspectives. Substantial practice in writing essays of literary analysis and interpretation that demonstrate effective close reading of texts and an understanding of texts in their cultural and historical contexts.

Prerequisite: ENG-112. Offered: Every Fall.

ENG 223 - American Lit I: to 1865 (3)†

An examination of American authors from the colonial beginnings to 1865. The course will engage with the variety of perspectives that constitute American literature and experience. Attention maybe paid to relevant texts from other national traditions.

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Odd Fall.

ENG 224 - American Lit II: Since 1865 (3)†

A continuation of the study of American literature by surveying American writers of the Modern and Post-modern era, beginning with 1865 and continuing to the present day.

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Even Spring.

ENG 230 - Tutoring in Reading & Writing (1)†

Weekly seminars include the theory and practice of collaborative learning background in approaches to teaching writing, listening, and questioning skills. Practical, supervised work in tutoring. Course also helps students improve their own writing, revising, and reading skills.

Offered: Every Fall.

ENG 231 - British Lit I: to 1700 (3)†

An examination of British authors from the beginnings to the 17th century. Attention may be paid to relevant texts from other national traditions

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Even Fall.

ENG 232 - British Lit II: Since 17th Century (3)†

An examination of British authors from the 17th century through the present. Attention may be paid to relevant texts from other national traditions.

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Odd Spring.

ENG 294 - English Field Period (3)

Off-campus experiential education opportunity that allows the student to apply his/her academic knowledge to a real-career setting.

Prerequisite: Class Level must be SO JR SR. Offered: Every January and Summer.

ENG 295 - Introductory Topics in English (1.00-3.00)†

An introductory study of a specific topic within English. Intended for freshmen and sophomores, or for students with little background in English. The student may repeat the course, but not the topic.

Offered: As Needed.

ENG 300 - College Writing for Transfer Students (4)†

A grade of C or higher is required to pass this course. College Writing for Transfer Students prepares students from varied writing backgrounds for the upper-level academic writing required at Keuka College. In this course, students develop the skills necessary to write effective and coherent papers that likewise meet the standards of strong academic writing. Attention to grammatical competence and effective writing strategies.

Offered: Every Fall and Spring.

ENG 301 - Creative Writing Workshop (3)†

Advanced study of and practice in the writing of poetry, fiction, and drama, with emphasis on personal style, technical polish and marketing manuscripts. May be repeated with the consent of the instructor.

Prerequisite: ENG 218; Class Level must be SO, JR, or SR. Offered: Every Fall.

ENG 302 - Action Research Project I (3)†

Designed for adult learners making the transition back to the demand of college-level thinking, research, and writing at upper-division level, ENG 302 will expand and refine the composition, analytical thinking, and information literacy skills that adult learners have acquired through prior college composition courses and direct work experience.

Prerequisite: Prerequisite: Complete COM-320. Offered: Occasional.

ENG 310 - Digital Storytelling (3)†

A course that explores the application of digital technologies to the art of storytelling and the creation and analysis or narratives within digital environments. Students will examine the integration of text, image, and sound within digital stories, and explore various forms and formats of web-based storytelling: fiction, documentary, animation, video games, virtual reality, and other emerging applications.

Prerequisite: Pre- or co-requisite ENG-112 or consent of instructor. Offered: Every Fall.

ENG 315 - Shakespeare (3)†

A representative study of selected comedies, tragedies, history, and problem plays. May be repeated once with consent of instructor.

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Even Spring.

ENG 316 - Selected Authors (3)†

An intensive study of the works of a selected literary author or authors. Attention will be given to biography, culture and literary contexts, influences, and genre. Examples might include Austin, Faulkner, Joyce, Morrison, Twain, Hurston and Wright, and Chaucer and Milton. Focus will be announced in advanced. Course may be repeated but not authors.

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Odd Spring.

ENG 319 - Creative Nonfiction (3)†

Advanced study and practice of forms of creative nonfiction, such as the essay, literary journalism, travel writing, and memoir.

Prerequisite: ENG-112. Offered: Every Spring.

ENG 320 - Selected Topics in Literature (3)†

Advanced study of a literary topic or theme. Examples might include the following: The Book: From Scrolls to Scrolling, Reading Digital Texts, Myth and Romance: Arthur to the Present. Magic and Fantasy in Literature and Film, Native American Literature, Literary Expatriates, Travel in Literature, Poetry and the Natural World, the Russian Novel, and the Slave Narrative. Focus will be announced in advance. Course may be repeated but not the topic.

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Odd Fall.

ENG 340 - Poetry (3)†

Study of form, conventions, and/or movements of poetry through intensive study of a single poet or a group of poets. Focus changes and is announced in advance. May be repeated with the consent of the instructor.

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Even Spring.

ENG 342 - History of the Novel (3)†

This course traces the history of the novel in English. It addresses questions such as: What are the origins of the novel? How has the novel form changed over time? How did the novel become a dominant literary genre?

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: Even Fall.

ENG 376 - Special Topics in Theatre/Drama (3)†

Advanced study of a specific topic within theatre and drama. Intended for juniors and seniors, or for students with an appropriate background in theatre and drama. The student may repeat the course, but not the topic.

Prerequisite: ENG-112 as either a prerequisite or corequisite. Offered: As Needed.

ENG 385 - Aesthetic Theory and Practice (3)†

A course in the history of aesthetic theory and practice regarding the visual and verbal arts. A substantial portion of the course will be devoted to the application of aesthetic principles and theories to concrete problems in the plastic arts and the written work. Also listed as ART 385.

Prerequisite: ENG-110. Offered: Odd Fall.

ENG 394 - English Field Period (3)

Off-campus experiential education opportunity that allows the student to apply his/her academic knowledge to a real-career setting.

Prerequisite: Class Level must be SO JR SR. Offered: Every January and Summer.

ENG 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr Sr. Offered: As Needed.

ENG 450 - Senior Capstone (3)†

A grade of C- or higher is required to pass this course. This course asks students to make connections between their literary studies and the wider world around them. Taking a case-study approach, it considers how the literature we read comments on and helps us understand the big questions facing us in the world today. It culminates in a Senior Project investigating an aspect of literature or literary culture.

Prerequisite: Class Level must be Jr Sr. Offered: Every Spring.

ENG 451 - Senior Project in Creative Wrtg (3)†

Preparation of a 20- to 30-page manuscript of creative writing. Student works independently and in consultation with a faculty member.

Prerequisite: Program must be ENG.CRT and SR. Offered: Every Fall and Spring.

ENG 460 - Internship in English (3.00-12.00)

Supervised field work in an approved setting for a minimum of two hours per week per credit hour for 14 weeks or its equivalent in total hours. Completion of a formal project or paper under the guidance of a faculty member is required.

Prerequisite: Program must be ENG and SR. Offered: Every Fall and Spring.

ENG 495 - Advanced Topics in English (1.00-3.00)†

An advanced study of a specific topic within English. Intended for juniors and seniors, or for students with an appropriate background in English. The student may repeat the course, but not the topic.

Offered: As Needed.

ENG 510 - Writing for Professionals (1)

Writing for Professionals prepares Social Work graduate students with the knowledge and skills necessary to successfully meet the scholarly demands of Keuka College as well as the writing standards of practitioners in the profession. This course provides the student practical experience in the application of APA writing skills that are necessary for graduate school and employment success. This is achieved through the completion of a writing portfolio and subsequent analysis of their individual writing strengths and areas of need, which will be shared with program course instructors.

Offered: Every Fall and Spring.

ENV - Environmental Sciences

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

ENV 105 - Environmental Science (4)†*

An exploration of interrelationships of environmental factors and how they influence and are influenced by national and global environmental problems.

Prerequisite: Take MAT-095, MAT-102, or receive a placement score of 2 or higher. . Corequisite: Corequisite: Take ENV-105L. . Offered: Every Fall and Spring.

ENV 105L - Lab-Environmental Science (-)

Lab for ENV 105.

Corequisite: Corequisite: Take ENV-105. Offered: Every Fall and Spring.

ENV 250 - Natural Resource Conservation (3)

This course provides a broad overview of natural resource conservation with particular emphasis on soil, water, and biodiversity. Principles of natural resource conservation, management techniques, current issues, and the history of conservation will be investigated. Offered every odd-year spring-term. (LA)

Prerequisite: Take ENV-105 or BIO-136 with a minimum grade C-. Offered: Odd Spring.

ENV 295 - Introductory Topics: Environmental Sci (2)†

An introductory study of a specific topic within environmental science. Intended for freshmen and sophomores, or for students with little or no background in environmental science. The student may repeat the course, but not the topic.

Prerequisite: Prerequisite: Complete CHM-111 and BIO-136. Offered: Occasional.

ENV 310 - Geographic Information Systems (3)

This course offers an introduction to concepts of Geographic Information Systems, geospatial analysis, and visualization. GIS skills will be developed with hands-on use of leading software. (LA)

Prerequisite: Take either BIO-135 & BIO-136 or BIO-208 & ENV-105 with minimum grade of C-. Offered: Even Fall.

ENV 320 - Environmental Field Techniques (4)

This field course offers an introduction to the identification of organisms relevant to environmental science, as well as survey techniques, sampling, and analysis. Emphasis will be on local ecosystems and sampling and analytical techniques currently employed by regional environmental science-related agencies. (LA)

Prerequisite: Take either BIO-135 and BIO-136 or BIO-208 and ENV-105 with minimum grade of C- or higher. . Corequisite: ENV-320L. Offered: Even Spring.

ENV 320L - Lab for Environmental Field Techniques (-)

Lab for Environmental Field Techniques

Corequisite: Take ENV-320. Offered: Even Spring.

ENV 330 - Applied Entomology (4)

This course offers an introduction to insect identification, ecology, conservation, and control based on integrated pest management techniques. Emphasis will be on general entomology concepts and insects of local interest and concern. (LA)

Prerequisite: take BIO-135 & BIO-136 or BIO-208 & ENV-105. Corequisite: ENV-330L. Offered: Odd Spring.

ENV 330L - Lab for Applied Entomology (-)

Lab for ENV-330 Applied Entomology

Corequisite: ENV-330. Offered: Odd Spring.

ENV 331 - Ornithology (4)†

Avian biology emphasizing identification, behavioral patterns, and adaptations for survival; lecture and laboratory.

Prerequisite: Complete BIO-135 & BIO-136 or BIO-208 & ENV-105. . Corequisite: Take ENV-331L. Offered: Even Spring.

ENV 331L - Lab: Ornithology (-)

Lab for ENV-331

Corequisite: ENV-331. Offered: Every Spring.

ENV 337 - Ecology (4)†

A qualitative and quantitative study of the interrelationships of organisms and the environment; lecture and laboratory. Also listed as BIO-337. (LA)

Prerequisite: Complete BIO-136 or ENV-105 with a minimum grade of C- . Corequisite: Take ENV-337L. Offered: Odd Spring.

ENV 337L - Lab-: Ecology (-)

Lab for ENV 337.

Corequisite: Take ENV-337. Offered: Odd Spring.

ENV 351 - Advanced Environmental Science (4)†

A study of the biology, chemistry, and geology of the Earth. An examination of the composition and reactions of the oceans, atmosphere, crustal minerals, and living organisms. Modeling of elemental/molecular reservoirs and transfers will be an important component of the laboratories.

Prerequisite: Complete BIO-136, CHM-206, & ENV-105 . Corequisite: Take ENV-351L. Offered: Even Fall.

ENV 351L - Lab: Advanced Environmental Science (-)

Lab for ENV 351.

Corequisite: Take ENV-351. Offered: Even Fall.

ENV 360 - Limnology (4)†

An interdisciplinary study of inland waters: lakes, streams, rivers, estuaries and wetlands. Water topics to be studied include: unique characteristics, distribution, origins, and the biological, physical and chemical composition. A primary focus will be on the ecological and economical importance of water and human impacts. Laboratory and field work are required. Also listed as BIO 360.

Prerequisite: Complete BIO-136 & CHM-111 or ENV-105 & BIO-208. . Corequisite: Take ENV-360L. Offered: Occasional.

ENV 360L - Lab: Limnology (-)

Lab for ENV 360.

Corequisite: Take ENV-360. Offered: Occasional.

ENV 370 - Botany (4)†

An introduction to plant biology. Topics include structure and function, development, reproduction, ecology, and the impact of plants on society. Consideration will be from the cell to the whole plant and from ecosystems to global processes. Laboratory and field work are required. Also listed as BIO 370.

Prerequisite: Complete ENV-105 or BIO-136. . Corequisite: Take ENV-370L. Offered: Even Fall.

ENV 370L - Lab: Botany (-)

Lab for ENV 370.

Corequisite: Take ENV-370. Offered: Even Fall.

ENV 390 - Junior Seminar in Natural Science (3)†

Instruction in critical reading and analysis of recent primary and secondary source journal articles in the scientific literature. Students will also explore graduate school and career options. Each student will develop and present a substantial review paper on a focused problem in a specific discipline in biology, biochemistry or environmental science. Also, listed as CHM-390 and ENV-390.

Prerequisite: Complete BIO-136 ENG-112, BIO-318 CHM-206 with a minimum grade C- . Offered: Every Fall.

ENV 398 - Undergraduate Research (1.00-4.00)

Opportunity for students to conduct investigative study in the laboratory and/or field or to perform some type of creative work not covered by other courses. The student will work with a faculty member to develop a research proposal, and carry out the proposed work. Completed Application for Research and Research Proposal forms are required. The course will culminate with the preparation of a research report. May be repeated. Also listed as CHM 398 and ENV 498.

Offered: Every Fall and Spring.

ENV 399 - Independent Study (2.00-4.00)†

Offered: Occasional.

ENV 450 - Senior Seminar in Natural Science (2)†

Instruction in analysis and presentation of original research. Each student will analyze and interpret data collected from a project executed as part of an upper-level course, junior or senior Field Period experiences, summer research internship or BIO/ENV/CHM 499 Senior Research in a specific discipline of biology, biochemistry or environmental science as appropriate for his/her major and concentration. Each student will prepare a public presentation of his/her research. This is considered the capstone course for students completing majors within the natural science. Also listed as BIO 450 or CHM 450.

Prerequisite: Complete ENV-390. Offered: Every Spring.

ENV 490 - Environmental Science Field Period (3)

A broad range of opportunities exist for environmental science majors to experience real-world applications in their field of study. This Field Period is intended to enhance career opportunities and examine, in depth, specific areas of interest. Areas of interest can vary from political issues to highly specialized laboratory and field techniques. This Field Period must be evaluated by a faculty member in the Natural Sciences.

Offered: Every January and Summer.

ENV 495 - Adv Topics: Environmental Science (1.00-4.00)†

An advanced study of a specific topic within environmental science. Intended for juniors and seniors, or for students with an appropriate background in environmental science. The student may repeat the course, but not the topic.

Offered: Occasional.

ENV 499 - Senior Research (1.00-4.00)†

Opportunity for senior students to conduct original investigative study in the laboratory and/or field, or to perform creative work of the type not covered by other courses. The student will work with a faculty member to develop a research proposal, and carry out the proposed work. Completed Application for Research and Research Proposal forms are required. The work may be a continuation of a project started in BIO/CHM/ENV 398 or another course. The project will culminate in the preparation of a formal research report. May be repeated. Also listed as BIO 499 and CHM 499.

Offered: Fall and Spring.

EVS - Environmental Studies

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

EVS 390 - Environmental Studies Field Period (3)

An upper-level, supervised field experience in which students integrate and apply knowledge from multiple disciplines to a specific local, regional, or global environmental problems, situation, issue, case or setting.

Prerequisite: Class Level must be Jr Sr. Offered: Every January and Summer.

EXP - 1st Year Experience

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

EXP 101 - Experiential Learning (1)
EXP 300 - Foundations for Adult & Exp Learning (1)†

Foundations for Adult and Experiential Learning will introduce students to the scholarly demands of Keuka College and provide an understanding of the liberal arts for adult students in higher education. Students will critically evaluate their educational journey and professional goals through the exploration of adult learning theory, philosophies of education, and learning styles. This course will utilize critical reading, active discussion, and reflective writing to help adult students become a contributing member of an academic community of learners.

Offered: Every Fall and Spring.

EXP 490 - Capstone Experiential Portfolio (2)

This course focuses on the development of the student experiential portfolio. Building from PSY 301, students are asked to prepare 5 Kolb style reflections designed to integrate their course work into their lived experience. In the final capstone course, this process is synthesized. Students are challenged to assess their development against their personal mission, values, and goal statements developed in PSY 301. By the end of the course, the students will have the following skills and knowledge: 1. Understanding of self-direction and accomplishments through synthesis of their style reflections.

Prerequisite: Prerequisite: Complete PSY-301. Offered: Every Occasional.

EXP 500 - Foundations for Adults and Experiential Learning (1)†

Foundations for Adult and Experiential Learning will introduce students to the scholarly demands of Keuka College and provide an understanding of the liberal arts for adult students in higher education. Students will critically evaluate their educational journey and professional goals through the exploration of adult learning theory, philosophies of education, and learning styles. This course will utilize critical reading, active discussion, and reflective writing to help adult students become a contributing member of an academic community of learners. There will be an additional, required capstone assignment.

Offered: Every Fall and Spring.

FIN - Finance

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

FIN 295 - Introductory Topics in Finance (1.00-3.00)

An introductory study of a specific topic within finance. Intended for freshmen and sophomores, or for students with little or no background in finance. The student may repeat the course, but not the topic.

Offered: Occasional.

FIN 312 - Financial Management (3)

An examination of the topics of traditional financial management, with an emphasis on working capital management, short-term financing, leverage, capital structure, and discounted cash flow techniques.

Prerequisite: Prerequisite: Complete ACC-102 . Offered: Every Spring.

FIN 313 - Financial Institutions (3)

A study of the financial institutions of our society, such as banks, stock and bond markets, and the Federal Reserve. The function of financial intermediaries and regulatory agencies is covered, as well as portfolio and capital market theory.

Prerequisite: Prerequisite: Complete FIN-312. Offered: Even Spring.

FIN 315 - International Financial Management (3)

This course involves the study of international financial markets including exchange rate determination, exchange rate risk management and currency derivatives. The topics it will cover include: international taxation, trade agreements, and foreign investments.

Prerequisite: Prerequisite: Complete ACC-102 and FIN-312. Offered: Odd Fall.

FIN 320 - Investments (3)

Marketable financial papers such as common and preferred stocks; corporate, government, and revenue bonds.

Prerequisite: Prerequisite: Complete FIN-312. Offered: Odd Spring.

FIN 325 - Money and Banking (3)

Money and banking emphasizes the financial system, financial institutions, central banks, monetary policy and financial stability. The course studies the role that money and interest rates play in the operation of the U.S. economy. The aim is to give students an overview of the U.S. financial system, and an understanding of the theory and practice of monetary policy. The course looks at the changing local, national and the global financial environment and the influence of monetary policy on interest rates, prices and the overall level of economic activity.

Prerequisite: Prerequisite: Take ECO-210 and ECO-211. Offered: Even Fall.

FIN 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

FIN 495 - Advanced Topics in Finance (1.00-3.00)

An advanced study of a specific topic within finance. Intended for juniors and seniors, or for students with an appropriate background in finance. The student may repeat the course, but not the topic.

Offered: Occasional.

FP - Field Period

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

FP 201 - Field Period Orientation (-)

Mandatory for all new transfers.

Offered: Every Fall and Spring.

FP 290 - Field Period (3)

Field Period is an experiential learning opportunity in a vocational, cultural, or community service setting.

Offered: Every January and Summer.

FP 290A - Field Period I: Career Management (3)

Offered: Every January and Summer.

FP 290B - Field Period Ii: Experiential Education (3)

Offered: Every January and Summer.

FP 302 - Group Field Period (3)

Special Topics: An off-campus group activity that provides students with the opportunity to experience diverse socio-cultural and/or natural environments. Students work with the faculty sponsor(s) of the group Field Period to establish individual learning objectives.

Offered: Occasional.

FP 390 - Prior Experiential Learning Field Period (3)

Informal learning is assessed by documenting the learning that took place in the past, and by relating the knowledge and competencies gained to theoretical frameworks normally included in college coursework.

Offered: Occasional.

FP 401 - FP: Career Mgmt and Exp Learning (2)

Offered: Occasional.

FP 401A - FP: Career Mgmt/Exp Learning (1)

Offered: Occasional.

FRE - French

FRE 101 - Introduction to French (3)†

French through the four basic skills: understanding, speaking, writing, and reading. Emphasis on usage.

Offered: Occasional.

FRE 102 - Continued Introductory French (3)†

Continuing development of four skills: understanding, speaking, writing, and reading. Emphasis on usage.

Offered: Occasional.

FRE 103 - Conversation (3)†

Intermediate-level course emphasizing systematic development in French conversation; study of structure as needed.

Prerequisite: Prerequisite: Complete FRE-101. Offered: Occasional.

FRE 104 - Topics/Issues in a French Speaking World (3)†

Intermediate-level course emphasizing development of writing, reading, and conversation through exploration of social, cultural, and political issues in the French-speaking world; study of grammatical structure as necessary.

Prerequisite: Prerequisite: Complete FRE-102. Offered: Occasional.

FRE 295 - Introductory Topics in French (1.00-3.00)†

An introductory study of a specific topic within French. Intended for freshmen and sophomores, or for students with little or no background in French. The student may repeat the course, but not the topic.

Offered: Occasional.

FRE 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

FYE - First Year Experience

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

FYE 101 - Experiential Learning (1)†*

An introduction to Keuka's signature emphasis on experiential education, this course familiarizes students with key concepts and practices of experiential learning and with the application both within academic communities and in the world beyond the classroom. Includes specific preparation for students' initial Field Period experience.

Offered: Every Fall and Spring.

FYE 140 - Wellness (3)†*

The framework of the course includes both theory and activity components. In the theory focus, students are presented with an integrative and holistic approach to health issues and concerns. In the activity focus, students study a variety of aspects of fitness and exercise and participate in a fitness/exercise program of their choice and design. In addition, such techniques as yoga and self-defense are presented as augmenting activities. Furthermore, topics such as weight control and nutrition, stress management, and others leading to development of a positive self-image are included. This course provides instruction in the knowledge and skills necessary to develop a healthy, integrated lifestyle.

Offered: Every Fall and Spring.

GRN - Gerontology

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

GRN 101 - Intro to Social Gerontology (3)†

This comprehensive course provides an overview of the field of gerontology. We are living in an aging society, one in which the older population is growing both in absolute numbers and proportion to all other age groups. This aging is accompanied by a demand for new products and services appropriate to the needs of older people. This multidisciplinary course will assist the student in understanding physical, mental and social changes in older people as they age. It will include the investigation of the changes in society resulting from our diverse aging population. This course also introduces students to such salient topics as the common myths and stereotypes about aging and older adults. Opportunity for experiential learning is made possible through a service-learning component. Students serve the elderly by working with the residents at a local long-term facility.

Offered: Occasional.

GRN 201 - Sociology of Aging (3)†

The purpose of this course is to study the area of gerontology that is concerned with impact of social and socio-cultural conditions on the process of aging and with the social consequences of this process. It will explore how the older population and the varieties of aging experiences both affect and are affected by the social structure. Questions about what societal resources will be required to support the growing older population.

Offered: Occasional.

GRN 203 - Psychology of Aging (3)†

This course examines psychological development of old age. Perceptual, cognitive, learning, and motivational processes are studied in relation to the physical changes that individuals experience and the social worlds they inhabit in adulthood. Personality, morality, sex-role, intelligence, intimacy and careers are some of the topics considered within a developmental perspective. This course is offered as needed.

Offered: Occasional.

GRN 203C - Psychology of Aging (3)

This course examines psychological development of old age. Perceptual, cognitive, learning, and motivational processes are studied in relation to the physical changes that individuals experience and the social worlds they inhabit in adulthood. Personality, morality, sex-role, intelligence, intimacy and careers are some of the topics considered within a developmental perspective. (Offered on-line) (LA)(3)

GRN 220 - Issues in Death and Dying (3)†

Dying is the last stage of living. The dying process is as individual as each person is unique. This course will help the student develop a positive attitude toward death and dying and provide a knowledge base for working with individuals and their families. Medical technology has the capacity to prolong life. This and the changing legal and moral attitudes have contributed to many ethical issues and dilemmas. These will be investigated and possible solutions explored. An experiential learning component involving hospice and palliative care is a requirement of this course. This course is offered as needed.

Offered: Occasional.

GRN 301 - Perspectives on Aging (3)†

An intensive study of aging from an interdisciplinary perspective. The purpose of this course is to contribute knowledge essential for meeting the challenges of an aging society. An examination of the profound effect on individuals, families, communities and society as a whole. Family relationships, the composition of the work force, housing needs, healthcare services, public policies, and the marketing of products and services are explored. Opportunity for experiential learning is made possible through a service-learning component. Students serve in a variety of community agencies that are part of the Aging Network.

Offered: Every Spring.

GRN 340 - Contemporary Issues in Gerontology (3)†

Many institutional policies and programs are in place to deal with individual aging but our society needs to begin to address the issues generated by population aging. During the 20th century nearly three decades have been added to human life expectancy. Today nearly a third of adult life may be spent in retirement. This course will allow the student to study the economics and the policies of aging. The challenge is to reexamine the policies and practices, such as retirement, pensions and other familiar government programs such as social security and Medicare.

Offered: Occasional.

GRN 343 - Health Care for the Older Adult (3)†

Recent improvements in health care and disease prevention mean that most people will remain in relatively good health. This course will provide the nurse and other health care workers essential knowledge and tools to assist the older adults and their families remain physically, emotionally and spiritually well. Students will explore the influence of gender, race, ethnicity and socioeconomic status on health. Diseases common to the older adult will also be studied and how to best assist the older adult to live with a chronic illness.

Offered: Occasional.

GRN 395 - Field Work in Gerontology (-3)†

This practicum offers the certificate program students a critical opportunity to design a learning experience suitable to their individual learning goals. The possible areas of study may include but are not limited to healthcare, recreation, social service, administration and long term care. Students are directed to explore topics of professional interest to them. The practicum experience requires a minimum of 140 clock hours. The gerontology program coordinator will work with students to select appropriate field sites and develop a customized learning contract, which includes educational outcomes and assessment strategies.

Offered: Occasional.

GRN 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

HIS - History

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

HIS 113 - Western Civilization I (3)†*

An examination of the roots of western civilization from its earliest beginnings in the ancient world to the formation of early modern Europe during the Renaissance and Reformation periods. Special attention is paid to the development of the West's major ideas and traditions as well as the broader contours of political and social life.

Offered: Every Fall and Spring.

HIS 114 - Western Civilization II (3)†*

An examination of western civilization from the scientific revolution of the 17th century to the outbreak of World War I in August 1914. Special attention is placed on the development of natural law, the industrial revolution, and the expansion of the West in its golden age.

Offered: Every Spring.

HIS 115 - Europe and the World (3)†*

A survey of European history in the 20th century using directed readings.

Offered: Every Fall.

HIS 120 - United States History to 1877 (3)†*

Melding of diverse peoples into a colonial society that achieved independence in the eighteenth century and national unity in the nineteenth century.

Offered: Every Fall.

HIS 121 - US History From 1877-Present (3)†*

America during the past 130 years, including achievements of industrial supremacy; continued vitality of cultural pluralism; formation of the great society; and increasing involvement in world affairs.

Offered: Every Fall and Spring.

HIS 250 - Political and Historical Analysis (3)†

An examination of the development of the disciplines of political science and history; major issues and questions facing the disciplines in an era of rapid historical and political change; training students in the way practitioners know the world through the combined disciplines and the use of this body of knowledge as a mode of analysis. Also listed as POL 250.

Offered: Odd Spring.

HIS 295 - Introductory Topics in History (1.00-3.00)†

An introductory study of a specific topic within history. Intended for freshmen and sophomores, or for students with little or no background in history. The student may repeat the course, but not the topic.

Offered: Occasional.

HIS 341 - United States in World Affairs (3)†

The foreign policy of the United States during the past 100 years in terms of American objectives and responses to these objectives from other parts of the world.

Offered: Odd Spring.

HIS 343 - History of Modern Germany (3)†

Emergence and decline of Germany as a great power; continuity of German historical development; the rise of Hitler; the Holocaust; Germany and the world wars; the impact on the common people and the world.

Offered: Odd Fall.

HIS 345 - Modern Russia (3)†

Evolution from pre-Bolshevik roots to a world power; internal and external policies; institutionalization of the Revolution of 1917; evolution of communist theory; position of minorities; role played in communist society by the new Soviet man and woman.

Offered: Even Fall.

HIS 350 - America in the Founding Era, 1750-1815 (3)†

This course explores the creation of the United States and the complex political, social, economic, and cultural dynamics that shaped American society in the late eighteenth and early nineteenth centuries. We will begin by examining the British colonies in mainland North America at approximately 1750 and continue chronologically until 1815, when the War of 1812 ended. The course will examine the causes and consequences of the American Revolution, the critical period under the Articles of Confederation, the Constitutional Convention and ratification process, the Bill of Rights, the years of the early republic, and America's second war with Britain. Immersion in primary sources and analysis of the interpretations of historians who have written on this period will form the basis of the scholarly inquiry for the course.

Prerequisite: Class Level must be SO JR SR. Offered: Even Spring.

HIS 360 - History of New York State (3)†

This course examines the social, political and cultural history of New York state from the Iroquois, through the Dutch and English Colonial periods, to the 21st century. Topics include indigenous political and social structures, British colonial political society, the American Revolution in New York, the religious revivals in the Burned-Over district, New York state's contributions to the economic development of the United States, and New York City's rise and eminence as a symbol of America's 20th century global hegemony.

Offered: Even Spring.

HIS 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

HIS 440 - Research Seminar in Politics & History (3)†

This course will serve as a capstone seminar that applies coursework in political science and history to discipline-related research, using current issues in American and international politics as the foundation for class discussion and problem-driven inquiry. The course structure mirrors that of a research paper, and students will work through a series of assignments that will ultimately result in the completion of a capstone project on a topic of their choice. Along the way, students will explore issues related to developing original research questions, identifying and reviewing relevant scholarly sources, creating a research design, collecting and analyzing data, making revisions, and completing a final draft. Students will also learn how to give effective feedback to one another, and incorporate that feedback into their revisions.

Offered: Every Spring.

HIS 441 - Violence in History (3)†

War and revolution; the causes of collective violence as represented in recent theories and investigations of human behavior, international diplomacy, and revolutionary theory.

Offered: Occasional.

HIS 495 - Advanced Topics in History (3)

"An advanced study of a specific topic within political science. Intended for juniors and seniors, or for students with an appropriate background in political science. The student may repeat the course, but not the topic.(Offered as needed)"

HRM - Human Resource Management

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

HRM 208 - Human Resources Management (3)

Aspects of the human resources function operable in business organizations; analysis of employment personnel testing, job classification, wage and salary administration, and performance evaluation; overview of labor relations in American business.

Prerequisite: Prerequisite: Complete BUS-101. Offered: Every Spring.

HRM 310 - Industrial Labor Relations (3)

A study of current problems faced in the area of labor relations. The course examines management and union philosophies, strategies, and tactics used in the collective bargaining process through the use of interviewing techniques and case studies.

Prerequisite: Prerequisite: Complete HRM-208. Offered: Occasional.

HRM 320 - Human Resources Training and Development (3)

This course is concerned with the theory and research of the systematic development and evaluation of training programs in a variety of organizational settings. The course provides a theoretical as well as practical orientation to the field.

Prerequisite: Prerequisite: Complete HRM-208. Offered: Even Fall.

HRM 330 - Wage and Salary Scale Development (3)

This course studies and analyzes the basic concepts of compensation administration in organizations. Topics such as the foundation for wage and salary programs, methods of job evaluation, building wage and salary structures, and the legal constraints placed upon compensation programs are studied.

Prerequisite: Prerequisite: Complete HRM-208. Offered: Odd Fall.

HRM 399 - Independent Study (1.00-3.00)

Prerequisite: consent of instructor. (Offered every semester.)(3)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

HRM 440 - Senior Seminar in HRM (3)

The case method technique is used to familiarize future managers with issues that involve designing and administering a system for hiring, advancing, and rewarding workers. The issues covered reflect current concerns of human resource management professionals (e.g., affirmative action, comparable worth, the aging work force, termination, and early retirement). The class functions as a seminar with students leading discussion of topics and cases.

Prerequisite: Class Level must be Sr. Offered: Occasional.

INS - Integrative Studies

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

INS 301A - Integrative Studies: Creativity (3)†*

An upperclass course, to be taken after most other core requirements are completed, that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Class Level must be SO JR SR. Offered: Every Fall and Spring.

INS 301B - Integrative Studies: Food and Society (3)†*

An upperclass course, to be taken after most other core requirements are completed, that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Offered: Every Fall and Spring.

INS 301C - Integrative Studies: Morality/Dil (3)†*

An upperclass course, to be taken after most other core requirements are completed, that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Class Level must be SO JR SR. Offered: Every Fall and Spring.

INS 301D - Integrative Studies: Values and Ethics (3)†*

An upperclass course, to be taken after most other core requirements are completed, that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Class Level must be SO JR SR. Offered: Every Fall and Spring.

INS 301F - Is: Management Analysis and Decisions (3)†*

An upper-class course, to be taken after most other core requirements are completed, that provides adult learners with guidance in their application of interdisciplinary knowledge to problem solving. Adult learners are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Offered: Every Fall and Spring.

INS 301G - IS: Ethics (3)*†

An upperclass course, to be taken after most other core requirements are completed, that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Offered: Every Fall and Spring.

INS 301H - Is: Adult Learning Theory and Practice (3)†*

The differences between the principles of pedagogy and andragogy are analyzed. This course focuses on providing the capstone for the core through a process of portfolio development. The adult learner selects prior learning experiences and applies the Kolb Model to these experiences. The template for the Life-Learning Experience paper is created in this course. Credit will be assigned for prior learning over the course of the degree completion program based on the demonstration of substantial interdisciplinary experiences and appropriate theoretical application.

Prerequisite: Prerequisite: Complete BUS-320 & PHL-115. Offered: Every Spring, Summer, Fall.

INS 301I - IS: Crime and Justice (3)†*

An upperclass course, taken after most other core requirements are completed, it provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Offered: Every Fall and Spring.

INS 301J - IS: Leadership (3)†*

An upperclass course, to be taken after most other core requirements are completed, that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Offered: Every Fall and Spring.

INS 301L - IS: Environment (3)†*

An upper-class course, to be taken after most other core requirements are completed, that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression. In this course, students will demonstrate an ability to integrate and apply multiple disciplinary perspectives, with particular focus on ethical considerations, to selected environmental problems, issues, situations or cases. Students will explore basic ecological concepts such as sustainability; some of the impacts of human activity and decisions on the physical environment; ways in which scientific methods of inquiry, imaginative/artistic representations, and philosophical concepts such as stewardship help shape humans' understanding of and responses to the natural world. Attention will also be paid to cultural, social, political, economic, and other factors that influence human actions and relationships to the physical environment.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Class Level must be SO JR SR. Offered: Every Fall and Spring.

INS 301M - IS: Culture, Gender, Comm (3)†*

An upperclass course, to be taken after most other core requirements are completed, that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills, and are expected to demonstrate competence in oral, written, and other creative modes of expression.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Class Level must be SO JR SR. Offered: Every Fall and Spring.

INS 301N - IS: Science in Popular Culture (3)†*

For many people popular culture has a greater influence on how they view science than formal science education. This course will examine the relationship between science and popular culture. Using modern and historical examples from television, movies, books, games and other media, we will discuss the implications for society and our understanding of science.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Class Level must be SO JR SR. Offered: Every Spring.

INS 301P - IS:The Brain, Neuro-Ethics & Society (3)†*

This course explores developments in contemporary neuroscience and the profound ethical questions raised by this research. The course considers how our evolving understanding of the human brain demands that we reconsider very fundamental question regarding human nature-issues that are not just of scientific and philosophical concern but also have historically informed and guided our broader culture, our social value and societal practices.

Prerequisite: Prerequisite: Complete ENG-110 and ENG 112. Class Level must be SO JR SR. Offered: Every Fall and Spring.

INS 301Q - IS: Media Analysis (3)†*

Organizations need to understand the media landscape in order to gain a thorough understanding of how to present their positions on critical issues. In this course, students will use media analyses to identify messages, examine how those messages are framed, and see how existing coverage of an issue could be improved.

Prerequisite: Prerequisite: COM-320 and BUS-302. Offered: Occasional.

INS 301R - IS: Intercultural Studies (3)†*

An interdisciplinary course designed to develop students' cultural self-awareness and intercultural competence through the application of concepts and perspectives drawn from a variety of academic fields (language and linguistics, communication, cultural studies, ethics, history, anthropology, sociology, psychology) to a range of problems and situations involving intercultural encounters. Students will consider their own culturally-based assumptions, biases and practices; articulate and analyze similarities and differences between cultures and subcultures; use both direct experience and technologies to enhance their knowledge of and experiences with intercultural encounters; consider ethical dimensions of cross-cultural encounters; and develop a problem-solving approach to improving communication and interactions with those from other cultural backgrounds. Through a deeper understanding of their own and other cultures, students will enhance their critical understanding of salient features of intercultural encounters.

Prerequisite: Prerequisite: ENG-110 and ENG-112. Offered: Every Fall.

INS 301S - Social Justice in a Multicultural World (3)†*

An upper class course to be taken after most other core requirements are completed that provides students with guidance in their application of interdisciplinary knowledge to problem solving. Students are challenged to practice critical and creative thinking skills and are expected to demonstrate competence in oral, written, and other creative modes of expression. Students will be presented with diverse and evolving understandings of culture (as are represented in various disciplines/ways of knowing, ranging from those that are traditional and anthropologically sourced, to those that are emerging and based within post-modern theory) and, using these, will examine knowledge of themselves as individual culture beings. Students will explore how multiply - held societal and personal culture lenses influence the valuing and hierarchal determinations of culturally related elements. Students will be expected to demonstrate an understanding of ethical decision-making processes as they explore various modern social justice issues and the possible resulting effects of cultural determinations. Students will apply new understandings of culture and social justice to an exploration of present, ethical, social justice issues and determinations within their chosen disciplinary field.

Prerequisite: Prerequisite: Complete ENG-110 and ENG-112. Offered: Every Fall.

INS 301T - Bldg A Culture of Health (3)†*

This course undertakes in depth exploration of he internal and external factors that influence health in the United States. By taking a cross disciplinary and health focused approach, students are guided to critically examine social, genetic, technological, cultural, economic, and political factors that impact the health of a community. Employing concepts from the liberal arts, sciences, health & community, and will develop proposals for effective community solutions and intervention strategies. Students will also be guided to apply course learning to individual health and reflect on ways to optimize their own personal culture of health.

Prerequisite: Complete ENG-110 ENG-112 or ENG-300. Offered: Every Spring, Summer, Fall.

MAT - Mathematics

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

MAT 095 - Developmental Mathematics (3)

Required of all students achieving a score of 1 on the mathematics placement examination. An examination of the operations and properties of the real number system is followed by stress on algebraic expressions, simplification of expressions, solving equations, and verbal problems. A student placed in this course must achieve a grade of S prior to entry in any general education course in the area of mathematics. The class schedule for this course is the equivalent to one three-credit course. This course will be offered as a pass/fail option, with a grade of satisfactory or unsatisfactory.

Offered: Fall.

MAT 102 - College Algebra (3)†*

Sets, real numbers, algebraic expressions, factoring, exponents, logarithms, solving algebraic equations, inequalities, exponential equations, radical equations, and applications.

Prerequisite: Prerequisite: MAT-095 or Min. Score of 2 on Math Placement test. Offered: Every Fall and Spring.

MAT 103 - Elem Probability and Statistics (3)†*

Topics will include: display of data, descriptive statistics, measures of central tendency, linear regression, counting, probability, random variables, expected value and variance of a random variable, discussion of gathering data, discrete probability distributions (Bernoulli, geometric, binomial), and hypothesis testing.

Prerequisite: Prerequisite: MAT-102 with Min. Grade of C- OR Min. Score of 3 on Math Placement test. Offered: Odd Fall.

MAT 104 - Math for Liberal Arts (3)†*

Specific topics will be selected, with a view toward answering the questions: What is mathematics? How have mathematical ideas developed through history? How might mathematics be relevant to everyday life? Topics will typically include items such as problem-solving, logic, numeration systems, number theory, mathematical finance, geometry, fractals, and probability.

Prerequisite: Prerequisite: MAT-095 OR Min. Score of 2 on Math Placement test. Offered: Every Fall.

MAT 105 - Pre-Calculus (3)†*

This course covers linear functions, quadratic functions, rational functions, exponential functions, logarithmic functions, and trigonometric functions, ellipses, hyperbolas, graphs of each of these, as well as trigonometric identities and applications.

Prerequisite: Prerequisite: MAT-102 with Min. Grade of C- OR Min. Score of 3 on Math Placement test. Offered: Every Fall and Spring.

MAT 106 - Calculus I (4)†*

Limits, continuous functions, derivatives, anti-derivatives, definite integrals, fundamental theorem of calculus, applications.

Prerequisite: Prerequisite: MAT-105 with Min. Grade of C- OR Min. Score of 4 on Math Placement test. Corequisite: MAT-106L. Offered: Every Fall and Spring.

MAT 207 - Calculus II (4)†

Applications of integral calculus; techniques of integration including: (1) change of variables, (2) trigonometric substitution, (3) integration by parts, and (4) partial fractions, improper integrals, sequences, series, tests for convergence, Taylor's formula, Taylor series expansion of a function, and applications.

Prerequisite: Prerequisite: Complete MAT-106 with a grade of C- or higher. Corequisite: 207-L. Offered: Every Fall.

MAT 207L - Lab: Calculus II (-)

Lab for MAT 207.

Corequisite: MAT-207.

MAT 210 - Calculus III (4)†

Parametric equations and polar coordinates, vectors and surfaces, vector-valued functions, differential calculus of functions of several variables, multiple integrals, vector calculus.

Prerequisite: Prerequisite: Complete MAT-207 with a grade of C- or higher. Corequisite: MAT-210L. Offered: Every Spring.

MAT 210L - Lab: Calculus III (-)

Lab for MAT 210.

Corequisite: MAT-210. Offered: Every Spring.

MAT 221 - Mathematical Concepts for Education I (3)†

This course is the first in a sequence of two courses designed to prepare rigorous understanding of the mathematical content taught at those levels. The course will cover the concepts of arithmetic, algebra, and number theory as they relate to the elementary and middle years mathematics curriculum. Topics will include: patterns, number sets, properties of real numbers, arithmetic algorithms in base 10 and other bases, prime factorization and its applications, operations in binary systems, ratios, proportions, percent's, measurement and conversion, and linear equations. There algorithms for operations with all types of numbers, and using number theory to justify mathematical relationships.

Prerequisite: Prerequisite: Take MAT-102 with a minimum grade of C- or a Score of 2 in the Math Placement Test. Class Level must be So. Offered: Every Fall and Spring.

MAT 222 - Mathematical Concepts for Education II (3)†*

This course is the second in a sequence of two courses designed to prepare childhood, early childhood, and secondary special education majors to teach mathematics by developing a rigorous understanding of the mathematical content taught at those levels. Topics will include: probability, Venn diagrams, logical reasoning, statistical measures, and various methods of statistical graphing, geometry, similarity, transformations, and constructions. There will be emphasis on the vocabulary of mathematics and solving open ended problems using all of the skills covered in both MAT-221 and this course.

Prerequisite: Prerequisite MAT-102 MAT-221 Minimum grade C-; Class Level must be So. Offered: Every Fall and Spring.

MAT 230 - Linear Algebra (3)†

Matrix algebra, vector spaces, subspaces, bases for vector spaces, determinants, solving linear systems, linear transformations, change of basis, eigenvalues and eigenvectors, and applications.

Prerequisite: Prerequisite: Complete MAT-106. Offered: Every Spring.

MAT 245 - Transition to Abstract Mathematics (3)†

This course serves as a transition to abstract mathematics. Students will learn to read and write proofs. Topics may be selected from logic, sets, proof by induction, relations, functions, cardinality, combinatorics, number theory, graph theory.

Prerequisite: Prerequisite: Complete MAT-106. Offered: Every Fall.

MAT 295 - Introductory Topics in Mathematics (1.00-3.00)†

An introductory study of a specific topic within mathematics. Intended for freshmen and sophomores, or for students with little or no background in mathematics. The student may repeat the course, but not the topic.

Offered: Occasional.

MAT 309 - Probability (3)†

Basic definitions of probability and rules of probability. Counting, discrete and continuous probabiity distributios. Discrete and continuous joint distributions of two random variables.

Prerequisite: Prerequisite: Complete MAT-207 with a minimum grade of C- or permission of instructor. Offered: Odd Spring.

MAT 321 - Differential Equations (3)†

This course examines aspects of the theory of ordinary differential equations and techniques of solving differential equations, including separable equations, exact equations, first order linear differential equations, and various second order linear differential equations. Linear second order differential equations with constant coefficients will be studied. Techniques for solving equations willinclude variation of parameters and the method of unknown coefficients. In addition, applications where differential equations model physical situations will be examined. Where appropriate, software will be used to help illustrate ideas and perform computations.

Prerequisite: Prerequisite: Complete MAT-207. Take MAT-210 either as a prerequisite or corequisite. Class Level must be SO JR SR. Offered: Every Fall.

MAT 330 - Abstract Algebra (3)†

Algebraic structures, groups, rings, fields, and polynomial domains.

Prerequisite: Prerequisite: Complete MAT-230 and MAT-245 with a minimum grade of C-. Offered: Even Fall.

MAT 350 - Foundations of Geometry (3)†

Axiomatic Systems, finite geometries, advanced Euclidean concepts, plane hyperbolic geometry.

Prerequisite: Prerequisite: Complete MAT-245 with a minimum grade of C-. Offered: Even Spring.

MAT 361 - Real Analysis (3)†

A rigorous treatment of the real number system and concepts from calculus. Specific topics include: the axioms of the real numbers, limits, sequences, series, convergence, continuity, differentiability, and the Riemann integral.

Prerequisite: Prerequisite: Complete MAT-207 and MAT-245 with a minimum grade of C-. Offered: Odd Fall.

MAT 399 - Independent Study (1.00-3.00)†

Offered: Occasional.

MAT 405 - Senior Seminar (3)†

Studies from selected areas of mathematics. Written reports and formal presentations will be required. This course is considered the capstone course for students completing the mathematics major. Students may repeat the course but not the topic.

Offered: Every Spring.

MAT 495 - Advanced Topics in Mathematics (1.00-3.00)†

An advanced study of a specific topic within mathematics. Intended for juniors and seniors, or for students with an appropriate background in mathematics. The student may repeat the course, but not the topic.

Offered: Occasional.

MGT - Management

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

MGT 295 - Introductory Topics in Management (1.00-3.00)

An introductory study of a specific topic within management. Intended for freshmen and sophomores, or for students with little or no background in management. The student may repeat the course, but not the topic.

Offered: Occasional.

MGT 345 - Organizational Behavior (3)†

This course covers the logical and rational design of organizations. There is also a thorough examination of behaviors within the individual and the group, and the effects of those interactions on the organization.

Prerequisite: Prerequisite: Complete HRM-208 and BUS-101. Offered: Every Fall.

MGT 350 - Small Business Seminar (1)

Analysis of issues related to small business, including accounting, data processing, marketing, management, legal matters, and funding.

Offered: Occasional.

MGT 351 - Small Business Management (3)

An analysis of the management concerns associated with small business. This course examines the means of ownership and characteristics of small business, as well as the benefits derived from and problems associated with managing small retail stores, service-oriented organizations, franchises, and manufacturing firms. Problems in marketing, finance, production, accounting, personnel, and insurance associated with the management of a small business are studied and analyzed. Development of a business plan is included.

Prerequisite: Prerequisite: Complete BUS-101. Offered: Even Spring.

MGT 353 - Business and Government Relations (3)

Analysis of governmental impact on business decisions; statutory requirements, regulation, and promotion of domestic and foreign business activities. Analysis of corporate political activity and current issues in business-government relations.

Prerequisite: Prerequisite: Complete ECO-210, ECO-211, BUS-101, and either POL-120 or POL-130. . Offered: Occasional.

MGT 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

MGT 430 - Management Seminar (3)

Analytical, ethical, and conceptual role of the manager in an organizational structure emphasizing the interrelationships of various managerial styles.

Prerequisite: Class Level must be Sr. Offered: Occasional.

MGT 445 - Services Management and Marketing (3)

Several businesses dominate the economics of most developed nations of the world. In the United States, the service sector employs over 75 percent of the workers and contributes over 70 percent of the GDP. Business courses have traditionally focused on manufacturing. This course introduces the student to the unique challenges faced by service organizations and by the growing number of manufacturing firms that use service as a competitive strategy.

Offered: Occasional.

MGT 450 - Management Internship (1.00-12.00)

One-semester internship with a public or private organization provides opportunities for practical experience in management and observation of the concepts and the actual practice of managerial procedure.

Prerequisite: Class Level must be Jr Sr. Offered: Every Fall and Spring.

MGT 495 - Advanced Topics in Management (1.00-3.00)

An advanced study of a specific topic within management. Intended for juniors and seniors, or for students with an appropriate background in management. The student may repeat the course, but not the topic.

Offered: Occasional.

MGT 510 - Leadership (4)

This course will engage students in a critical examination of the changing nature of work and organizational conditions that create new challenges relating to the skills of business leaders. In addition to skills, development in the areas of goal setting, problem solving, and communications, this course will include assessment of personal leadership styles, decision-making and the capacity to function as an organizational change-agent. The ability to lead others through change will be the central theme of the course.

Offered: Occasional.

MGT 515 - Business Ethics (3)

This course deals with morality in the business environment. It will deal with the centrality of ethical values to the individual and the organization, scope of the moral responsibilities of corporations, and ethical choices pervasive in management in the 21st century.

Offered: Occasional.

MGT 520 - Managerial Accounting and Finance (3)

This course is designed to provide applied competence in accounting and finance in the management of business organizations. The focus in on both how accounting measures can be used to promote efficient allocation of resources, and the ability to evaluate the business financing decisions in relation to their objectives. A case study approach will be taken.

Offered: Occasional.

MGT 530 - Managerial Economics (4)

This course emphasizes the principles of economic theory which are essential to effective management decision-making. It reviews the fundamental principles of micro-economic and macro-economic theory. The focus is on: consumer demand; the nature and behavior of costs; the operation of markets; monetary theory and policy; financial institutions; employment and unemployment; capital formulation; and economic growth. A case study approach will be taken.

Offered: Occasional.

MGT 540 - Decision-Making for Managers (3)

This course is designed to enable students to use various decision making models and techniques for more effective decision-making. Adult learners will be exposed to STAAR, statistical analysis, preferential analysis, decision trees, analytic hierarchy process, and conjoint analysis. Emphasis will be placed on group and team decision making. A case study approach will be taken.

Offered: Occasional.

MGT 550 - Marketing for Managers (3)

This course will focus on providing students with the wherewithal to conceptualize and develop an organization-wide marketing plan. The case-studies approach is designed to develop the necessary skills essential in making tactical and strategic marketing decisions.

Offered: Every Spring.

MGT 551 - Strategic Thinking in Human Capital Mgmt (3)

This course introduces the student to the skills necessary to think strategically about business decisions regarding the ability to attract, employ, develop, motivate, engage, and retain strategically relevant talent. This course presents the importance of aligning human resources with overall corporate strategy to establish a competitive advantage. Understanding human capital needs is a primary drive for business success. The course will focus on the current areas: understanding individual differences in the workplace; motivating and measuring performance; best practices in developing talent; how to engage the workforce and evaluate the culture; understanding the challenges in managing a global workforce.

Offered: Every Spring.

MGT 560 - Business Law (3)

This course provides non-lawyer managers an overview of state and federal government regulatory agencies and regulations, intellectual property rights, contracts and tort laws, as it applies to businesses. Emphasis on liabilities issues.

Offered: Occasional.

MGT 570 - Business Strategy and Industry Analysis (4)

This course focuses on understanding what elements go into building a successful enterprise and creating a winning business strategy. Conversely, industrial analysis answers the question: what makes one industry more attractive than another for investment and employment? The focus is on developing the ability to formulate innovative strategies to create and sustain competitive advantages in a dynamic business environment. Tools for industry analysis will be introduced such as benchmarking. A case study approach will be taken.

Offered: Occasional.

MGT 580 - Introduction to Research (3)

This course will serve as an introduction to the rationale and procedures of research. Topics include: nature and purposes of research, planning and conducting research, critique and evaluation of research, sampling, experimental and quasi-experimental design, and other research topics. Students will develop critical skills needed as consumers and producers of research. Content from this course will be integrated into all courses throughout the program.

Offered: Occasional.

MGT 581 - Data Analysis for Research (3)

A continuation of MGT 580. Students will become familiar with tools for statistical analysis. Students will design statistical measures that apply to their research project.

Offered: Occasional.

MGT 582 - Research Project (2)

This is the culmination of a three-part comprehensive course running over the life of the program. This course provides instruction and support to students as they integrate the research information gained in previous course work and conduct and refine their projects. Students will share ideas, concerns and drafts of their final projects for peer review. Students will implement and complete their research and report their findings to a faculty review board.

Prerequisite: Prerequisite: Complete MGT-580 and MGT-581.

MGT 600 - International Management (3)

The study of the legal impact of the various social institutions on international managers. The study of the role of culture, education, and politics in shaping attitudes toward work and leisure. The study of the role of discipline and motivation in different cultures.

Offered: Occasional.

MGT 610 - International Marketing (3)

A study of the opportunities, distinctive characteristics, and emerging trends in foreign markets. This course includes an exploration of alternative methods and control; impact of social, cultural, economic, and political strategies; organizational planning differences; and the challenges of adapting American marketing concepts and methods to foreign markets.

Offered: Occasional.

MGT 620 - International Finance (3)

A study of financial issues related to multinational business; the international financial environment; long term capital committment to international ventures; and financial techniques for business operation.

Offered: Occasional.

MGT 622 - Case Study in Financial Management (3)

Using the case approach, this course examines financial issues including capital budgeting and long-term financing decisions. Topics include interaction of strategic investment (long-term assets) and financial decisions, projected cash flow, and risk analysis, required returns, alternative evaluation methods, capital structure consideration, and various financing methods.

Offered: Occasional.

MGT 630 - International Accounting (3)

A study of accounting concepts, standards, and procedures for the international business environment. International and national accounting pronouncements affecting international business with be emphasized.

Offered: Every Fall.

MGT 631 - Enterprise Analytics & Information Mgmt (3)

This course introduces the student to the field of business analytics and an overview of data and information management. The topics covered in this course will include the following: the use of data warehouses, dashboards, key performance indicators, and data mining for making business decisions; an introduction to computer programming and computational thinking; an overview of information systems, their purpose, and their importance to international organizations. Computational thinking will introduce the student to the fundamental concepts of computer science used in problem solving, which include understanding human behavior, design, and algorithm development. Python, an object oriented programming language, will be used. Student learning will occur via individual and team projects.

Offered: Every Fall.

MGT 633 - Accounting Reporting and Analysis (3)

A study of accounting measurements for general purpose financial reports. The course is to provide a working knowledge and a clear understanding of the contents of published financial statements.

MGT 634 - Federal Taxes (3)

This course is an introduction to federal taxation in general, and income tax in particular. It will concentrate on the provisions that apply to all taxpayers, with particular concern for the taxation of individuals. The course is intended to provide grounding in such fundamental areas as the concept of income, income exclusions and exemptions, basic tax accounting, assignment of income and capital gains and losses.

MGT 635 - Auditing (-3)

"An overview of the public accounting profession and its socioeconomic role; auditing techniques with an emphasis on EDP environment; audit procedures, practice and programs; working paper preparation; unqualified and qualified report writing."

MGT 641 - Career Management and Development (-3)

"This is a comprehensive course, where students first learn about themselves and how that knowledge contributes to career success. They use various career resources to investigate careers and discover how goal setting and decision marketing are integral to career planning. They will learn how to use this knowledge in a managerial context to assist organizations in managing their workforce for maximum individual and organizational success."

MGT 642 - HRM for International Business (-3)

"Consideration of the nature and significance of human relations as they affect the performance of the international business organization. Topics include group and inter-group relations, leadership, motivation, and communication systems. Relevant readings from psychology and social sciences are incorporated."

MGT 643 - Employee Training and Development (-3)

"Increasing employees' capability to perform more efficiently, effectively and with greater productivity can often differentiate one company from another. The employee training and development course teaches students about the process of improving individual performance in organizations. Students will adopt the perspective of a training and development department that is responsible for the optimum contribution of all employees. Students will be challenged to apply their understanding of competency-based development strategies. Students can expect to learn the fundamentals of how to: conduct job analysis; assess trainees; develop competency-based training and evaluate training effectiveness."

MGT 699 - Graduate Project (-3)

"Introduction to the sequence of steps followed during the identification and delineation of a research project that leads to the successful development of a study of international business. The complete research project includes introduction, review of literature, research methodology, analysis and findings, and conclusion and recommendations."

MIS - Management Information Systems

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

MIS 301 - Enterprise Info Sys & Technology (3)

This course introduces the student to the field of information systems and technology. The topics covered in this course will include the following: the components of an information system, information systems development, hardware and software, network technology, data management, information system security, and the strategic use of information systems. A particular focus of the course will include the use of information systems to solve business problems and improve business performance.

Offered: Every Fall.

MKT - Marketing

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

MKT 220 - Principles of Marketing (3)

An introduction to marketing. Topics covered include marketing's pervasive growth, marketing management, planning, implementation and control. The student is introduced to many aspects of marketing, more specifically consumer behavior, retailing, public relations, Internet marketing, and Social media marketing. Attention is focused on marketing's ongoing evolution amid emerging technologies in a global context.

Offered: Every Spring.

MKT 295 - Introductory Topics in Marketing (1.00-3.00)

An introductory study of a specific topic within marketing. Intended for freshmen and sophomores, or for students with little or no background in marketing. The student may repeat the course, but not the topic.

Offered: Occasional.

MKT 310 - Marketing Planning (3)

This course focuses on the critical strategic and tactical marketing planning issues a firm faces. Topics covered include product life-cycle planning, new product planning, and the use of marketing research to aid the planning process. Special attention is paid to the key new product development steps including opportunity search, idea screening, economic evaluation, product development, product testing, and commercialization.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Odd Fall.

MKT 320 - Public Relations (3)

An introduction to Public Relations (PR) and its growing importance in the public, private, and non-profit sectors of the economy. We explore how PR is planned and implemented for targeted results over a wide range of media - focusing especially on the growing use of social and mobile media. Students will produce their own PR campaign including PR messages over diverse media, ranging from news releases to short videos for the Internet.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Every Fall.

MKT 331 - Principles of Advertising (3)

An analytical view of the role of advertising in society and business. Emphasis is placed on the creation, planning, and budgeting of promotional campaigns, methods of how advertising informs buyers, promotes sales, and persuades individuals to become consumers.

Prerequisite: Prerequisite: Take MKT-220. Offered: Every Fall.

MKT 335 - Internet Marketing (3)

This course studies the many ways that the Internet has changed how business is conducted in the U.S. and around the world. It introduces students to entirely new business models and new techniques of marketing and management that have altered the economic landscape. Topics covered include: the history of business on the Internet, integrating the Internet into traditional businesses, the changing world of marketing online, service management on the Internet, and managing virtual communities.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Odd Spring.

MKT 340 - International Marketing (3)

This course introduces the student to the field of multinational marketing, with emphasis placed on international competition; distribution systems; pricing and credit policies; promotional methods; trade barriers; trade agreements; and the areas of the political, legal, economic, cultural, and ethical problems faced in attempting to market in foreign nations.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Every Spring.

MKT 350 - Marketing for Non-Profit Organizations (3)

This course examines how managers of non-profit institutions can apply the marketing concepts of product, price, promotion, and distribution to their institutions. Colleges, hospitals, charities, political organizations, churches, libraries, zoos, arts organizations, and service organizations are studied.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Occasional.

MKT 360 - Retail Marketing (3)

Perspectives, problems of location, financing, merchandising policy, advertising and sales promotion, operating, and policy trends in retailing.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Even Spring.

MKT 365 - Marketing Principles in Global Business (3)

Marketing is an important business function and a key to the success of every company. This course explores the emergent application of technology that will allow students to market in more efficient ways, while maintaining that the classic elements of product, price, placement and promotion still hold true. In this course we explore the maxim that when carefully applied, technology will improve the efficiency of, but not the basic nature of, marketing. By the end of this course, students will have the following knowledge and skills: 1. Understanding marketing concepts and strategies. 2. Knowing the importance of customer needs and wants as the foundation for marketing decision-making. 3. Knowing the processes and techniques used in marketing decision-making. 4. Understanding the complexity of marketing decision-making in light of economic, societal and ethical demands.

Offered: Occasional.

MKT 370 - Consumer Behavior (3)

Consumer decision- making in the marketplace; research in psychology, sociology, and other behavioral fields; present and potential applications for marketing will be examined.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Even Fall.

MKT 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

MKT 440 - Marketing/Sales Management (3)

This course focuses on advanced marketing and sales management concepts and problems faced by organizations. Emphasis is placed on both strategic and tactical issues involving all aspects of marketing and sales. These issues include: planning, execution, monitoring, and problem solving. Special attention is devoted to the critical aspects of developing and organizing the firm's sales efforts as a critical element in the execution of the firm's marketing tactics.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Even Spring.

MKT 445 - Services Management and Marketing (3)

Several businesses dominate the economics of most developed nations of the world. In the United States the service sector employs over 75 percent of the workers and contributes over 70 percent of the GDP. Business courses have traditionally focused on manufacturing. This course introduces the student to the unique challenges faced by service organizations and by the growing number of manufacturing firms that use service as a competitive strategy.

Prerequisite: Prerequisite: Complete MKT-220. Offered: Occasional.

MKT 495 - Advanced Topics in Marketing (1.00-3.00)

An advanced study of a specific topic within marketing. Intended for juniors and seniors, or for students with an appropriate background in marketing. The student may repeat the course, but not the topic.

Offered: Occasional.

MUS - Music

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

MUS 101 - Music Appreciation (3)†*

An overview of the history and cultural significance of music through the ages. A survey of classical and popular music with an emphasis on Western European and American style periods. This course looks at the techniques, trends, people and places that have contributed to the evolution of music.

Offered: Every Fall and Spring.

MUS 115 - Music Lab (1)†

An exploratory class allowing students to develop fundamental skills for making music. This course will prepare students who have had little or no exposure to the creation of music and need to develop specific skills in order to participate in MUS-120 Chorale, MUS-130 Private Instrumental Music Instruction, MUS-131 Private Voice Instruction, or MUS-140 Band.

Offered: Occasional.

MUS 120 - Chorale (1)†

A traditional choral ensemble that rehearses and performs a wide-range of music styles. Open to all students regardless of ability and experience. Chorale performs one or two concerts per semester. May be repeated for credit. A maximum of six semester credit hours may be applied toward graduation.

Offered: Every Fall and Spring.

MUS 130 - Private Instrumental Music Instruction (1)†

Private one-on-one lessons on your instrument (including piano, guitar, woodwinds, brass and percussion). Emphasis on technique (breath, posture, fingerings) and performance practice. May be repeated for credit. A maximum of six semester credit hours may be applied toward graduation. An additional fee is charged to cover the cost of instruction (see "Course Fees in Addition to Tuition").

Offered: Every Fall and Spring.

MUS 131 - Private Voice Instruction (1)†

Private one-on-one lessons in voice. Emphasis on the fundamentals of healthy singing, including posture, breath control, diction, resonance and intonation. May be repeated for credit. A maximum of six semester credit hours may be applied toward graduation. An additional fee is charged to cover the cost of instruction (see "Course Fees in Addition to Tuition").

Offered: Every Fall and Spring.

MUS 140 - Band (1)†

A creative instrumental ensemble open to all student musicians on any instrument. The band performs one or two concerts per semester in mostly jazz and popular styles. May be repeated for credit. A maximum of six semester credit hours may be applied toward graduation. The group meets for three hours each week.

Offered: Every Fall and Spring.

MUS 201 - American Musical Traditions (3)†*

This course is intended to help students think critically and creatively about music, with a focus on a range of American musical traditions-- popular as well as classical. Attention will be paid to the global roots (most notably European, African, and Latin American musical traditions) and variety of styles and forms of American music (minstrelsy, tin pan alley, musical theater, jazz, blues, folk and bluegrass, rock, rap, hip-hop), and to the influence of technology and mass media on the development of music within the United States from Stephen Foster to Gershwin to Ellington, from Elvis to a remarkably diverse contemporary musical landscape.

Offered: Every Spring.

MUS 295 - Introductory Topics in Music (1.00-3.00)†

An introductory study of a specific topic within Music. Intended for freshmen and sophomores or for students with little background in Music. The student may repeat the course, but not the topic.

Offered: Occasional.

MUS 399 - Independent Study (1.00-3.00)

Offered: Occasional.

NU - Nursing

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

NU 100 - Nursing Science I FLHCON (8)

This course is administered and completed at FLHCON - This 8-credit course builds on the foundation gained from the general education courses. Emphasis is placed on defining methodology that supports nursing practice such as the nursing process, critical thinking, problem solving, and clinical decision making. Students are introduced to the core values and integrated concepts of nursing essence focusing on members of the health care team, the history of nursing, therapeutic communication, health/illness continuum, infection control measures, provisions for meeting basic physical needs, nutrition, vital signs, physical assessment, tissue and wound healing,and basic principles for peri-operative experience, elimination, oxygenation, diagnostics, medication administration and end of life care. In addition, an introduction to fundamental skills/procedures related to the nursing care of patients across the lifespan is introduced. Demonstration and practice of fundamental skills is evaluated in the college lab and utilized through patient care assignment selection under faculty supervision and collaboration with the interdisciplinary team. Finally, disciplined inquiry is introduced as the foundation of evidence-based practice to cultivate the spirit of inquiry.

Offered: Fall.

NU 101 - Nursing Science II Flhcon (9)

This course is administered and completed at FLHCON This 9-credit course builds on the nursing foundation as it relates to the principles, concepts, and skills introduced in the previous nursing course as well as the general education courses. Students deliver care with special emphasis on the core values of the curriculum through the essence of nursing. Critical thinking, the nursing process, and the integration of pharmacological and community health standards are evaluated through a methodological approach. The complex needs of the medical surgical population are explored with the deliberate focus on providing holistic and culturally sensitivity care to patients with altered status and health concerns of the neurological, gastrointestinal respiratory, cardiac, musculoskeletal and reproductive systems. In addition, Diabetes and fluid and electrolyte imbalance are also explored. Special needs of the aged and pediatric population are also included Evidence-based practice as it relates to disease processes is studied with respective interventions through disciplined inquiry.

Offered: Fall.

NU 200 - Nursing Science III Flhcon (9)

This course is administered and completed at FLHCON This 9-credit course builds on the nursing foundation gained in the general education courses and core values and focuses on the nursing essence of three specialty areas of nursing. This course is divided into 3 separate rotating 5 week sessions of content: Critical Care, Maternal-Child, and Mental Health. All three modules present opportunities for the students to fine tune their methodological skill set utilizing the nursing process. In addition, the student is able to continue to build their knowledge of disciplined inquiry with evidence based practice in each of the specialty areas. Special needs of the aged and pediatric population are also included. Finally, students explore each specialty area as part of the professional identity of nursing. Practice of nursing skills is provided in the college lab and through client care assignment selection which is planned with concurrent theory. At times, students may be required to attend educational programs outside of regularly scheduled classes.

Offered: Fall.

NU 201 - Nursing Science IV Flhcon (9)

This course is administered and completed at FLHCON This 9-credit course builds upon mastery of core values and nursing foundation as it relates to the principles, concepts, and skills introduced in previous nursing and general education courses. The course integrates the concepts of nursing essence related to provision of holistic care for complex medical- surgical patients. The course incorporates methodology in collaboration with the interdisciplinary team, utilizing the nursing process and developmental theories when providing nursing care for patients with a variety of disease processes, such as endocrine, immunologic, sensory, skin, genitourinary, hematologic, and communicable, as well as concepts of pediatric cardiology. Through disciplined inquiry and evidence-based practice, critical thinking is evaluated through the nursing process and the integration of pharmacological community health concepts. Emphasis is placed on the professional issues and the transition from student to GN role.

Offered: Fall.

NU 202 - Nursing Science V Flhcon (2)

This course is administered and completed at FLHCON This 2-credit course examines through nursing essence the role and identity of the registered professional nurse while analyzing the impact of societal trends, healthcare issues, scope of practice and the responsibility and requirements of licensure. The exploration of employment and preparation is also included in the course content. Throughout the course students have opportunities to perfect their methodological skill set of critical thinking and problem solving. Finally, the student is able to utilize their knowledge of disciplined inquiry through participation in evidence- based learning activities.

Offered: Fall.

NUR - Nursing

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

NUR 300 - Health Assessment (3)

This course provides theory and laboratory practice of basic health assessment skills for individuals across the life span. The student uses the nursing process as a framework to develop interviewing, health history assessment, and documentation skills to conduct a systematic, comprehensive health assessment.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 303 - Epidemiology (2)

This course presents basic epidemiological concepts and methods with emphasis on the health status and health needs of a population, on the levels of prevention, and on the promotion of health strategies. General methods introduced include epidemiological measures, measures of effect, sources of data, descriptive components, study designs and strategies for screening, and surveillance in the community. Practical applications for health care providers are emphasized.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 309 - Family Health Nursing (3)

This initial nursing course introduces Keuka's community-based curriculum with a client family as the primary unit of investigation. Using a family developmental life-cycle approach and a family systems framework, the evolution and growth of many types of families is traced over time. Through a systematic approach to family assessment, students analyze the cultural, ethnic, racial, religious, and socio-economic variables that influence family life in this rural community. Critical thinking is encouraged as nursing interventions are developed and implemented with consideration given to the utilization of community resources to enhance family functioning.

Prerequisite: Prerequisite: Complete INS-301H. Program mustbe NUR. Offered: Occasional.

NUR 311 - Genetics in Nursing (3)

This course provides the nurse of the future with a basic understanding of the principles of human genetics. Major content areas include the human genome project, cross-cultural issues in human genetics, and genetic conditions across the life span. Students begin to evaluate the inherent ethical dilemmas that this expanding knowledge poses for modern health care providers.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 315 - Nursing Research (3)

This course is an introduction to the principles of scientific inquiry in nursing. Students are guided in the development of critical appraisal skills in the evaluation of both quantitative and qualitative research methodologies and in the application of research findings to nursing practice. Resources appropriate for nurse researchers are explored with the opportunity to define a research problem and to initiate a literature search.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 316 - Nursing History (1)

This course introduces the rich history of nursing, beginning with early civilizations. Knowledge of nursing's history, within the context of each period, provides insight into the relationship between nursing and society. The impact on modern nursing of historical figures such as Florence Nightingale, Lavinia Dock, and Lillian Wald is investigated, as are the changing roles of nurses over time.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 317 - Professional Development in Nursing (1)

This course encourages the student to explore the ethical and legal requirements for safe, effective, compassionate professional nursing practice. Characteristics of a profession are considered and applied to nursing. Philosophical and legal definitions of nursing are examined related to the work of prominent nursing theorists. Students study the American Nurses Association Code for Nurses, the ethical basis of nursing practice. Students also study new York State Licensing law, which provides the foundation for the legal parameters of nursing practice.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 400 - Business Planning for Healthcare (3)

This course provides students in the health care professions with basic business and entrepreneurial skills. Topics covered include: cost, budgeting, and marketing. Students cover basic business theory, making case study applications. Emphasis is placed on quantitative and qualitative decision-making. The course also examines current business trends within the health care industry including deregulation, reimbursement systems, fee-for-service providers, and entrepreneurial opportunities.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 415 - Community Health Nursing (4)

This course focuses on the theory and practice of community health nursing. Community health nursing is a blend of two components: public health science, with its roots in epidemiology, and the art and science of nursing. While students work with individuals and families, emphasis is placed on the community-as-client, critically examining the population-focused practice of nursing in a rural community. In partnership with the community, students analyze current assessment data to develop a proposal to meet an identified community need. Clinical learning experiences occur in a variety of community-based settings.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 425 - Nursing Leadership (3)

This course focuses on the nurse's leadership roles in the rapidly changing global health care environment. Course content includes group theory and development, models of leadership, organizational theory and development, change theory, and conflict management. Managed care concepts, quality improvement, and the evaluation of patient care outcomes are also highlighted. Seminar discussions enhance understanding of business processes and of the political, legal, and ethical ramifications of core topics.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 430 - Professional Practice Issues (2)

In this capstone senior seminar, students are encouraged to critically analyze societal trends and health issues that influence professional nursing practice. Students provide leadership for selecting, planning, implementing, and evaluating seminars. Knowledge and skills from other nursing courses are integrated as the student is challenged to explore current employment opportunities and to make projections for the changing roles of the nurse in the 21st century. Individual student portfolios are completed during this course.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 491 - Senior Nursing Field Period (3)

Nursing-focused experiential education for the individual student or student group. This experience builds upon previous experience, demonstrating growth and an enhanced ability to think critically. Off-campus experiences highlight personal and professional development and can also involve the areas of service learning, working with diverse populations, and working with other disciplines. Includes a minimum of 140 clock hours.

Prerequisite: Program must be NUR.

NUR 500 - Organizational & Systems Leadership (3)

This course seeks to promote a clear understanding of nursing's role and responsibilities in the healthcare system as differentiated by the needs of the client being served and the range of specialized services offered. The course begins with an overview of the economic and financial aspects of the healthcare delivery system, including specific issues across the system and their relevance to nursing, healthcare finance and control, and the evolving role of the Masters Prepared Nurse. Utilizing research and technology, the Masters Prepared Nurse assesses changes in healthcare delivery informed by the principles of related theories. Integration of such advanced understanding is analyzed related to the ability to deliver evidence-based and value-based nursing care. Ethical considerations and legal professional responsibilities surrounding the delivery of healthcare are explored in an ever changing environment.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 510 - Nursing Theory and Research (4)

This course presents a foundation for understanding the discipline and development of nursing knowledge as an essential component of scholarly practice for the Masters Prepared Nurse. This course provides the student with a better understanding of how evidence-based practice is translated into the healthcare environment. The research process is presented as students develop an appreciation for the thought processes used to formulate a research problem and purpose. Quantitative, qualitative, and outcomes research are examined in an effort to investigate a variety of research problems and purposes. Published studies are separated into their component parts to evaluate the logical consistency of the theoretical system and its interaction with the study methodology. Quantitative, qualitative, and mixed methods of research are reviewed through performance of critiquing skills. Methodology, implementation, and data analysis/evaluation are stressed as the processes of statistical analyses are presented. Relevant theories highlight the application of nursing research aimed at providing evidence-based nursing care across a variety of patient care settings. The interrelationship of nursing theory, research, and practice is explored using best practice models. This course includes the theoretical basis of outcomes research, a brief history of emerging attempts to examine outcomes, the importance of outcomes research designed to examine nursing practice, and methodologies used in outcomes research.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 520 - Nursing Informatics (3)

This course extends and integrates the nurse's knowledge of nursing science, nursing interventions and evidenced based practice with computer science, informatics science and technology. Students examine and critique a variety of healthcare information sources and technologies focused on improving patient care outcomes by navigating and evaluating their reliability and validity. Patient care is considered relative to technology teaching tools, particularly as it aims to improve standards of care. The utilization and management of various information and communication technologies will be evaluated with attention to the ethical and legal ramifications. Those technologies that are most appropriate to enhance the delivery of patient care and to improve patient outcomes will be identified.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 530 - Health Care Policy: Advanced Prac Nurse (3)

This course provides the student with a greater understanding of the health of the world population. The course begins with an overview of the political aspects of the healthcare delivery system, including the relevance of the political process in nursing, and information describing how one can become informed. Social, political, and economic considerations are discussed within the delivery of global healthcare. Health policy is studied in relation to relevant theories and principals of patient centered care. Research and theory are integrated as students consider potential strategies for change as leaders within the profession of nursing. Issues discussed include the controversy over the appropriate educational preparation for entry into practice. Information about the role of law and policy are explained in relation to legal issues in nursing practice. Leadership and management principles are further developed to give the masters prepared nurse the tools needed to perform in an international leadership role.

Prerequisite: Complete NUR-500 Program must be NUR. Offered: Occasional.

NUR 550 - Advanced Health Assessment (3)

This course provides the adult learner with the opportunity to develop advanced health assessment skills. Using the nursing process, the adult learner will obtain and interpret health histories and conduct thorough physical examinations with diverse populations across the lifespan. Normal aging is compared to and contrasted with pathological history and examination findings. An introduction to the process of diagnostic reasoning is provided. Health promotion and risk reduction concepts are stressed throughout the course. Primary, secondary, and tertiary prevention strategies are explored in light of the various predictors of health (i.e. genomics, socioeconomic situation, culture, and spiritual beliefs). The adult learner is expected to engage in experiential hands-on learning. The students have an opportunity to apply theoretical knowledge and evidence-based knowledge while practicing health assessment skills in assigned teams.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 560 - Advanced Pathophysiology (4)

Using a systems approach, this course provides the adult learner with the opportunity to develop critical thinking skills and share knowledge related to the management of common pathophysiologic processes occurring within diverse populations across the lifespan. Systems to be explored include: cardiac, vascular, respiratory, and immune. Concepts of pharmacotherapy are presented including pharmaco-dynamics, pharmaco-kinetics, and pharmaco-genomics. In addition, non-pharmacologic, complementary, and / or alternative therapies are explored. Economic implications and their effects on the ethics of healthcare decision making are discussed and explored. Identification and management of co-morbidities will be addressed, with a strong emphasis on the importance of support from caregivers and / or family. Availability of community resources is explored. The adult learner is expected to engage in experiential hands-on learning. The adult learners have an opportunity to apply theoretical knowledge and evidence based knowledge while practicing health promotion strategies in selected community settings.

Prerequisite: Prerequisite/Corequisites: Take NUR-500 NUR-510 NUR-520 NUR-530 NUR-550. Program must be NUR. Offered: Occasional.

NUR 570 - Advanced Pharmacology (3)

Using a systems approach, this course provides the adult learner with the opportunity to develop critical thinking skills and share knowledge related to the management of common pathophysiologic processes occurring within diverse populations across the lifespan. Systems to be explored include: renal, gastrointestinal, genitourinary, endocrine, neurological, musculoskeletal and integumentary. Concepts of pharmacotherapy are presented including pharmaco-dynamics, pharmaco-kinetics, and pharmaco-genomics. In addition, non-pharmacologic, complementary, and/or alternative therapies are explored. Economic implications and their effects on the ethics of healthcare decision making are discussed and explored. Identification and management of co-morbidities will be addressed, with a strong emphasis on the importance of support from caregivers and / or family. Availability of community resources is explored. The adult learner is expected to engage in experiential hands-on learning. The adult learners have an opportunity to apply theoretical knowledge and evidence based knowledge while practicing health promotion strategies in selected community settings.

Prerequisite: Prerequisite/Corequisites: Complete NUR-500 NUR-510 NUR-520 NUR-530 NUR-550 NUR-560. Program must be NUR. Offered: Occasional.

NUR 580 - Eval of Adult/Ger Health for Adv Nurse (4)

This course focuses on the assessment of adult health status and application of clinical reasoning and evidence-based practice in the management of health status deviations. Clinical reasoning using advanced health assessment skills and knowledge of advanced path-physiology and patho-pharmacology leads to the formulation of comprehensive differential diagnosis. Use of appropriate diagnostic tools and timely referral is explored. Formulation of treatment plan using best evidence and system resources is introduced. Emphasis on professional role socialization and functioning within the interdisciplinary health care team prepares the practitioner for the advanced practice role within the current health care system. Scope of practice and legal aspects of the advanced practice role are examined including New York State and federal laws related to prescriptions and record-keeping.

Prerequisite: Prerequisite: Complete NUR-500, NUR-510, NUR-520, NUR-530, NUR-550, NUR-560, and NUR-570. . Offered: Occasional.

NUR 620 - Philosophy/Theories Teaching/Learning (3)

This course provides the foundation for understanding and ultimately applying the philosophy and theories of education. Evidence-based research of educational methodologies is incorporated as students are introduced to educational planning. Development of critical thinking is highlighted for both didactic and clinical learning settings. Professional as well as personal development is encouraged as criteria to analyze ways of thinking and ways of knowing through self-examination are explored. The value of life-long learning is highlighted and encouraged. Learning styles as well as pedagogy and andragogy are compared and contrasted using current and historical education philosophy, theory, and research. Cultural sensitivity is stressed as theories of adult learning are examined. The student applies learning processes appropriate to a variety of educational settings, i.e., academic, staff development, continuing education, and community education. Service learning is highlighted as selected examples from case studies are studied and evaluated.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 630 - Teaching/Learning Environ/Governance (3)

This course focuses on the role of the nurse educator in creating an effective learning environment with the structure, culture and governance of the setting. The unique needs of the learner and context in which learning occurs are assessed. This information is then used to design a relevant teaching strategy. Evaluation methods are reviewed and analyzed to determine the effectiveness of the learning experience. Institutional and specialized accreditation guidelines are reviewed.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 640 - Teaching/ Learning Methods (3)

This course provides the student the opportunity to directly apply the philosophies and theories of education as they relate to the methods of teaching. Curriculum design and development including the rationale for course development from less to more complex within an integrated nursing program are examined. Various methods for determining clock/credit hour designations as well as faculty workload formulas for class and clinical hours are explored. Student learning styles are further studied in relation to various classroom strategies (i.e., learning through dialogue/discussion; learning through the use of narratives; concept mapping as a problem-solving tool; traditional lecture for selected types of learning). Designs for the evaluation of learning outcomes via testing and measurement within the cognitive, psychomotor, and affective domains are studied along with educator skills aimed at the development of assessment plans for student, course, and program evaluation. Students explore and integrate tools of nursing informatics within the traditional as well as nontraditional leaning environments.

Prerequisite: Program must be NUR. Offered: Occasional.

NUR 650 - Primary Care for Adult/Gero Patient I (4)

Building upon knowledge and clinical reasoning skills established in NUR-550, 560, 570 and 580, this course focuses on the prevention, diagnosis, treatment and/or management of chronic health conditions and acute exacerbations of illness. Using a systems approach, this course focuses on conditions effecting the eyes, ears, nose, and throat; cardiovascular pulmonary; hematological; and gastrointestinal systems. Opportunities to apply evidence-based knowledge and enhance clinical reasoning skills will be available to the student through unfolding case studies and clinical practicum experiences which include care of the adult and geriatric populations served in acute, chronic care and/or community based settings. Opportunity to utilize relevant technology in determined areas of care will be incorporated.

Prerequisite: Prerequisite: Complete NUR-500, NUR-510, NUR-520, NUR-530, NUR-550, NUR-560, NUR-570, and NUR-580. . Offered: Occasional.

NUR 660 - Primary Care for Adult/Gero Patient II (4)

Building upon knowledge and clinical reasoning skills established in NUR 550, 560, 570, 580, and 650, this course focuses on the prevention, diagnosis, treatment, and/or management of chronic health conditions and acute exacerbations of illness. Using a systems approach, this course focuses on conditions effecting the musculoskeletal; neurological; endocrine; genitourinary; reproductive, and integument systems. Opportunities to apply evidence-based knowledge and enhance clinical reasoning skills will be available to the student through unfolding case studies and clinical practicum experiences which include care of the adult and geriatric populations served in acute, chronic care and/or community based settings. Opportunities to utilize relevant technology in determined areas of care will be incorporated.

Prerequisite: Prerequisite: Complete NUR-500, NUR-510, NUR-520, NUR-530, NUR-550, NUR-560, NUR-570, NUR-580, and NUR-650. . Offered: Occasional.

NUR 670 - Adv Prac Nurse As Com Health Leader (4)

Seminar and practicum focuses on the role of the Adult/Gerontology Primary Care Nurse Practitioner as a community health leader. Nursing science and epidemiology provide the base for examining the spectrum of community health and understanding of the delivery of primary health care to individuals, communities, and populations. Tools for community assessment and diagnosis as well as concepts of health promotion, disease prevention, risk reduction, rehabilitation, and evidence-based practice for the health of groups is presented. Students develop role competencies under the supervision of nusre practitioner preceptors and faculty in a variety of health care settings.

Prerequisite: Prerequisite: Complete NUR-500, NUR-510, NUR-520, NUR-530, NUR-550, NUR-560, NUR-570, NUR-580, NUR-650, and NUR-660. . Offered: Occasional.

NUR 710 - Education Internship (3)

This course provides the opportunity for the direct application of teaching / learning theory, classroom and clinical instruction as well as outcome measurement in a self-selected student teaching experience. Adult learners are encouraged to select a setting that is consistent with their future professional goals as an educator. The internship experience must include a minimum of 80 hours of combined instructional and evaluation preparation. The opportunity for experiential and service learning is provided as students accept accountability and apply concepts learned. Professional and personal development is encouraged throughout the experience as continuous self-evaluation occurs. This course runs concurrently with NUR620, NUR630 and NUR640.

Offered: Occasional.

NUR 750 - Professional Seminar/Capstone (3)

This course integrates and applies knowledge gained through the core and specialty courses as well as internship experiences. Current issues and concepts affecting the role of the Masters Prepared Nurse are explored relative to their ability to affect change. Research and theory are integrated as students propose potential strategies for change as leaders within the profession of nursing. The final evidence-based action research project will be included in a professional portfolio as an indicator of having met program outcomes.

Prerequisite: Prerequisite: Complete NUR-500 NUR-510 NUR-520 NUR-530 NUR-550 NUR-560 NUR-570 NUR-580 NUR-650 NUR-660 and NUR-670. Program must be NUR. Offered: Occasional.

OCC - Occupational Science

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

OCC 120 - Introduction to Occupational Therapy (3)

This course will introduce the student to occupational therapy by examining the history and development of its philosophical base and core values. Students will understand the scope of OT through an introduction to the psychosocial, physical and cultural contexts of the OT profession. In addition, students will be introduced to the OT Practice Framework and an occupation based model of practice.

Offered: Every Spring.

OCC 225 - Occupational Science (3)†

This course will examine the principles of occupational science and the use of occupation to establish meaning and competence. Students will understand how people establish identity through the development of the occupational self. In addition, they will apply the strategies of foundational task and activity analysis to occupations in context. Students will recognize the influence of occupation on well-being and quality of life through understanding an occupation based practice model.

Offered: Every Fall.

OCC 331 - Pediatric Medical Conditions (3)

The Pediatric Medical Conditions course will explore the pediatric conditions and diagnosis that are seen in children birth to 18 years old. It will focus on the dysfunction that will impact occupational performance and outcomes. This course is designed to develop the foundation knowledge along the curriculum practice theme for students to apply to later courses to aid in assessment and intervention.

Prerequisite: Prerequisite: Complete BIO-102, BIO-221, and BIO-222. Take BIO-343, SS-232, OCC-332 and OCC-334 either as Prerequisite or corequisites. Class Level must be SO JR SR Program must be OCC. Offered: Every Fall.

OCC 332 - Adult Medical Conditions (3)

The Adult Medical Conditions course will explore the pediatric conditions and diagnosis that are seen in adults from 18 years old throughout life. It will focus on the dysfunction that will impact occupational performance and outcomes. This course is designed to develop the foundation knowledge along the curriculum practice theme for students to apply to later courses to aid in assessment and intervention.

Prerequisite: Prerequisite: Complete BIO-102 BIO-221 and BIO-222. Take OCC-332 and OCC-334 either as Prerequisite or corequisites. Class Level must be SO JR SR Program must be OCC. Offered: Every Fall.

OCC 334 - Professional Development I (1)

This course will include discussion, lecture and experiential opportunities to foster professional and scholarly development in the field of occupational therapy. Students will develop foundational skills necessary for successful completion of Level I and II Fieldwork and initiation of a scholarly research project in the graduate year. The focus of the course will be to provide an introduction of the research process and professional behaviors.

Prerequisite: Prerequisite: Complete OCC-120 and OCC-225. Take OCC-331 and OCC-332 either a Prerequisite or corequisites. Class Level must be SO JR SR Program must be OCC. Offered: Every Fall.

OCC 335 - Professional Development II (1)

This course will include discussion, lecture and experiential opportunities to foster professional and scholarly development in the field of occupational therapy. Students will develop foundational skills necessary for successful completion of Level I and II Fieldwork and initiation of a scholarly research project in the graduate year. The course will focus on professional presentations and beginning literature reviews.

Prerequisite: Prerequisite: Complete OCC-334. Take OCC-341, OCC-342, OCC-343 and OCC-355 either as Prerequisite or corequisites. Class Level must be SO JR SR Program must be OCC. Offered: Every Spring.

OCC 341 - Pediatric Medical Application (4)

The Pediatric Medical Application course will explore pediatric assessment in the medical and rehabilitation setting. Analysis or appropriate use and interpretation of assessments along with evidence-based treatment techniques from a range of theoretical frames of reference is used. Experiences through laboratory assignments along with clinical reasoning and use of case studies are included; lecture and laboratory.

Prerequisite: Prerequisite: Complete OCC-331 and OCC-332. Take OCC-341L, OCC-342, OCC-343, OCC-355 and OCC-335 either as Prerequisite or corequisites. Class Level must be SO JR SR Program must be OCC. Offered: Every Spring.

OCC 341L - Lab-Pediatric Medical App (-)

Lab for OCC-341

Prerequisite: Corequisite: Take OCC-341. Class Level must be SO JR SR Program must be OCC. Offered: Every Spring.

OCC 342 - Adult Medical Application (4)

The Adult Medical Application course will explore adult assessment in the medical and rehabilitation setting. Analysis of appropriate use and interpretation of assessments along with evidence-based treatment techniques from a range of theoretical frames of reference is used. Experiences through laboratory assignments along with clinical reasoning and use of case studies are included; lecture and laboratory.

Prerequisite: Prerequisite: Complete OCC-331 and OCC-332. Take OCC-342L, OCC-341, OCC-343, OCC-355 and OCC-335 either as Prerequisite or corequisites. Class Level must be SO JR SR Program must be OCC. Offered: Every Spring.

OCC 342L - Lab-Adult Medical Application (-)

Lab for OCC-342.

Prerequisite: Corequisite: Take OCC-342. Class Level must be SO JR SR Program must be OCC. Offered: Every Spring.

OCC 343 - Mental Health Application (4)

An integrated theory and practice course examining Occupational Therapy models for psychosocial treatment approaches. Areas explored will include techniques for prevention, remediation of role dysfunction, maintenance of competence, and adaptations related to psychosocial dysfunction; lecture and laboratory.

Prerequisite: Prerequisite: Complete PSY-101. Take OCC-343L OCC-341 OCC-342 OCC-355 OCC-335 PSY-336 as Prerequisite or corequisites. Class Level must be SO JR SR Program must be OCC. Offered: Every Spring.

OCC 343L - Lab-Mental Health Appl (-)

Lab for OCC-343.

Prerequisite: Corequisite: Take OCC-343. Class Level must be SO JR SR Program must be OCC. Offered: Every Spring.

OCC 355 - Theory Development and Application (3)

Development of philosophy and theory in occupational therapy; examination of the conceptual models which have shaped occupational therapy since its inception, analysisof current theories, models and frames of reference which shape practice and scholarship, in-depth analysis of the concepts underlying occupational behavior, occupational science and clinical reasoning.

Prerequisite: Prerequisite: Complete OCC-225. Take OCC-341, OCC-342, OCC-343 and OCC-335 either as Prerequisite or corequisites. Class Level must be SO JR SR Program must be OCC. Offered: Every Spring.

OCC 399 - Independent Study (1.00-3.00)

Prerequisite: junior or senior standing and consent of the division. (Offered every semester.)

Prerequisite: Program must be OCC Class Level must be Jr Sr. Offered: Occasional.

OCC 425 - Occupations Across the Lifespan (3)

This coure will develop the student's skill in understanding and applying the principles of occupation as they related to the health and wellness of individuals. Through lecture, discussion, application activities, and experiential learning, students will explore the occupations engaged in by individuals accross the lifespan, with a focus on occupational balance and daptation in response to life changes. This course will integrate analysis and application of literature fromt he discipline of occupational science.

Prerequisite: Take OCC-460, OCC-431, OCC-455 and OCC-435 either as Prerequisite or corequisites. Prereqs - take four courses OCC-225 OCC-441 OCC-442 OCC-443 Class Level must be Jr Sr Program must be OCC. Offered: Every Fall.

OCC 430 - Theory in Practice I (3)

This laboratory course focuses on the development of foundational clinical skills used in screening, assessment and intervention across practice settings. Screening and assessment skills will include manual muscle testing, hand strength assessment, and goniometry. Intervention techniques will include establishing therapeutic rapport, designing and fabricating splints, application of upper extremity orthotics, and use of preparatory modalities (thermal and electric). Students will integrate occupational therapy theories and frames of reference as these apply to an understanding of the clinical skills taught in this course.

Prerequisite: Prerequisite: Complete OCC-331 and OCC-332. Take OCC-441, OCC-442, OCC-443 and OCC-434 either as Prerequisite or corequisites. Class Level must be Jr Sr Program must be OCC. Offered: Every Fall.

OCC 431 - Theory and Practice II (3)

This laboratory course focuses on the development of skills and therapeutic techniques that support clients' engagement in the occupations of daily life. Students will develop assessment and intervention skills and related competencies for: wheelchair seating and positioning of adults and pediatric populations, mobility (both community and other functional areas), eating and feeding for adults and pediatric populations (including dysphagia management), home evaluation and safety, work and productivity, and ergonomics. Students will integrate occupational therapy theories and frames of reference as these apply to an understanding of the clinical skills taught in this course.

Prerequisite: Prerequisite: Complete OCC-430. Take OCC-425, OCC-460, OCC-455 and OCC-435 either as Prerequisite or corequisites. Class Level must be Jr Sr Program must be OCC. Offered: Every Spring.

OCC 434 - Professional Development III (1)

This course will include discussion, lecture and experiential opportunities to foster professional and scholarly development in the field of occupational therapy. Students will develop foundational skills necessary for successful completion of Level I and II Fieldwork and initiation of a scholarly research project in the graduate year. This course will focus on Level I Fieldwork preparation and the development of research questions.

Prerequisite: Prerequisite: Complete OCC-335. Take OCC-441, OCC-442, OCC-443 and OCC-430 either as a prerequisite or corequisite. Class Level must be Jr Sr Program must be OCC. Offered: Every Fall.

OCC 435 - Professional Development IV (1)

This course will include discussion, lecture and experiential opportunities to foster professional and scholarly development in the field of occupational therapy. Students will develop foundational skills necessary for successful completion of Level I and II Fieldwork and initiation of a scholarly research project in the graduate year. This course will focus on Level II Fieldwork preparation and forming master level working groups.

Prerequisite: Prerequisite: Complete OCC-434. Take OCC-425, OCC-460, OCC-431 and OCC-455 either as a prerequisite or corequisite. Class Level must be Jr Sr Program must be OCC. Offered: Every Spring.

OCC 441 - Pediatric Community Application (4)

The Pediatric Community Application course will explore pediatric assessment in the community including the educational setting and early intervention. Analysis of appropriate use and interpretation of assessments along with Evidence-Based techniques from a range of theoretical frames of reference is used. Experience through lab assignments along with clinical reasoning and use of case studies are included; lecture and laboratory.

Prerequisite: Prerequisite: Complete OCC-341. Take OCC-441L, OCC-442, OCC-443, OCC-430 and OCC-434 either as a prerequisite or corequisite. Class Level must be Jr Sr Program must be OCC. Offered: Every Fall.

OCC 441L - Lab-Pediatric Community Application (-)

Lab for OCC-441

Prerequisite: Corequisite: Take OCC-441. Class Level must be Jr Sr Program must be OCC. Offered: Every Fall.

OCC 442 - Adult Community Application (4)

The Adult Community Application course will explore adult assessment in the community including topics outpatient care and home health. Analysis of appropriate use and interpretation of assessments along with Evidence-Based techniques from a range of theoretical frames of reference is used. Experience through lab assignments along with clinical reasoning and use of case studies are included; lecture and laboratory.

Prerequisite: Prerequisite: Complete OCC-342. Take OCC-442L, OCC-441, OCC-443, OCC-430 and OCC-434 either as a prerequisite or corequisite. Class Level must be Jr Sr Program must be OCC. Offered: Every Fall.

OCC 442L - Lab-Adult Community Application (-)

Lab for OCC-442.

Prerequisite: Corequisite: Take OCC-442. Class Level must be Jr Sr Program must be OCC. Offered: Every Fall.

OCC 443 - Mental Health Community Application (4)

An integrated theory and practice course examining occupational therapy models for psychosocial treatment approaches specifically in community based practice settings. Areas explored will include group processes, clinical program design, and assessment and treatment techniques; lecture and laboratory.

Prerequisite: Prerequisite: Complete OCC-343. Take OCC-443L, OCC-441, OCC-442, OCC-430 and OCC-434 either as a prerequisite or corequisite. Class Level must be Jr Sr Program must be OCC. Offered: Every Fall.

OCC 443L - Lab-Mental Health Community (-)

Lab for OCC-443

Prerequisite: Corequisite: Take OCC-443. Program must be OCC Class Level must be Jr Sr. Offered: Every Fall.

OCC 455 - Managerial Roles (3)

The focus of this course is on the application of current literature in management and leadership to the roles of a manager, consultant, and leader within traditional and non-traditional practice settings. Students will actively participate in developing skills relating to human resources, budgeting, and management.

Prerequisite: Prerequisite: Complete PHL-115. Take OCC-425, OCC-460, OCC-431 and OCC-435 either as a prerequisite or corequisite. Class Level must be Jr Sr Program must be OCC. Offered: Every Spring.

OCC 460 - Integration Lab Across the Lifespan (4)

This course is designed to integrate the concepts and skills gained throughout the professional education program by having the student complete formal presentations and expanded written assignments of patient case studies. Emphasis will be placed on evaluating, the OT assessment and treatment plan development process in a holistic manner, which includes the patients' physical, psychological, and social situation. Treatment alternatives selected will be validated through the use of professional literature; lecture and laboratory.

Prerequisite: Prerequisite: Complete OCC-441, OCC-442, OCC-443. Take OCC-460L, OCC-425, OCC-431, OCC-455 and OCC-435 either as a prerequisite or corequisite. Class Level must be Jr Sr Program must be OCC. Offered: Every Spring.

OCC 460L - Lab-Integration Lab Across Lifespan (-)

Lab for OCC-460

Prerequisite: Corequisite: Take OCC-460. Class Level must be Jr Sr Program must be OCC. Offered: Every Spring.

OCC 491 - Occupational Sci FP/FW I Traditional (1.5)

This is an experiential Field Period designed for the senior occupational therapy students to practice evaluation, treatment planning, and intervention skills learned the previous semester in the occupational therapy courses. This traditional site experience is designed to meet 1.5 credits which is 1/2 of the credit requirements or 70 hours of an experiential learning opportunity per academic year that a student attends Keuka College.

Offered: Every January and Summer.

OCC 492 - Occupational Sci FP/FW I Emerging (1.5)

This is an experiential Field Period designed for the senior occupational therapy students to practice evaluation, treatment planning, and intervention skills learned the previous semester in the occupational therapy courses. This fieldwork experience has as its focus psychological and social factors that influence engagement in occupation and is considered an emerging area site experience. This experience is designed to meet 1.5 credits which is 1/2 of the credit requirements or 70 hours of an experiential learning opportunity per academic year that a student attends Keuka College.

Offered: Every January and Summer.

OCC 501 - Level II Fieldwork (8)

The student will complete 12 weeks of full-time employment/clinical experience under the direct supervision of a registered occupational therapist. The type of clinical setting or environment is a collaborative effort between the fieldwork coordinator, the student and the clinical site supervisor. The student learning objectives are developed by the fieldwork sites with review by the Division of Occupational Therapy. The primary emphasis for this fieldwork is the student's transition from academic learner to entry-level practitioner. The student must translate the academic knowledge base to actual clinical practice in a professional manner. Registration in this course constitutes full-time attendance. A student may begin Level II Fieldwork only after completing all the specified academic requirements. It consists of working full-time for 24 weeks in occupational therapy clinics, serving a variety of ages and diagnosis. Keuka College requires that three months be completed in a setting serving those with physical dysfunction. A student may choose to complete a third Level II placement in an area of interest, which may be two or three months long.

Prerequisite: Prog must be Ms in Ot. Offered: Occasional.

OCC 502 - Level II Fieldwork (8)

The student will complete 12 weeks of full-time employment/clinical experience under the direct supervision of a registered occupational therapist. The type of clinical setting or environment is a collaborative effort between the fieldwork coordinator, the student and the clinical site supervisor. The student learning objectives are developed by the fieldwork sites with review by the Division of Occupational Therapy. The primary emphasis for this fieldwork is the student's transition from academic learner to entry-level practitioner. The student must translate the academic knowledge base to actual clinical practice in a professional manner. Registration in this course constitutes full-time attendance. A student may begin Level II Fieldwork only after completing all the specified academic requirements. It consists of working full-time for 24 weeks in occupational therapy clinics, serving a variety of ages and diagnosis. Keuka College requires that three months be completed in a setting serving those with physical dysfunction. A student may choose to complete a third Level II placement in an area of interest, which may be two or three months long.

Prerequisite: Prog must be Ms in Ot.

OCC 511 - Action Oriented Research I (5)

This course is designed to facilitate successful participation as a principle investigator on a research project through exploration of topics pertinent to occupation-based practice. The student will select a research topic relevant to current occupational therapy practice and develop a scholarly research project proposal to be approved by the student's major advisor and graduate committee. Student research involving human subjects must be approved by the Human Subjects' Institutional Review Board (HSIRB) or be certified exempt by the Chair of the HSIRB. Data collection may begin during this course or conducted while the student is completing his/her Fieldwork Level II experience. Class meetings will include lectures, seminar discussions, and lab activities that will guide and support the student while completing this independent research project. Outside of class, students will engage in self-directed activities and meet with their assigned advisors for mentorship as they work on their individual research projects.

Prerequisite: Prog must be Ms in Ot. Offered: Every Fall.

OCC 513 - Advanced Theory I (3)

Evaluate how occupational therapy's core constructs address professional identity and competence. Describe how the field's theoretical concepts are developed and used for effective treatment and program planning.

Prerequisite: Prog must be Ms in Ot. Offered: Every Fall.

OCC 515 - Leadership and Mgmt Issues OCC Therapy (3)

The focus of this course is on the application of current literature in management and leadership to the roles of a manager, consultant, and leader within the traditional and non-traditional practice settings. Students will actively participate in developing case based programming with issues relating to human resources, budgeting, and management.

Prerequisite: Prog must be Ms in Ot. Offered: Every Fall.

OCC 521 - Scholarly Project I (3)

This course is designed to facilitate the application of knowledge and skills related to scholarship, research, and the use of evidence in OT practice. Class meetings will include lecture, discussion groups, peer presentations, and learning activities built around the generation and application of scholarly knowledge. Students will engage in the development of a research proposal on a self-selected topic, and will identify areas for future scholarship. In addition, students will participate in small-group, faculty-directed scholarly activities, designed to build knowledge and skills while engaging students in a range of scholarly activities relevant to OT practice. (Offered every fall semester) (3).

Prerequisite: Prog must be Ms in Ot. Offered: Every Fall.

OCC 522 - Scholarly Project II (3)

This course is the follow-up to OCC 521, and will further facilitate the application of knowledge and skills related to scholarship, research, and the use of evidence in OT practice. Class meetings will include lecture, discussion groups, peer presentations, and learning activities integrating scholarship and the use of evidence with students' clinical experiences and future scholarly interests. Students will continue to work with an assigned faculty mentor on small-group, faculty directed scholarly activities. Students will compile, integrate, and share the results of this collaboration with peers, faculty, and other professionals. (Offered every spring semester.) (3)

Prerequisite: Prog must be Ms in Ot. Offered: Every Spring.

OCC 530 - Theory and Practice III (4)

This course focuses on the development of advanced clinical skills and clinical reasoning by focusing on some of the most challenging areas of occupational therapy practice: treatment of clients with spinal cord injuries and complex medical diagnoses such as burns, cancer and kidney disease. Through this treatment lens, students will explore such topics as client sexuality, end of life issues, and the use of assistive technology to enhance treatment and promote client outcomes. Students will integrate occupational therapy theories and frames of reference such as the Model of Human Occupation as they apply to an understanding of the clinical skills taught in this course. This course will be presented in a lecture/lab format.

Prerequisite: Corequisite: Take OCC-530L. Prog must be Ms in Ot. Offered: Every Fall.

OCC 530L - Lab-Clinical Skills III (-)

Lab for OCC-530.

Prerequisite: Corequisite: Take OCC-530. Prog must be Ms in Ot. Offered: Every Fall.

OCC 531 - Action Oriented Research II (3)

This course is designed to facilitate the completion of the research project through the compilation of data, analysis of results, and completion of a scholarly research paper that has the potential for later publication and/or presentation at a peer-reviewed conference. Students will work closely with their assigned adviser as they complete their data analysis and research paper. Each student will individually defend his/her research project to the graduate committee and invited Keuka College faculty and students. A group poster presentation forum at Keuka College will also be required.

Prerequisite: Prog must be Ms in Ot. Offered: Every Spring.

OCC 535 - Leadership & Mgmt Issues OCC Therapy II (3)

This course focuses on the application of current literature in management and leadership to the roles of advocate and leader within the traditional and non-traditional practice settings. Students will develop foundation skills for program, state, national, international leadership activities.

Prerequisite: Prog must be Ms in Ot. Offered: Every Fall.

OCC 555 - Policy and Advocacy in Occupational (3)

This course focuses on the application of current literature on the roles of the therapist as advocate and leader at the local, state, national and international level. Students will study topics including ethics, policymaking and legislation/regulation of occupational therapy practice at all levels.

Distribution: Every. Offered: Fall.

OCC 560 - Clinical Capstone (3)

Pre-requisite: B.S. in occupational science. This course will focus on development of critical reasoning skills using advanced case studies. These exercises will provide opportunities for linking evidence based knowledge within advanced practice situations. The course will also address education, preparation for professional certification and licensure.

Prerequisite: Prog must be Ms in Ot. Offered: Every Spring.

ORG - Organizational Management

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

ORG 415 - Group and Organizational Dynamics (3)†

This course is a study of group behavior and how group functioning affects organizational effectiveness with emphasis on decision-making and conflict resolution. Adult learners develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

ORG 425 - Organizational Communication (3)†

This module investigates the role of communication in creating a productive organizational environment. It aids adult learners in developing and strengthening their communication skills by focusing on interpersonal, group and presentation skills.

ORG 435 - Systems Approach to Organizational Chg (3)†

Adult learners examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Adult learners will also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to adult learners' work-related independent study projects.

Offered: Occasional.

ORG 445 - Human Resources Management (3)

Through assigned readings, simulations, case studies, and class discussions, adult learners explore the values and perceptions of selected groups affecting social and economic life through analysis of policies and practices of recruitment, selection, training, development, and compensation of employees.

Offered: Occasional.

ORG 455 - Personal Values and Organizational Eth (3)†

In this module, adult learners discover and define their own beliefs, values, purpose, moral philosophy, and ethical principles. No particular view or perspective will be prescribed. Because expressing and hearing disagreement are essential team skills, the course also provides adult learners with opportunities to practice skills that will transfer to the workplace.

ORG 465 - Action Research Project (4)

The Action Research Project is a major research effort designed to apply the action research model to adult learners' work locations. This module serves as the capstone to the Organizational Management Program by providing a platform for application of knowledge and skills acquired within an organization's changing environment. This course enhances knowledge in an area related to one's work or community, improves writing and presentation skills, and develops, research skills to assist in decision making.

Prerequisite: Prerequisite: Complete ENG-302 and BUS-320. Offered: Every Fall and Spring.

PE - Physical Education

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

PE 101 - Smallcraft (1)

Students will: learn and practice basic skills and safety for sailing, canoeing, kayaking, paddleboating and small motor crafts. Course will introduce students to the terminology, rules of waterways, equipment and the safe use of crafts on waterways. The course will be both theory and practice, and will vary depending on weather. The course will be taught for five hours per week for the first eight weeks of the fall semester.

Prerequisite: Corequisite: Take PE-101L. Offered: Occasional.

PE 101L - Smallcraft--Lab (-)

Lab for PE 101

Prerequisite: Corequisite: Take PE-101. Offered: Occasional.

PE 103 - Badminton (1)

Beginning strokes and strategies; rules and play for both singles and doubles. (Offered as needed.)(1)

Offered: Occasional.

PE 111 - Golf I (1)

Rules, etiquette, and beginning techniques for strokes, swing, and play.

Offered: Occasional.

PE 112 - Golf II (1)

Prerequisite: Prerequisite: Complete PE-111. Offered: Occasional.

PE 115 - Shape-Up (1)

Stretching exercises, working with weights, and building endurance with aerobic exercises.

Offered: Occasional.

PE 116 - Lifeguard Training (1)

This course covers material that allows a student to become certified by the American Red Cross in any of the following areas: lifeguarding, waterfront lifeguarding, first aid, CPR for the professional rescuer, and automated external defibrillator essentials.

Prerequisite: Corequisite: Take PE-116L. Offered: Occasional.

PE 116L - Lifeguard Training (-)

Pool time for PE 116

Prerequisite: Corequisite: Take PE-116. Offered: Occasional.

PE 119 - Basic Swimming (1)

Beginning through intermediate. This course covers all nine strokes, basic survival, and other water based on individual's ability.

Offered: Occasional.

PE 120 - Synchronized Swimming I (1)

Course designed for deep water swimmers. Sculling,figures, and strokes incorporated in routines with music.

Offered: Occasional.

PE 122 - Tennis I (1)

Beginning forehand ground stroke, backhand ground stroke, and serve. Rules and play for both singles and doubles. Beginning court position and strategies.

Offered: Occasional.

PE 123 - Tennis II (1)

Advanced tennis.

Prerequisite: Prerequisite: Complete PE-122. Offered: Occasional.

PE 125 - Canoeing (1)

Types of canoes, strokes and paddles. Methods of handling canoes in all weather conditions.

Offered: Occasional.

PE 126 - Outdoor Living (1)

Basic practical course to learn skills to better utilize and enjoy the outdoors through camping, hiking, canoeing, kayaking, and biking.

Offered: Occasional.

PE 128 - Sailing I (1)

Terms, types of boats, gear, and fittings, as well as points of sailing. Practical testing on solo sailing and rigging.

Offered: Occasional.

PE 220 - Prevention/Care/Rehab Sport Injuries (3)

Acquire knowledge and develop skills necessary in the understanding of how to prevent, care for, and rehabilitate common sports-related injuries. As part of the class, each student works in an athletic training practical setting while receiving the necessary theoretical background.

Offered: Occasional.

PE 295 - Introductory Topics in Physical Ed (1.00-3.00)

An introductory study of a specific topic within physical education. Intended for freshmen and sophomores, or for students with little or no background in physical education. The students may repeat the course, but not the topic.

Offered: Occasional.

PE 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

PE 495 - Advanced Topics in Physical Education (1.00-3.00)

An advanced study of a specific topic within physical education. Intended for juniors and seniors, or for students with an appropriate background in physical education. The student may repeat the course, but not the topic.

Offered: Occasional.

PHL - Philosophy

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

PHL 101 - Introduction to Philosophy (3)†*

The historical examination of philosophical thinking and philosophers, emphasizing value judgments, the meaning of life, and the quest for personal identity and wisdom.

Offered: Every Fall and Spring.

PHL 108 - Modern Philosophy (3)†

Origin and development of major assumptions, ideas, methods, perspectives, and systems of thought from the Renaissance to the present.

Offered: Occasional.

PHL 115 - Ethics (3)†*

Foundations, presuppositions, and meaning of morality; major ethical theories and standards of conduct from Greek origins to the present; applications of ethical theories and principles to selected areas of human concern and action.

Offered: Every Fall and Spring.

PHL 215 - Environmental Ethics (3)†*

This course examines the numerous moral issues that arise from studying the environment, integrating both classical and modern ethical theory. The course also examines the critical roles played by diverse communities in addressing these critical environmental issues.

Prerequisite: Prerequisite: Complete ENG-112 and either PHL-101 or PHL-115. Offered: Odd Spring.

PHL 295 - Introductory Topics in Philosophy (1.00-3.00)†

An introductory study of a specific topic within philosophy. Intended for freshmen and sophomores, or for students with little or no background in philosophy. The student may repeat the course, but not the topic.

Offered: Occasional.

PHL 302 - Ethics in Criminal Justice (3)†

Foundations, presuppositions, and meaning of morality; major ethical theories and standards of conduct; applications of ethical theories and principles to the behavior of criminal justice practitioners, and identification and analysis of current ethical problems related to criminal justice. Intended for adult learners, utilizing the adult learning theory.

Offered: Every Fall and Spring.

PHL 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

PHY - Physics

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

PHY 201 - General Physics I (4)†*

Principles of vectors, mechanics, statics, dynamics, work, energy and momentum, rotational kinematics and dynamics; lecture and laboratory. (LA) (PN)(EM)(4)

Prerequisite: MAT-106 . Corequisite: PHY-201L. Offered: Every Fall.

PHY 201L - General Physics I--Lab (-)

Lab for PHY 201.

Corequisite: Take PHY-201. Offered: Every Fall.

PHY 202 - General Physics II (4)†*

Principles of oscillatory motion, waves, sound and fluids. Coverage of topics from: the principles of electricity and magnetism, elementary DC and AC circuits, electromagnetic waves, geometric and wave optics, and modern physics; lecture and laboratory. (LA)(PN) (EM) (4)

Prerequisite: MAT-106 and PHY-201. . Corequisite: PHY-202L. Offered: Every Spring.

PHY 202L - General Physics II--Lab (-)

Lab for PHY 202.

Corequisite: Take PHY-202. Offered: Every Spring.

PHY 295 - Introductory Topics in Physics (1.00-4.00)†

Prerequisite: to be determined by the Division of Natural Sciences, Mathematics, and Physical Education. An introductory study of a specific topic within physics. Intended for freshmen and sophomores, or for students with little or no background in physics. The student may repeat the course, but not the topic. (Offered as needed.) (LA)(1-4)

Offered: Occasional.

PHY 399 - Independent Study (1.00-3.00)†

Prerequisite: consent of instructor. (1-3)

Offered: Occasional.

PHY 495 - Advanced Topics in Physics (1.00-4.00)†

An advanced study of a specific topic within physics. Intended for juniors and seniors, or for students with an appropriate background in physics. The student may repeat the course, but not the topic.

Offered: Occasional.

POL - Political Science

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

POL 120 - American Government (3)†*

American political systems emphasizing the interrelationship among the various levels and branches of government, formal and informal institutions, processes, and behavior.

Offered: Every Fall.

POL 130 - State and Local Government (3)†*

Governmental organization and operations of the state and local government; local decision-making; governmental functions and such policy issues as welfare, poverty, and housing; participation of the people in city affairs.

Offered: Every Spring.

POL 140 - International Relations (3)†*

Examination of diplomatic relations global webs of interdependence; theories of structure and process related to power in international affairs and their application to current global problems.

Offered: Every Fall and Spring.

POL 240 - Comparative Politics (3)†

Comparison of government structure, economy, and society across different national political systems and ideologies, both advanced and developing.

Offered: Odd Fall.

POL 250 - Political and Historical Analysis (3)†

An examination of the development of the disciplines of political science and history; major issues and questions facing the disciplines in an era of rapid historical and political change; training students in the way practitioners know the world through the combined disciplines; and the use of this body of knowledge as a mode of analysis. Also listed as HIS 250.

Offered: Odd Spring.

POL 295 - Introductory Topics in Political Science (1.00-3.00)†

An introductory study of a specific topic within political science. Intended for freshmen and sophomores, or for students with little or no background in political science. The student may repeat the course, but not the topic.

Offered: Occasional.

POL 313 - Politics of East Asia (3)†

This course examines political, economic, social and historical developments in modern East Asia. Topics include major wars, revolutions, and reforms from the nineteenth century up to the present, as well as contemporary issues within and among East Asian countries, particularly China, Japan, and Korea.

Offered: Odd Fall.

POL 321 - Constitutional Law (3)†

A study of the Constitution of the United States and its relationship to the following: the judicial structure and process; the political dimensions of judicial review, federation, and separations of power; and civil liberties and civil rights in a democratic society.

Offered: Every Spring.

POL 325 - Congress and the Presidency (3)†

This course explores the constitutional separation of powers between the legislative and executive branches in American politics, as well as informal changes in their relationship and their effect on the policy making process. It will take an institutional and behavioral perspective, covering electoral politics, the public image of both branches, and the role of political parties, interests groups and money in their activities.

Offered: Even Fall.

POL 331 - Public Administration (3)†

Examination of governmental administrative agencies and their role in the policy-making process with an emphasis on the federal bureaucracy; introduction to the intellectual origins of public administration theory and the concepts of organizational behavior, discretion, and accountability.

Offered: Odd Fall.

POL 332 - Adv Topics in International Relations (3)†

Advanced topics in international relations reflecting current world affairs and events, including war and other conflicts, diplomatic relations, and new global political, economic, and social dynamics.

Prerequisite: Prerequisite: Complete POL-140. Offered: Even Fall.

POL 340 - Law, Politics and Society (3)†

This course will examine the role that law plays in both the U.S. and internationally, emphasizing the relationship between judges, courts, and society. Particular focus will be placed on the globalization of law and judicial transnationalism, as well as the importance of the legitimacy of judges and courts for democracy and political development.

Offered: Even Fall.

POL 350 - Political Philosophy (3)†

An examination of major concepts, ideologies, figures, and texts in political thought in their continuing relevance in understanding politics, broadly construed. Key themes to be explored include: the nature of politics, authority, and governance; competing visions of socio-economic arrangements; constitutionalism and the social contract; sovereignty, power and legitimacy. Key thinkers may include some or all of the following plus others: Plato, Aristotle, Machiavelli, Hobbes, Locke, Madison, Marx, Hayek, Friedman.

Offered: Even Spring.

POL 355 - Globalization (3)†*

This course examines the extent to which globalization is reshaping state-society relations, and how societies and political systems respond to the challenges and opportunities of globalization. It will have a significant emphasis on geographic skills, including understanding the fundamental relationships between human beings and the earth at different levels and in different regions. Topics include political, economic, financial, cultural, and ecological issues that cut across national boundaries.

Offered: Every Fall and Spring.

POL 360 - War, Peace and Security (3)†

This course focuses on the causes of international conflict and the evolution of political orders in the international system. We will examine domestic and structural factors that impinge on the formulation of strategy and foreign policy, along with the analytical tools that can help us make sense of aspects of conflict and cooperation. Topics include historical and contemporary trends in war and peace, terrorism and counter-terrorism, foreign policy-making, power transitions, and economic and human security.

Offered: Even Fall.

POL 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Every Fall and Spring.

POL 410 - Internship (3.00-12.00)

One-semester internship with a public or private organization engaged in policy development, implementation, or review. Placements will normally be in entry-level policy positions.

Prerequisite: Class Level must be Sr. Offered: Occasional.

POL 420 - Washington Seminar Internship (15)

The upper-division students selected, along with the executive director of the program, develop a full-time internship with one of our three branches of government or within a political interest group. The interns are required to attend seminars and complete a major research project.

Prerequisite: Class Level must be Jr Sr. Offered: Every Fall and Spring.

POL 430 - Albany Legislative Internship (15)

The Albany Legislative Internship is sponsored and operated by a bipartisan Assembly committee. It provides college students with the opportunity to gain first-hand knowledge and experience in government in general and the legislative process in particular.

Prerequisite: Class Level must be Jr Sr. Offered: Every Spring.

POL 440 - Research Seminar in Politics & History (3)†

This course will serve as a capstone seminar that applies coursework in political science and history to discipline-related research, using current issues in American and international politics as the foundation for class discussion and problem-driven inquiry. The course structure mirrors that of a research paper, and students will work through a series of assignments that will ultimately result in the completion of a capstone project on a topic of their choice. Along the way, students will explore issues related to developing original research questions, identifying and reviewing relevant scholarly sources, creating a research design, collecting and analyzing data, making revisions, and completing a final draft. Students will also learn how to give effective feedback to one another, and incorporate that feedback into their revisions.

Prerequisite: Class Level must be Jr Sr. Offered: Every Spring.

POL 495 - ST Advanced Topics in Political Science (1.00-3.00)†

An advanced study of a specific topic within political science. Intended for juniors and seniors, or for students with an appropriate background in political science. The student may repeat the course, but not the topic. Advanced Topics Course: This course explores the depiction of law and politics in film and other forms of media, with the goal of determining how accurately popular culture portrays the legal and political process. In particular, the course will focus on themes related to power, politicdal representation, ethics, transparency, and the characterization of public officials. Althouh an emphasis will be placed on American law and politics, issues such as the status of the U.S. abroad and its role in international conflicts will also be discussed. The majority of class time will be devoted to analysis and discussion, so students will be expected to view multiple full-length films outside of class and a Netflix subscription will be required. Advanced Topics Course (see course description below) This course explores the politics, history, and culture of 1960s and the era's influence on contemporary issues and institutions through the study of relevant scholarly literature, music and film. In particular, the course will focus on themes related to power, political representation, race and class, and war.Although an emphasis will be placed on American law and politics during this time period, issues such as the status of the U.S. abroad and its role in international conflicts will also be discussed.

Prerequisite: Prerequisite: Complete POL-120. Offered: Occasional.

PSY - Psychology

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

PSY 101 - Introductory Psychology (3)†*

Survey of basic areas including physiology, personality, and abnormal behavior; sensation and perception; learning, memory, and cognitive behavior; social and interpersonal interaction and attraction; and psychotherapies.

Offered: Every Fall and Spring.

PSY 123 - Intro Human Development (3)†*

Human development from conception to old age; physical growth, perception, cognition, emotional growth, social interaction, and personality.

Offered: Every Fall and Spring.

PSY 227 - Social Psychology (3)†

Theories and experimental research in areas such as communication processes, group dynamics, attitudes, attribution theories, interpersonal attraction, and collective behavior; application to relevant social problems.

Prerequisite: Prerequisite: Complete PSY-101. Offered: Every Spring.

PSY 238 - Adolescence (3)†

Biological,societal, familial, and peer influences in adolescent behavior; problems of youth in society.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Offered: Every Spring.

PSY 249 - Infancy & Early Childhood (3)†

Development from conception through preschool years; physical development, intellectual functioning, achievement behavior, social and personality development, sex differences, and application of developmental principles; theories of child development, including Piaget's concepts of intellectual functioning.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Offered: Every Fall and Spring.

PSY 250 - Substance Abuse and Families (3)†

Substance abuse within family systems and society at large is a prevalent issue in social work practice. This course will provide an overview of the progression of substance abuse and how it has an impact on individuals, families, social institutions, and communities. Identification of substance abuse and dependency, basic counselor-client practice skills, and levels of social work intervention will be incorporated into the curriculum. The format will be interactive and experiential.

Prerequisite: Take BIO-202. Offered: Every Spring.

PSY 251 - Adulthood and Aging (3)†

Develop-mental processes of aging including family adjustment, marriage, single adults, menopause and climacteric, intellectual development, retirement, senescence, death, and dying.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Offered: Odd Fall.

PSY 252 - Development in Middle Childhood (3)†

Development from age 6 to puberty; theories of child development; social, emotional, personality, and perceptual-intellectual development; family, peer, and social influences in development; and sex differences and achievement behavior.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Offered: Every Fall and Spring.

PSY 301 - Adult Development and Life Assessment (3)†

This course introduces adult learners to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theory are examined.

PSY 306 - Animal Behavior (4)

An advanced study of animal behavior utilizing lecture, laboratory, field work, and appropriate supplementary reading. Students will practice observation and analysis of behavior with living animals and videotape presentations. Invertebrate and vertebrate animals will be considered. Each student will complete a review paper on an appropriate topic or a short independent research project. Intended for juniors and seniors or students who have appropriate background in the biology of animals and/or behavior.

Prerequisite: pre-req BIO-102 or BIO-202or Bio-135 or ENV-105;.

PSY 321 - Developmental Psychopathology (3)†

A survey of selected psychological disorders of children from the developmental perspective. Topics include diagnostic characteristics of the disorders, the identification of factors that influence that development of psychopathology in children, the developmental implications of existing psychopathology and treatment modalities.

Prerequisite: Prerequisite: Complete PSY-336. Offered: Odd Spring.

PSY 325 - Learning & Cognitive Processes (3)†

Theories and research findings in classical and instrumental conditioning and information processing, including perception, memory, and thinking in humans and other animals.

Offered: Odd Spring.

PSY 328 - Personality Theory and Dynamics (4)†

Major views of personality, including those of Freud, neo-Freudians (Adler, Jung, Erikson), and Maslow; behavioral and humanistics/ existential approaches; implications for personal growth and therapy. Course includes a laboratory section.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Corequisite: Take PSY-328L. Offered: Every Fall.

PSY 328L - Lab--Personality (-)

Lab for PSY 328.

Prerequisite: Corequisite: Take PSY-328. Offered: Every Fall.

PSY 329 - Psychological Tests and Measures (3)†

Principles of psychological tests, including standardization, reliability, validity, and test construction; intelligence and personality tests; ethical and legislative issues.

Prerequisite: Prerequisite: Complete PSY-101 and SS-231. Offered: Odd Spring.

PSY 332 - Experimental Methodology (4)†

Introduction to principles and techniques of psychological research; consideration of different experimental designs and advanced statistical techniques; emphasis on interpretation and written presentation of experimental results. Course includes a laboratory section.

Prerequisite: Prerequisite: Complete ENG-112 and SS-231. Offered: Every Fall.

PSY 333 - Physiological Psychology (3)†

Anatomical and physiological bases of major psychological phenomena. Topics include: neuroanatomy, synaptic transmission, sensory physiology, emotion, sexual behavior, drugs and behavior, hunger and thirst, neural correlates of learning, and memory.

Prerequisite: Prerequisite: Complete PSY-101 and SS-231. Offered: Odd Fall.

PSY 335 - Psychology of Motivation (3)†

Theories and research findings relating to human and animal behavior: ethology, instinctual behavior, early experience, primary drive systems, curiosity, exploratory behavior, achievement and affiliation motives, and general theories of motivation.

Offered: Even Spring.

PSY 336 - Abnormal Psychology & Psychopathology (3)†

Disordered behavior, major syndromes, theories of etiology, and approaches to treatment.

Offered: Every Spring.

PSY 350 - Behavior Modification (3)†

Principles and techniques, as derived from research on conditioning, social learning, and cognition, for changing human behavior; applications in specific situations.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Offered: Every Fall.

PSY 355 - Educational Psychology (3)†

This course focuses on the understanding and application of psychological findings and principles related to education. It examines the array of individual learning and behavioral differences found in the diverse population of today's schools. Understanding the tenets of the primary theories of learning (behavioral, cognitive processing, deveopmental, constructivist and socially influenced), along with the potential influence of diversity on learning is examined. The application of these understandings to the teaching of school-aged children is then explored, along with an understanding the psychological aspects of learning environments and instructional organization approaches. Also, listed as EDU-355

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Offered: Every Fall and Spring.

PSY 360 - Junior Research Seminar (3)†

Examination of more advanced topics in research methods and associated statistical analysis. Topics will include experimental and quasi-experimental designs, analysis of covariance and non-parametric statistics and ethical issues in research with human subjects. Students will prepare a research proposal as a basis for their senior seminar project.

Prerequisite: Prerequisite: Complete PSY-332. Offered: Every Spring.

PSY 390 - Psychology Field Period/Practicum (3)†

A supervised practicum in sites providing psychological or related services and/or that are informed by and apply psychological research and knowledge. Working individually ith psychology faculty, students will identify specific learning goals and psychological research and literature that will inform their experience and that provides the basis for a summative analytical report integrating research and practice. Students must submit an initial proposal for approval by the psychology faculty by the end of the fourth week of the semester prior to the anticipated Field Period. Student should consult the psychology Field Period handbook in preparing for this practicum. May be repeated for credit.

Prerequisite: Class Level must be So. Offered: Every January and Summer.

PSY 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

PSY 426 - Systems and Issues in Psychology (3)†

Historical review of psychology with an emphasis on both great individuals and social forces. Historical antecedents of psychological theories, concepts, and methods; consideration of selected topics that illustrate or influence contemporary development in psychological theory, research, or application.

Prerequisite: Prerequisite: Complete PSY-101. Offered: Even Fall.

PSY 430 - Clinical Intervent in Psychology (4)†

An advanced undergraduate course that includes the assessment of dysfunctional and maladaptive behavior; the major approach as to psychological intervention; and theories of psychopathology, treatment planning, implementation, and evaluation. Course includes a practicum (lab) experience in a mental health or health care setting.

Prerequisite: Prerequisite: Complete PSY-328 and PSY-336. Corequisite: Take PSY-430L. Offered: Even Spring.

PSY 430L - Lab--Clinical Intervention in Psychology (-)

Lab for PSY 430.

Prerequisite: Take PSY-430. Offered: Even Spring.

PSY 436 - Advanced Topics in Abnormal Psychology (3)†

Examination of selected topics in abnormal psychology. Topics include diagnostic criteria, functional characteristics, etiology and treatment of personality disorders as well as focused attention on selected major syndromes.

Prerequisite: Prerequisite: Complete PSY-336. Offered: Occasional.

PSY 440 - Forensic Psychology (3)†

Examines the application of psychological principles and research to legal issues. Topics include issues of clinical practice such as competency to stand trial and child custody evaluation as well as experimental issues in jury selection and eyewitness testimony.

Prerequisite: Prerequisite: Complete PSY-101. Class Level must be Jr Sr. Offered: Even Spring.

PSY 445 - Psychology As a Profession (1)

This course provides a foundation for students anticipating graduation and who are considering post graduate study and/or entry level career opportunities in psychology. Students will be guided in their professional development decision by self-assessments of their professional interests, abilities and resources and will develop systematic strategies to assist in achieving their post graduate goals. Course is pass/fail.

Prerequisite: Class Level must be Sr. Offered: Occasional.

PSY 450 - Senior Research Seminar (3)†

Student-initiated research projects include final selection of research area, literature review, generation of hypotheses, operational definition of variables, data-gathering analysis, and presentation and discussion of results.

Offered: Every Fall.

PSY 495 - Advanced Topics in Psychology (1.00-3.00)†

An advanced study of a specific topic within psychology. Intended for juniors and seniors, or for students with an appropriate background in psychology. The student may repeat the course, but not the topic.

Offered: Occasional.

REL - Religion

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

REL 103 - Introduction to Religion (3)†*

Meaning and value of religion in human life, major traditional and modern interpretations of religious experience, forms of religious life and thought in cross-cultural perspectives, implications of religion for the present and future, interdisciplinary approach.

Offered: Every Fall and Spring.

REL 295 - Introductory Topics in Religion (1.00-3.00)†

An introductory study of a specific topic within religion. Intended for freshmen and sophomores, or for students with little or no background in religion. The students may repeat the course, but not the topic.

Offered: Occasional.

REL 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

SOC - Sociology

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

SOC 100 - Sociology First Year Workshop (1)

A one credit hour workshop for the purpose of 1) socializing students to the process of building the Learning Portfolio; 2) orienting to occupations/careers (and related processes) in social science, criminal justice, and related fields; 3)demonstrating linkages between academic training, applied work, and specific occupational roles; and 4) fostering an appreciation for practices consistent with lifelong learning and continued professional development. Also listed as CRM 100.

Offered: Every Fall.

SOC 101 - Introduction to Sociology (3)†*

The sociological perspective as applied to the contemporary world, and concepts and principles used to analyze social relationships and institutions.

Offered: Every Fall and Spring.

SOC 200 - Intro to Sociological Theory (3)†

An introduction to the major schools of thought and theoretical orientations in the sociological tradition with a focus on relevance and application.

Prerequisite: Prerequisite: Complete SOC-101. Offered: Odd Spring.

SOC 201 - Applied Methods (3)

This course introduces students to theory and common methods of applied sociology, also known as sociological practice, particularly in the field of community studies. Through study, simulation, and field experience, students will learn and practice applying basic methods and skills in such areas as meeting facilitation and group decision making; needs assessment; community resource analysis, policy analysis; policy and program development; grant writing and administration; program evaluation; conflict mediation; action research; and organizational and social change.

Offered: Even Spring.

SOC 202 - Deviance & Social Control (3)†

Criminal and deviant behavior; interaction between society and delinquents, criminals, and deviants; social controls inside and outside correctional systems; and relevant theories in contemporary criminological research. Also listed as CRM 202.

Prerequisite: Prerequisite: Complete SOC-101. Offered: Every Spring.

SOC 230 - Social Problems (3)†*

This course provides an introduction to sociology through the study of social problems. We will examine a diverse sample of social problems, such as, but not limited to, social stratification/inequality, among other potential topics. We will explore how social problems are created as well as attempts to resolve them.

Offered: Even Fall.

SOC 275 - Environmental Sociology (3)†*

This course is an introduction to the field of environmental sociology, the study of the interaction between human societies, social behavior and the natural environment. Focusing on modern societies, we examine social and cultural factors that 1) affect the overall societal-environmental relationship and, 2) affect environmental problems and collective efforts to respond to them. Social factors include social-structural elements such as the economy, crime, government and communities as well as patterns of social inequality. Cultural factors include prevailing and competing beliefs about the natural environment and values as manifested in lifestyle, aesthetics and civic participation. Social movements addressing these factors will also be examined.

Prerequisite: Prerequisite: Complete SOC-101. Offered: Odd Fall.

SOC 295 - Introductory Topics in Sociology (3)†

An introductory study of a specific topic within sociology. Intended for freshmen and sophomores, or for students with little or no background in sociology. The student may repeat the course, but not the topic.

Prerequisite: Prerequisite: Complete SOC-101. Offered: Occasional.

SOC 301 - Methods of Social Research (4)†

Qualitative and quantitative methods of empirical social research; techniques of design, hypothesis testing, collection, analysis, and interpretation of data. Intended for students with appropriate background in social science.

Prerequisite: Prerequisite: Complete SS-231 and either SOC 201 or CRM-285. Take SOC-301L;. Offered: Every Spring.

SOC 301L - Lab-Methods Social Research Lab-Methods Social Research (-)

Prerequisite: Corequisite: Take SOC-301. Offered: Every Spring.

SOC 302 - Ethnic Diversity (3)†

Interrelations of ethnic and racial groups to dominant groups or other minority groups; prejudice, stereotypes and discrimination; influence of group cultures and multiculturalism on intra-group cohesion and inter-group tensions, conflicts, and accommodations.

Prerequisite: Prerequisite: Complete SOC-101. Offered: Every Fall.

SOC 303 - Victimology (3)†

This course involves the study of issues related to crime victimization. An overview of the historical and emerging role of victimology as a field of study provides the foundation necessary to examine patterns of victimization. A survey of theories of victimization emphasizes how the recognition of victims in the study of crime influences criminological theory and research. Issues particular to types of offenses and to specific populations of victims are examined and discussed. Myths surrounding crime victims and victimization are critically evaluated for their accuracy and explanatory value. The relationship between the crime victim and the criminal justice system is also examined. Implications for research and policy are explored. Also listed as CRM 303.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Even Spring.

SOC 311 - Organized Crime (3)†

Comparative study of local, regional, national and international crime groups and organizations as part of a criminal system that includes government officials, business leaders and police; provision of unlawful services in strong public demand and protection through corruption and intimidation. Also listed as CRM 311.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Occasional.

SOC 322 - White Collar and Corporate Crime (3)†

This course examines the conceptualization, operational definitions and typologies of white collar and corporate crime. Methods of studying these crimes are evaluated. A survey of theories and a review of research findings and case studies serve to identify the impacts of these crimes on both the individual and society. They also highlight the individual, organizational, and contextual variables related to offending. This course provides an introduction to the various social, political, and legal controls on white collar and corporate offending, and policy implications for responding to and controlling these crimes. Also listed as CRM 322.

Offered: Odd Fall.

SOC 323 - Juvenile Delinquency (3)†

This course approaches juvenile delinquency as a unique kind of crime different from ordinary adult crime in etiology, motive, prevention, justice system, and treatment. Emphasis on research findings and synthesis of theoretical perspectives in analysis and explanation of delinquency. Also listed as CRM 323 and CFS 323.

Prerequisite: Prerequisite: Complete SOC-202. Offered: Even Fall.

SOC 344 - Sociology of the Family (3)†

Structure, process and function of family systems, emphasizing historical development and change in such areas as economics, gender roles and socialization; types of families, including extended, nuclear, single parent, blended, binuclear, and gay and lesbian families, noting variation in family form and impact of social policies.

Prerequisite: Prerequisite: Complete SOC-101. Offered: Every Fall.

SOC 346 - Family Violence (3)

This course provides introduction to the estimates of prevalence, severity, and types of family violence in the United States. A history of family violence and the ideologies, social policy, law, and cultural practices and attitudes that structurally support family violence will be explored. Students will gain an understanding of the sociological and social psychological factors that contribute to and perpetuate family violence, examine the theoretical perspectives currently utilized in the study of family violence, and apply them to various types of family violence. The course provides for a critical examination of a range of policies and programs designed to prevent and respond to particular forms of family violence. Also listed as CRM 346.

Prerequisite: Class Level must be SO JR SR. Offered: Odd Spring.

SOC 353 - Drugs in American Society (3)†

This course is designed to provide specific knowledge about contemporary alcohol and drugs issues. Drug use and abuse are examined as social-rather than medical or psychopathological-phenomena. Course materials review how, why, and when drugs were and are feared, exalted, condoned, and/or stigmatized. Specifically, the course addresses the history of drug use and regulatory attempts in the United States; the relationship between drug use and racism/class conflict; pharmacology and use patterns related to specific drugs; perspectives on the etiology of drug use/abuse; drug using subcultures; drug policy, drug legislation, and enforcement; the promotion and condemnation of drug activities in the mass media. Also examined are the problems associated with drug use and sale, such as physical and mental health changes, familial problems, crime and violence. Also listed as CRM 353.

Prerequisite: Prerequisite: Complete ENG-112. Offered: Occasional.

SOC 395 - Topics in Criminology (1.00-3.00)

Offered: Occasional.

SOC 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

SOC 401 - Internship in Sociology (12)

Guided, supervised field work in a professional setting to develop relevant skills and integrate the sociological perspective into practical application. In addition to direct field work experience, completion of journal, written assignments and special projects under the guidance of a faculty member in the program is required. Cross listed with CRM-401 Internship in Criminology Criminal Justice. Senior status in SOC or CRM, at least 18 credits in major,minimum cululative 3.0 GPA upon completion of fall junior year.

Prerequisite: Class Level must be Sr. Offered: Every Fall.

SOC 407 - Micro Social Theory: Mind,Self Society (3)†

Conceptually distinct theoretical models in micro-sociology; emergence and development of the self as a social product, and the effects of social interaction on individual thought and action; social psychological modeling of relationships at the inter-personal level of analysis.

Prerequisite: Prerequisite: Complete SOC-101. Class Level must be Jr Sr. Offered: Odd Spring.

SOC 420 - Social Problems & Impact on Workplace (3)†

This course presents an analysis of major contemporary social problems, especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy, and their impact on the contemporary workplace. Consideration is given to diverse sociological perspectives regarding the causes, consequences, and solutions to these problems. (Offered online)

SOC 495 - Advanced Topics in Sociology (1.00-3.00)†

An advanced study of a specific topic within sociology. Intended for juniors and seniors, or for students with an appropriate background in sociology. The student may repeat the course, but not the topic.

Offered: Occasional.

SPA - Spanish

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

SPA 101 - Introduction to Spanish (3)†*

An introductory course with emphasis on conversational skills. Basic structures, pronunciation, vocabulary, and use of audio materials.

Offered: Every Fall.

SPA 102 - Continuing Introduction to Spanish (3)†*

Development of skills in understanding, speaking, reading, and writing. Culturally oriented readings and use of audio materials.

Offered: Every Spring.

SPA 203 - Spanish for Communication (3)†*

Further development of basic concepts and systematic cultivation of conversational skills. Practice of grammatical structures as necessary.

Prerequisite: Prerequisite: Complete SPA-102. Offered: Every Fall.

SPA 208 - Spanish for the Professions (3)†*

Prerequisite: SPA 203 or three years of high school Spanish. Situational conversational vocabulary and written forms of communication oriented to achieving communicative proficiency in professional life. Alternatively focused to meet needs of business, health, and social work professions. Emphasis on development of intercultural sensitivity.

Prerequisite: Prerequisite SPA-203. Offered: Every Spring.

SPA 220 - Intro Spanish Translation and Interpretation (3)

In this course, students build on their communicative competence in Spanish to learn about text translation and oral interpretation from Spanish to English and vice versa, on a theoretical and practical level. Students will gain theoretical knowledge about the Spanish language and culture in global context while discovering the challenges and opportunities posed by translation and interpretation. A range of types of translation will be explored, including technical, non-technical, and literary translation. Translation technologies will also be evaluated. Basic skills for interpretation will be introduced. (LA)(CC)

Prerequisite: Prereq complete SPA-203 or SPA-208 or 3 years of HS Spanish and permission of instructor - may require placement exam; Native or heritage speakers of Spanish should obtain instructor's permission. Offered: Every Spring.

SPA 225 - Spanish in the Community*3 (3)

In this service-learning course, students build on their communicative competence in Spanish through targeted, engaged research and work with Latino/a and Hispanic related organizations in the local community. These may include literacy organizations, healthcare organizations, public libraries, and K-12 schools. We will learn about the broader context of community organizations and the challenges they face. Students will learn about Spanish language and culture while participating in meaningful activities and the community. These activities will allow them to develop their knowledge while strengthening community-college partnerships. Active student reflection is structured throughout the course. Faculty will provide guidelines and resources for students to work within existing projects or to develop their own ideas; community partners will provide networks and planning assistance. (LA)(CC)

Prerequisite: Complete SPA-203 or SPA-208 or SPA-220 or 3 years of HS Spanish and permission of instructor - may require placement exam; Native or heritage speakers of Spanish should obtain instructor's permission. Offered: Every Fall.

SPA 252 - Culture & Civilization of Latin America (3)†

A survey of the arts, history, politics, socio-economic processes, and cultural expressions of diverse regions of Latin America from pre-Columbian times to the present. Materials for this class include textbooks, articles, select literacy readings, newspapers, documentaries, films and Internet research. This course also analyzes globalization in Latin America, and its impact in the 21st century.

Prerequisite: Prerequisite take SPA-203 or SPA-208 or SPA-220 or 3 years of high school Spanish with instructor permission (may require placement exam); Native or heritage speakers of Spanish should obtain instructor's permission. Offered: Even Fall.

SPA 253 - Culture and Civilization of Spain (3)†

A survey of the arts, geography, history, politics, social processes, and cultural expressions of diverse regions of Spain from the Middle Ages to the present. Materials for this course include select literary readings, textbooks, documentaries, articles, films, newspapers, and Internet research.

Prerequisite: Prerequisite: Complete SPA-203. Offered: Odd Fall.

SPA 295C - Intro Topics in Spanish (3)

Prerequisite: to be determined by the Division of Humanities and Fine Arts. An introductory study of a specific topic within Spanish. Intended for freshmen and sophomores, or for students with little or no background in Spanish. The student may repeat the course, but not the topic. (Offered on-line)(1-3)

SPA 309 - Spanish for Native Speakers (3)†

Focus on grammatical structures, vocabulary, spelling and reading comprehension for bilingual students.

Offered: Occasional.

SPA 325 - Adv Topics in Spanish Comm (3)

This course asks students to critically analyze and dicuss, among other topics, major Latin American short stores, and novel in Latin America and Spain, and Migration and Diaspora in Latin America and the Caribbean. Course may be repeated but not the topic.

Prerequisite: Prerequsite: Complete SPA-203 or three years of high school Spanish. Offered: Every Spring.

SPA 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr or Sr. Offered: As Needed.

SPS - Sports Management

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

SPS 100 - Introduction to Sports Management (3)

This is an introductory course for students enrolled in the sports management program. Students will be taught the basic principles of administrative and management concepts associated with amateur/professional athletics and the fitness/recreation industry. Descriptions of career opportunities are provided to help the student design a course of study that best meets his/her career goals. Introduction to Sports Management is the prerequisite for all other sports management course offerings.

Prerequisite: Class Level must be SO JR SR. Offered: Every Spring.

SPS 201 - Sports Management I (3)

An overview of the sports management industry to include public relations and marketing, law and ethics, facility management, health and safety, and technology issues. Course content will be disseminated through a combination of lectures, guest speakers, readings and presentations.

Prerequisite: Prerequisite: Complete SPS-100. Offered: Every Fall.

SPS 301 - Sports Management II (3)

An overview of the sports management industry to include strategic planning, finance, event management, facility design and specification, and personnel management. Course content will be disseminated through a combination of lectures, guest speakers, readings, and presentations. Emphasis is placed on written and communication skills for acquiring entry-level positions in sports management.

Prerequisite: Prerequisite: Complete SPS-201. Offered: Every Spring.

SPS 401 - Senior Project (3)

Selected independent study of design project with approval of departmental personnel. Students are able to apply classroom theory to practical experience.

Prerequisite: Class Level must be Jr Sr. Offered: Every Fall.

SS - Social Sciences

SS 160 - Lifework Planning (1)†

The identification and understanding of aspirations, values, skills, and characteristics important in the student's pursuit of personal goals and career interests. Consideration of the current and future world of work. Development of the skills and incentives necessary to plan and achieve life goals.

Offered: Occasional.

SS 210 - Peer Mentoring (1)

This course explores the characteristics and interpersonal skills that contribute to effective peer mentoring. The course considers the role of mentors as well as the interpersonal, assessment and advocacy skills necessary for optimally effective mentoring. The course complements and supports the experiential learning of students currently active as peer mentors.

Offered: Every Fall.

SS 231 - Statistics for Social Science (3)†*

Descriptive and inferential statistics for the behavioral sciences; frequency distributions, measures of central tendency, variance, probability, hypothesis testing, and parametric tests (including analysis of variance); and an introduction to correlation and regression.

Offered: Every Fall and Spring.

SS 232 - Research Methods for Health Sciences (3)†

This course introduces the concepts and principles of the research process in the health sciences that will lay the foundation for the understanding, appreciation and application of research in health care. Students will become familiar with research terminology and develop an understanding of methods of inquiry including the development of a question. Topics will include ethical considerations when conducting research, research designs, data collection and analysis, and the processes and procedures for conducting research. Students will be able to critically read and evaluate existing research, identify the strengths and weaknesses of different methodological approaches, and enhance their ability to think and reason critically in order to make ethical decisions involving research.

Prerequisite: Prerequisite: Complete SS-231. pre- or co req take SS-231 or SWK-310;. Offered: Every Spring.

SS 291 - Social Sciences Seminar (3)†

Exploration from an interdisciplinary perspective or of a specific topic relevant to the social sciences through theory, fiction, and other sources of information.

Offered: Occasional.

SS 295 - Introductory Topics in Social Sciences (1.00-3.00)†

An introductory study of a specific topic within social sciences. Intended for freshmen and sophomores, or for students with little or no background in social sciences. The student may repeat the course, but not the topic.

Offered: Occasional.

SS 402 - Sr Seminar in Applied Social Sciences (3)†

This capstone course involves the overview, synthesis and re-examination of academic and experiential learning in the major while anticipating a career and/or further education. A close examination of a topic (e.g. social policy, comparative criminal justice systems or new directions in Criminology, Criminal Justice or Sociology) allows for a summary, reassessment and critique of the major discipline's knowledge base and its applications as embodied in the coursework required in the major. Students will generate a portfolio representing course-work and major-related experiential learning. They will engage in self-assessment, learning-consolidation and reflection in order to apply insights to future activities.

Prerequisite: Program must be CRM or SOC and SR. Offered: Every Spring.

SS 491 - Advanced Seminar in Social Sciences (3)†

An in-depth, intensive study from an interdisciplinary perspective of topics related to the social sciences.

Offered: Occasional.

SS 495 - Advanced Topics in Social Sciences (1.00-3.00)†

An advanced study of a specific topic within social sciences. Intended for juniors and seniors, or for students with an appropriate background in social sciences. The student may repeat the course, but not the topic.

Offered: Occasional.

SWK - Social Work

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

SWK 101 - Introduction to Social Work (3)

A foundation course that provides an overview of the social work profession examined through the scope of historical development, related theories, Code of Ethics, and understanding of current practice. The standards of the profession will be introduced to students, and beginning understanding of self and others through issues of diversity, beginning practice skills, and role plays. This course allows a realistic view of social work through the use of guest lecturers from, and field trips to, a variety of social work settings and through an additional requirement for community work.

Offered: Every Fall.

SWK 201 - Social Welfare Policy and Services I (3)†

Enrollment restricted to social work majors. Policy development process including: structure of the service delivery system; organizations and social inequities in service delivery and organizations, change strategies that promote social and economic justice; examination of history of social welfare in the United States; the ideology, values and policies that have influenced social programs and current programs, organizations, provisions, and issues; participation in an experiential activity is required.

Offered: Every Spring.

SWK 209 - Perspectives in Early Chdhd Disabilities (3)†

Examination of early childhood disabilities from a strengths based perspective which states that all individuals are seen in regards to strengths. Students will study specific disabilities and know causes; prenatal and post-natal. Service delivery focuses on systems theory which addresses the child with his/her environment. The primary age group discussed is infants and children ages 0-4 with disabilities and their families. Students will develop the understanding of working with interdisciplinary teams.

Offered: Every Spring.

SWK 211 - Generalist Social Work Practice I (3)

An introduction to the social work profession; values, ethics, theories, concepts and generalist practice methods. Foundational generalist practice skills for work with client systems of various sizes to include micro, messo, and macro levels of practice. Generalist social work practice encompasses assessment and intervention within all three levels of practice founded in the principles of systems theory. Students will engage in a variety of experiential learning activities such as: professional writing, social work documentation, human service program design and evaluation, counselor/client relationships, interviewing and assessing techniques, skills in communication and confidentiality.

Prerequisite: Prerequisite or Co-requiste: Complete SWK-101. Offered: Every Fall.

SWK 220 - Ethics and Diversity in Social Work (3)†

This is a fundamental course for all social work students. It addresses the areas of diversity in which the Council for Social Work Education requires all social work students to have a working knowledge. These areas include, but are not limited to, issues of race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental ability, age, and national origin. It assists students in becoming aware of and sensitive to these issues, as well as building some beginning skill level with diverse populations. Important social work qualities, such as non-judgmental attitudes, acceptance, and a client-centered approach, will be explored. The required standard or the profession and student, the National Association of Social Work Code of Ethics, will be worked with to further the student's ability to understand and use its structure. The class members apply their knowledge by exploring ethical dilemmas and their application with clients, themselves, and the practice of social work.

Prerequisite: Prerequisite: Complete SWK-101 either previously or concurrently. Offered: Every Spring.

SWK 221 - Human Behavior and Social Environment I (3)

Content about human bio-psycho-social development through the life stages, including knowledge about social systems in which individuals live (families, groups, organizations, instructions, and communities). The application of systems to a social work perspective of human development; emphasis on life situations encountered by generalist social workers and the impact of factors such as oppression, discrimination, poverty, and sexism.

Prerequisite: Prerequisite: Complete PSY-101 or PSY-123. Offered: Every Fall.

SWK 250 - Substance Abuse and Families (3)†

Substance abuse within family systems and society at large is a prevalent issue in social work practice. This course will provide an overview of the progression of substance abuse and how it has an impact on individuals, families, social institutions, and communities. Identification of substance abuse and dependency, basic counselor-client practice skills, and levels of social work intervention will be incorporated into the curriculum. The format will be interactive and experiential.

Prerequisite: Prerequisite: Complete BIO-202 either previously or concurrently. Offered: Odd Spring.

SWK 295 - Intro Topics in Social Work (1.00-3.00)

An introductory study of a specific topic within social work. Intended for freshmen and sophomores, or for students with little or no background in social work. The student may repeat the course, but not the topic.

Offered: Occasional.

SWK 300 - Perspectives on Alcohol/Substance Abuse (1)

SWK-300 is an overall introduction to the field of substance abuse studies. This course introduces undergraduate students to a brief overview of models utilized in the identification and treatment of addictions and explores some of the social attitudes that form our thinking about addiction, its etiology and associated behaviors.

Offered: Every Fall and Spring.

SWK 302 - Social Work Research Methods (3)†

This course will introduce students to the concepts and principles of social work research methodology. Topics include familiarization with research terminology, problem formulation, conceptualization and operationalizing research questions, measurement, methods of data collection, types of data collection, sampling, causal inference, and research designs. Emphasis will be placed on developing skill in evaluating one's own practice,particularly through single-system design. The course will also develop the student's ability to critically evaluate published research and to formulate and carry out research. Respect for the unique characteristics of diverse populations will be stressed as the course covers social work research in light of diversity, multicultural biases, and social and economic justice.

Offered: Every Spring.

SWK 310 - Statistics in the Practice Professions (3)

This course will provide an overview of statistical concepts and statistical testing in practice and research. Students will learn an overview of the process and relevancy of statistics to practice-based professions. Students will be exposed to methods of collecting, displaying, and summarizing data. Understanding trends in and distribution of data will be promoted. Students will learn about and how to calculate descriptive statistics and univariate analysis including measures of dispersion and measures of central tendency. Students will also be educated on and learn how to calculate inferential statistics including bivariate and multivariate tests.

Offered: Every Fall.

SWK 312 - General Social Work Practice II (3)

Enrollment restricted to social work majors. Focus on the professional use of self through client and systems work. Skill emphasis will be in nonverbal behavior, use of various clinical assessment tools, awareness of and sensitivity to cultural and self-awareness. Students will integrate quantitative and qualitative research to generalist social work practice and further develop skills of critical thinking.

Prerequisite: Prerequisite: Complete SWK-211. Offered: Every Spring.

SWK 331 - Youth Services Delivery System (3)

Child welfare services and the juvenile justice system; the impact of such problems as abuse, juvenile delinquency, and emotional disturbance on children; and the child as a human being.

Offered: Odd Fall.

SWK 332 - Group Processes (3)†

Formation, definition, and process of a group; group interactions using group exercises and observations, and beginning facilitator experience.

Prerequisite: Class Level must be SO JR SR. Offered: Every Spring.

SWK 333 - Gerontological Social Work (3)

An understanding of basic social work theories, intervention models, and practice skills related to gerontological populations. Additional emphasis on issues of ethics, diversity, and role caregivers will be addressed. Current macro policies and their impact on this population will be discussed. Related developmental practice issues will cover ages 55 through 85 plus.

Offered: Every Spring.

SWK 334 - Evaluation Strategies in Human Services (3)

A course with flexible content to address current practical needs in human service fields. The course will develop and expand skills essential for understanding a variety of assessment tools in human service professions. It is designed to supplement competency areas as a bridge from theory to application.

Prerequisite: Class Level must be SO JR SR. Offered: Every Fall.

SWK 335 - Organizational Awareness & Influence (3)

Students learn organizational counseling and behavior theories and models to address communication and relationships within organizational settings. The course emphasizes organizational assessment, counseling, change management, negotiation and conflict resolution, problem solving, and decision making; motivational theory, emotional intelligence, leadership development, executive coaching and mentoring; and teambuilding. Participants explore issues impacting on employee and organizational development and performance.

Prerequisite: Prerequisite: Complete 1 course SWK-101 or CRM 101; and 1 course from SOC-101 or PSY-101. Offered: Even Fall.

SWK 336 - Military Culture (3)†

This course describes the military family and how the family exists within the social context of the military. The course will review both normative and unique stressors that the military family navigates and how professionals can intervene effectively to aid with those stressors. Specific issues of family violence, coping with deployments, adjustments through the family life cycle, and advocating with the military for change are covered. The course illustrates how the ethnic identity and diversity concerns of the military family are addressed within the military. The course illustrates the macro and policy concerns that impact on the military family. Finally, the course emphasizes a strength's perspective that can be used to empower the military family.

Prerequisite: Prerequisite: Complete 1 course from SWK-101, PSY-101, or SOC-101. . Offered: Even Spring.

SWK 351 - Generalist Social Work Practice III (3)

SWK-351 is the junior/senior level practice course for social work majors. Its focus is on macro-level practice. Topic areas include family systems through general systems theory. Understanding of macro-level government, funding, and human service agency structures is emphasized. Theories and practice of community organizations, needs assessments, and the social worker's role in all of the above is discussed.

Prerequisite: Prerequisite: Complete SWK-201 and junior/senior level standing in the social work program. Program must be SWK and JR or SR. Offered: Every Fall.

SWK 390 - Junior Social Work Field Period (3)

Off-campus experiential education in varied community agency settings with exposure to direct practice, service roles, and diverse populations. Prerequisite: Admittance into the social work major and written consent of a social work faculty member.

Prerequisite: Program must be SWK and JR or SR. Offered: Every January and Summer.

SWK 399 - Independent Study (1.00-3.00)

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

SWK 401 - Social Welfare Policies and Services II (3)

An examination of selected laws, programs, benefits, and services that form the basis of social welfare policy in the U.S., and social welfare policy analysis and its application. The structure of service delivery systems, organizations, and social inequities in service delivery; and organizational change strategies that promote social and economic justice. An introduction to program development.

Prerequisite: Prerequisite: Complete SWK-201 and either SOC-301 or SWK-302. Program must be SWK and JR or SR. Offered: Every Fall.

SWK 421 - Human Behavior and Social Environment II (3)

Examination of the human condition from adolescence to old age (ages 12-82+). Students will learn to identify the critical issues at each developmental stage of life using biological, sociological, psychological, and spiritual assessment models. Generalist issues which affect the entire span of the life cycle will also be addressed. This course heavily emphasizes the shift for students from theory to practice through extensive use of experiential activities which include doing actual assessments, developing a program for a topic of diversity, team-based activities, etc.

Prerequisite: Prerequisite: Complete SWK-351 previously or concurrently. Program must be SWK and JR or SR. Offered: Every Fall.

SWK 450 - Senior Practicum and Seminar (15)

Block placement in social service agencies, including generalist work at an approved setting for a minimum of 416 hours for the entire placement experience. The block placement for the traditional program on campus occurs for a minimum of 32 hours a week, whereas the block placement at the ASAP sites runs a minimum of 16 hours per week for 26 weeks. A research project/competency-based assignments are completed over the course of the seminar. The students evaluate their own practice through individual and group supervision with an emphasis on use of professional self, transference and counter transference. Students develop greater awareness of the professional use of self through parallel process. Prerequisite: Only those students who are candidates for the baccalaureate degree in social work may be admitted into the practicum and seminar.

Prerequisite: Prerequisite: Complete SWK-421. Program must be SWK and JR or SR. Offered: Every Spring.

SWK 490 - Senior Social Work Field Period (3)

Off-campus experiential education in varied community agency settings, with exposure to direct practice, service roles, and diverse populations.

Prerequisite: Prerequisite: Complete SWK-390 and written consent of the social work faculty member. Program must be SWK and SR. Offered: Every January and Summer.

SWK 495 - Advanced Topics in Social Work (3)

An advanced study of a special topic within social work. Intended for juniors or seniors, or for students with an appropriate background in social work. The student may repeat the course, but not the topic.

Offered: Occasional.

SWK 505 - Practice I (3)

A foundational course that provides and examines the social work profession through the scope of historical development, related theories, and understanding of current practice. We will cover the foundational generalist practice skills for work with all three levels of practice: micro, mezzo, and macro levels. As a starting point to the social work profession and its values, ethics, theoretical base and generalist practice methods, this course provides fundamental knowledge and skills required as students foster their professional social work identity.

Offered: Even Fall.

SWK 510 - Group Process (3)

Through the utilization of conceptual and experiential learning activities, this course promotes the acquisition of knowledge and skills related to group processes. Specifically, the formation, definition and process encapsulated within a variety of diverse groups will be discussed, along with intervention strategies and techniques. The course draws heavily on the generalist theoretical framework in the social work and graduate curriculum, and moving the culmination of this to a practice setting. A variety of field and in-class activities will enhance the student's ability to work with groups.

Offered: Every Fall.

SWK 520 - Soc Wk Ethics & Applications in Divers (3)

The purpose of this course is for students to develop a critical understanding of the principles and structure of the NASW Code of Ethics. From this knowledge base, students will scrutinize ethical dilemmas and their application in relation to their personal and professional self - focusing on practice with diverse populations and individual difference. These areas include, but are not limited to: race, gender ethnicity, culture, class, sexual orientation, religion, physical or mental disability, age and national origin. Through this critical inquiry, students will become more aware of and sensitive to these issues as well as in developing skill to work with diverse populations.

Offered: Even Fall.

SWK 522 - Research (3)

This course commences with a review of the primary concepts and principles of social work research methodology, followed by more thoughtful exploration of these concepts and practices. Emphasis will be placed on developing skills necessary to successful MSW practice. Respect for the unique characteristics of diverse populations will be stressed as the course covers social work research in light of diversity, multicultural biases and social and economic justice.

Offered: Even Fall.

SWK 527 - Foundation Seminar I (3)

This seminar course includes both a classroom and an experiential learning component which allows the student an opportunity to integrate knowledge learned from the foundation courses. Students are required to complete a field practicum placement that is 16-hours per week and conducted in a preapproved social service agency. The focus of this first in a series of two courses will be on becoming familiar with the social service agency, the intern's role and function at the agency, as well as beginning to integrate classroom learning from the foundation courses to practice applications. Prerequisite: Acceptance into field agency for MSW field practicum.

Offered: Even Fall.

SWK 535 - Practice II (3)

This course focuses on the student's development and integration of professional use of self in their direct practice with clients, as well as family systems, and group. Skill emphasis will be in nonverbal behavior, use of various clinical assessment tools, awareness of and sensitivity to cultural diversity and self-awareness. Students will further develop their critical thinking skills by integrating quantitative and qualitative research as part of their evidence-based, generalist social work practice.

Offered: Odd Spring.

SWK 555 - Practice III (3)

Generalist Social Work Practice focuses on macro level social work practice which includes the study of community systems within the social environment. This course critically examines the reciprocal dynamics between community members, the social worker as a professional and entities including macro level government, funding agents, and human service agencies. Theories and practice of community organizations, needs assessments and the social worker's role in all of the above will be discussed.

Offered: Odd Spring.

SWK 561 - Social Policy Analysis (3)

This course focuses on social welfare policy analysis and its application. An examination of selected laws, programs, benefits and services that form the basis of social welfare policy in the United States. The structure of service delivery systems, organizations and social inequities in service delivery is considered in the context of policy analysis. Advocacy and other change strategies that promote social and economic justice are explored.

Offered: Odd Spring.

SWK 570 - Human Behavior & the Social Environment (3)

This course focuses on expanding student knowledge related to human bio-psycho-social-spiritual development through the life stages, including knowledge about social systems in which individuals live (families, groups, organizations, instructions, and communities). The application of systems to a social work perspective of human development; emphasis on life situations encountered by generalist social workers and the impact of factors such as oppression, discrimination, poverty, and sexism.

Prerequisite: Prerequisite: Complete SWK-527. Offered: Odd Spring.

SWK 587 - Foundation Seminar II (3)

This seminar course is the second of a two-part series in which students are provided an experiential learning opportunity to complement the knowledge gained in their foundation curses. Students are required to complete a field practicum placement that is 16 hours per week in a preapproved social service agency. During this semester, the focus will be on practicing social work skills with clients in agencies.

Prerequisite: Prerequisite: Complete SWK-527. Offered: Odd Spring.

SWK 605 - Clinical SWP with Individuals (3)

Utilizing an ecological/systemic conceptual framework this course is designed to help students expand and integrate theoretical knowledge and skills through which social work assessment and intervention may be carried out. Course content draws upon concepts and principals of psychodynamic, cognitive-behavioral, humanistic and family/systemic theories that focus on intrapsychic and transactional dynamics of an individual within various systems. The course explores the interconnected nature of these theories with emphasis on integration of the use of theory with social work principles and values as a way to guide competent social work practice with individuals. Therapeutic challenges and opportunities embedded in the various phases of the helping process are examined. Particular attention is given to evidence based methods of assessment and intervention within agency-based and socio-cultural contexts.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 615 - Psychopathology (3)

Since mental health issues are ubiquitous in all social work settings and practice, it is essential that social workers be familiar with conceptualizations and current developments in the area of psychopathology. This course is designed to develop a students' understanding of the bio psycho social model of psychopathology, including theories of etiology and diagnostic assessment of behavioral or psychological syndrome or patterns that are associated with an individuals' present distress. Course content will primarily be focused on the accurate classification and diagnostic criteria for the major mental disorders and developing an adequate understanding of the limitations of diagnostic assessment. Students are familiarized with various assessment measures used for psychiatric symptomatology. Ethical and socio-cultural factors in diagnosis and culturally competent professional application of diagnostic knowledge will be emphasized throughout the course.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 620 - Advanced Ethics in SWP (3)

The purpose of this course is to facilitate student competency in identifying and effectively confronting increasingly complex ethical questions and issues faced in daily social work practice. In addition to a critical review of the Social Work Code of Ethics, this course will address relevant ethical models and theories, steps to ethical decision making and ethical dilemmas specific to practice with individuals, families and groups. Finally the course will cover a series of ethic's related topics most encountered in contemporary practice. These included bioethics and risk management. Through this course students will become more self-aware of their own values and biases, allowing them to solidify their professional identities. They will develop ethical decision making capacities necessary for sound practice that is consistent with social work values and competencies.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 622 - Scientific Inquiry in SWK (3)

This course is designed to prepare the master's level social worker practitioner with the knowledge and skills necessary to engage in research practices that advance the knowledge base of the profession, and meet the evaluate needs of agencies, funders, client systems and other various stakeholders. This course will cover research methodology and evaluation skills across the micro, mezzo and macro levels. This intensive advance standing course contains material generally obtained during the foundation year. Upon completion of this course, student will be proficient in their use of research to inform practice and ability to use practice to inform research.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 629 - Adv Clinical SWP Seminar I (3)

This is the first course in a series of two in which students several Clinical Social Work Practitioner skills through seminar and field education in preapproved social service agencies. The students expand their expertise in the area of practice of their field practicum while developing clinical skills with an emphasis on micro and mezzo. This course provides experiential learning along with discussion and assignments that support integration of theory as well as professional ethics and values. Through the completion of this two course sequence, students continue to master the competencies and practice behaviors required to become independent social work practitioners. Although each field placement is unique, students will be assessed on their level of competence in social work practice behaviors. This student will need to complete a minimum of 260 hours of field education to complete this course.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 635 - Clinical SWP with Families (3)

This clinical practice course teaches fundamentals in family therapy and counseling across the family life cycle. Students continue to develop knowledge and skill of various assessment and intervention strategies that are based within various family systems theoretical frameworks. This course provides the students practical application linking theories to techniques that are commonly applied in family therapy and counseling. This broad exposure provides the student with a wide array of perspectives and techniques to utilize in various settings. All families undergo changes and transitions that induce stress. This course explores these common family stressors so that students will have a better understanding as to why a family may be in need of counseling. Particular attention is given to diversity and how diverse families experience various family stressors.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 644 - Assessment and Treatment of Trauma (3)

This course concentrates on the basics of trauma theory, etiology, and treatment of traumatic symptomatology so that students can develop the knowledge and skills necessary to effectively treat survivors. Emphasis will be placed on the therapeutic, developmental, cultural, and social needs of the individual and their family system across the life span. Specifically, the course will review the assessment process, including frequently used standardized measures, and the various intervention approaches utilized with the population. Therapeutic considerations impacting the effectiveness of interventions, such as the therapeutic relationship, trust, and professional self-care, will also be reviewed.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 645 - Clinical SWP with Groups (3)

This clinical practice course enhances group practice skill development for use as a primary treatment modality in clinical social work group practice. Students expand their knowledge of the various theories, models and perspectives that guide practice with groups including the historical frameworks that inform current clinical practice. The course is grounded in the identification, analysis and implementation of intervention strategies for group work with diverse and at risk populations including children, adolescents, adults and the elderly. Emphasis will be given to the psychodynamics of group process, including group formation, group development and the role of social worker as leader/facilitator in the group helping process. Particular attention will be given to the issues of diversity and social justice in group work including continued examination of how differences of gender, race, ethnicity age, socio-economic class, disability and/or sexual orientation affect group dynamics and process.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 646 - Narrative Therapy (3)

This clinical practice course introduces the theory and practice of the post-structural approach of narrative therapy, including assessment, diagnosis, and treatment, and introduces the seminal work of narrative practice as pioneered by David Epston and Michael White. The course explores the theoretical and philosophical underpinnings of narrative therapy. Use of the DSM-V with this practice approach is also covered. Students will develop knowledge and skill in the areas of assessment and intervention, including the treatment approaches of re-authoring conversations, remembering conversations, scaffolding conversations, definitional ceremonies, externalizing conversations, and rite of passage. Practice exercises will facilitate application and evaluation of the therapeutic techniques. Utilization of narrative therapy with special populations, such as trauma survivors, children and families is explored.

Prerequisite: Prerequisite: Complete SWK-587 or successfl completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 647 - Military Social Work (3)

This course desccribes the (in)active military members and his/her family system within the social context of the military and general society. The course will review both normative and unique stressors that this system navigates and how social workers can intervene effectively to aid with those stressors. Specific issues of family violence, coping with deployments, adjustments through the family life cycle, and advocating with the military for change are covered. The course illustrates how the ethnic identity and diversity concerns of the military family are addressed within miltary culture. The course explores the micro, mezzo, and macro concerns that impact the miltary family. Strategies utilizing a strengths-based perspective are emphasized throughout the course as a means of empowering the military member and their family systems.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 650 - Treating Substance Abuse (3)

This graduate level course provides students with an overview of basic concepts, theories and understanding of the etiology, assessment and various treatment modalities related to substance abuse disorders. Utilizing client-centered and strengths based approaches, this elective course builds on foundation social work courses, providing knowledge and clinical skills to students who specialize in or otherwise may encounter issues of substance abuse and addiction in their practice.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 654 - Leadership for the Non-Profit Sector (1)

This course examines the major theories of leadership as well as the personal attributes, behaviors, and styles of individuals that allow for exemplary leadership practice in the non-profit sector. In addition, a leadership model will be constructed, inclusive of behavioral competancies, that align with the needs of and challenges of non-profit organizations. Team leadership concepts including empowerment will also be introduced.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 655 - Grant Writing Basics for Svs Learning (1)

This basic grant writing course explores various strategies utilized to recognize communityneed and develop a grant proposal to meet those needs. Students will gain an understanding the various methods to locate external grant funding sources. Students will conduct a needs assessment for a local or community agency/organization and gain practice and experience in writing a small grant proposal to address the identifed need.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 657 - Intimate Partner Violence (1)

This course explores the issue of intimate partner violence, it's cultural, biological, and psychological precedents, and the implication these have on functioning at both a micro and macro level. Students will review both normative and unique stressors that contribute to intimate partner violence, and how social workers can intervene effectively to alleviate those stressors. Specific issues of the biology of stress and threat, the psychology of behavior and violence, adjustments through the family life cycle, and cultural attitudes towards violence will be discussed. This course focuses primarily upon micro-macro social work practice with special emphasis on a strengths-based perspective that students can utilize to empower the families and survivors of intimate partner violence.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 660 - Solution Focused Interventions (3)

Health Management Organizations (HMO) are increasingly limiting the number of outpatient mental health therapy sessions that are reimbursable by insurance companies. This course offers a time sensitive, solution oriented approach to working with indiiduals, couples and families, that address this issue. The course begins by introducting students to the historical development and theoretical underpinnings of Solution Focused Therapy. It then explores the theories, skills, and techniques of solution building, including exploring exceptions, formulating feedback, and asking the "right questions" for time-sensitive therapy. Several Solution Focused techniques are introduced and students will practice applications in class so that they may leave this course ready to begin implementation of these techniques in a variety of settings. Strategies for evaluating this practice are provided.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program; and SWK-605. Offered: Occasional.

SWK 661 - Social Welfare Policy (3)

This course is designed to enhance the master's level social work student with the knowledge and skills necessary to engage in practice behaviors across various levels. Specifically, this course is designed to further engage social work students in social welfare advocacy by icnreasing their knowledge of the social welfare state, its history and development over time, and the impact it has on a diverse range of policies, programs and individuals. Students will further understand the values and beliefs underlying the contemporary welfare state, how this system is funded, the impact of the system at various levels, as well as become familiar with many of the basic social welfare programs currently in place.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 670 - Advanced Theory for SWP (3)

This course provides the student with advanced understanding of human behavior in the context of social environment. This course further examines the family, the community, and the organization as social systems and contexts for the development of individuals and groups. The course reflects social work's unique integration of theories drawn from sociology, psychology, biology, anthropology, and economics to understand the multiple influences on behavior. Human Behavior and the Social Environment has the students apply sociological theories for critical analyses of society, communities, social institutions, and social organizations.

Prerequisite: Prerequisite: Complete SWK-587 or successful completion of a CSWE accredited BSW program. Offered: Occasional.

SWK 689 - Advanced Clinical SWP Capstone (4)

The capstone course is the final course of the MSW program. This course is the culmination of a process of becoming an Advanced Clinical Social Worker. Building upon SWK-628, students further establish social work knowledge and skills in the classroom and through application in field practicum. Through self-reflection assignments, students develop self-assessments that describe their professional growth and development, articulate the integration of learning, highlight accomplishments, and develop a plan for further professional growth. As similar to the previous courses, students have the benefit of seminar to discuss these areas with members of their cohort for additional insight from their peers. In addition to demonstrating competence in field, students further demonstrate mastery of clinical social work skills through the development and completion of a master's research project/portfolio.

Prerequisite: Prerequisite: Complete SWK-629. Offered: Occasional.

THR - Theatre

Reference Key -

* Also fulfills a General Education requirement; Cannot be counted twice in the credit total

† Liberal Arts Credit

THR 101 - Introduction to Theatre and Drama (3)†*

Overview of dramatic literature, theater history, and the many aspects of theater arts: acting, directing, design, and technical theater. Read plays, prepare scenes, and view live and filmed performances.

Offered: Every Fall and Spring.

THR 105 - Reader's Theatre (3)†

A study of the theories and principles of oral communication through the medium of interpretive reading and an understanding of professional readers' theater.

Offered: Occasional.

THR 170 - History of Theatre and Drama (3)†*

A study of the evolution of theatre from the ancient world to the modern day. Major playwrights of each period are discussed as reflections of the changing physical theatre, as well as the social,political, and artistic currents of each period. The emphasis is on the theatre of the West, although other non-western traditions may also be studied. Includes reading and analysis of plays in their social and theatrical contexts. Cross-listed with ENG-170.

Offered: Odd Spring.

THR 221 - Foundations of Acting (3)†

Introduction to the fundamentals of acting including techniques for developing self-awareness, relaxation, imagination, observation and concentration as well as the use of the voice and body in characterization development. Attendance at, as well as responses to, a number of stage productions scheduled during the term are required.

Offered: Occasional.

THR 222 - Acting on and Off the Stage (3)†*

An exploration of the techniques and skills that professional actors use, modifying them for use on and off the stage. Students will learn to overcome stage fright, develop a strong steady articulate voice, focus on intentions and situational awareness, develop stage presence, utilize improvisational techniques, and strengthen rehearsal skills that will boost confidence and ability to perform as real world situations demand. As a final project for the course, students will research and perform a presentation directly related to their area of study.

Offered: Every Spring.

THR 231 - Design for Performance (3)†

An introduction to the elements of performance design. We will focus on the digital skills in lighting and sound design as well as those aspects of set design, installations, and the scenic construction that are handled digitally. The second area of focus is on hands-on construction, the use of tools and theory supporting design.

Offered: Odd Spring.

THR 243L - Theatre Production Lab I (1)†

Students gain creative experience and acquire competence through active and sustained participation in various aspects of a theatrical production under faculty supervision. Students receive credit for work as: an assistant stage manager or as an assistant to the set, light, sound or costume designer, properties master, technical director or public relations/box office manager in either a studio or a major production. This course may be retaken for credit, with faculty approval, up to four times.

Offered: Every Fall and Spring.

THR 263L - Theatre Performance Lab I (1)†

Students gain creative performance experience through active participation as performer in a designated role or as an assistant director in either a studio or a major production. This course may be retaken for credit, with faculty approval, up to two times.

Offered: Every Fall and Spring.

THR 270 (no longer - replaced by 170) - History of Theatre and Drama (3)†

A study of the evolution of theatre from the ancient world to the modern day. Major playwrights of each period are discussed as reflections of the changing physical theatre, as well as the social,political, and artistic currents of each period. The emphasis is on the theatre of the West, although other non-western traditions may also be studied. Includes reading and analysis of plays in their social and theatrical contexts. Cross-listed with ENG-170.

Offered: Odd Spring.

THR 295 - Introductory Topics in Theatre (3)†

An introductory study of a specific topic within theater. Intended for freshmen and sophomores, or for students with little or no background in theater. The student may repeat the course, but not the topic.

Offered: Occasional.

THR 321 - Advanced Acting (3)†

Further study of acting technique of the stage. Course work includes continued exercises, improvisations, and scene study moving the elements of acting toward specific ideas of performance, defining intentions and motivation for acting. Focus is on character analysis and scene study. Out-of-class assignments may include attendance at area stage productions.

Prerequisite: Prerequisite: Complete THR-221 or THR-222. Offered: Occasional.

THR 331 - Advanced Technical Direction (3)†

Advanced scenic, costume, lighting and sound design. Students develop design skills through a series of assignments as well as through class discussion, critique, and practical expertise.

Prerequisite: Prerequisite: Complete THR-231. Offered: Occasional.

THR 343L - Theatre Production Lab II (1)†

Advanced participation in various aspects of a theatrical production under faculty supervision. Students build on experience gained during Theatre Production Lab I. During this lab, students receive credit for work as a stage manager or as a set, light, sound or costume designer, properties master, technical director or public relations/box office manager of a major production. This course may be retaken for credit, with faculty approval, up to four times.

Prerequisite: Prerequisite: Complete THR-243L and consent of the instructor. Offered: Every Fall and Spring.

THR 355 - Script Analysis (3)†

The analysis of major theatrical genres and styles from the point of view of the theatre practitioner. The purpose of the course is to enable actors, directors, designers and critics to acquire the analytical tools necessary to decode dramatic text into a blueprint for production from their individual perspectives. The work ranges from traditional literary and structural analysis to acted excerpts, design renderings and production concepts.

Offered: Occasional.

THR 361 - Directing I (3)†

An examination of the basic skills and techniques involved in directing for performance including the reading and selection of scripts, casting, blocking and working with the actors and designers. Students will select a short script and direct it for presentation at the end of the semester.

Offered: Occasional.

THR 363L - Theatre Performance Lab II (1)†

Advanced creative performance experience which builds on knowledge and skills gained during Theatre Performance Lab I. Students actively participate in a designed role or as a director in a major production. This course may be retaken for credit, with faculty approval, up to three times.

Prerequisite: Prerequisite: Complete THR-263L and consent of the instructor. Offered: Occasional.

THR 364 - General Theater and Drama Field Period (3)†

Off-campus experiential education opportunity that allows the student to apply his/her academic knowledge to a real-career setting.

Offered: Occasional.

THR 370 - Jr Practicum/Summer Playhouse (3)

Provides students with the opportunity to be involved in an off-campus theatrical experience.

Offered: Occasional.

THR 376 - Special Topics in Theatre and Drama (3)†

Advanced study of a specific topic within theatre and drama. Intended for juniors and seniors, or for students with an appropriate background in theatre and drama. The student may repeat the course, but not the topic. Also listed as ENG-376.

Offered: Odd Fall.

THR 399 - Independent Study (1.00-3.00)†

Prerequisite: Class Level must be Jr Sr. Offered: Occasional.

THR 440 - Advanced Theatre Practicum (3)

As the capstone activity of the Concentration in Theatre and Drama, each student will complete a major piece of work, in the area of acting, directing, technical design and direction, stage management, playwriting, theatre history, dramatic criticism, etc. This activity may take many forms, such as writing an original play (full-length) or collection of shorter plays; a thesis (research and writing in theatre history, dramatic literature, or theory); research and preparation of an individual project in acting; research and preparation of an individual project/production in design or theatre technology, culminating in an oral presentation and submission of appropriate design materials, such as sketches, renderings, models, and examples of drafting, a collaborative production project involving several seniors (e.g. playwright, director, one or more designers).

Prerequisite: Class Level must be Sr. Offered: Every Fall and Spring.

THR 461 - Advanced Directing (3)†

The study and practice of the directing process through examination of production styles and concepts, analysis and staging of dramatic texts, and discussion of performance theory. Each student is expected to direct a one-act play for public performance as the culmination of the semester's work. Extensive rehearsal time is required in addition to class meetings.

Prerequisite: Prerequisite: Complete THR-361 and consent of the instructor. Offered: Occasional.

THR 464 - Specialized Theater & Drama Field Period (3)

Off-campus experiential education opportunity that allows the student to apply his/her academic knowledge to a real-career setting.

Offered: Every January and Summer.

THR 485 - Senior Production Project (3.00-6.00)†

As the capstone activity of the theater major, each student will complete a major piece of work in the area of his/her concentration such as acting, directing, design, technical production, stage management, playwriting, theater history, dramatic criticism, etc. This activity may take many forms, such as writing an original play (full-length) or collection of shorter plays; a thesis (research and writing in theater history, dramatic literature, or theory); research, rehearsal and presentation of an individual project in acting; research and preparation of an individual project/production in design or theater technology, culminating in an oral presentation and submission of appropriate design materials such as sketches, renderings, models, and examples of drafting; a collaborative production project involving several seniors (e.g. playwright, director, one or more designers). Students must apply for approval of their capstone project in advance, preferably by the end of their junior year.

Prerequisite: Class Level must be Sr. Offered: Occasional.

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Diane M. Burke - Professor of Education (1998); B.A., Elmhurst College; M.Ed., College of William and Mary; Ph.D., University of Colorado
Michaela A. Cosgrove – Professor of Spanish (1980-2013); B.A., M.A., SUNY at Albany
Jeffrey P. Krans – Professor of Political Science (1975-2007); B.A., University of Akron; M.A., Ph.D., Miami University
Joan E. Magnusen - Professor of Biology (1982), B.A., St. Andrew Presbyterian College; M.S., Ph.D., University of Maryland
Dorothy C. Manning - Librarian (1969-1990); B.A., Keuka College; M.L.S., SUNY College at Geneseo
Dennis K. Murphy – Professor of Education (1972-1998); B.A., St. John Fisher College; M.A., Ed.D., University of Rochester
Dorothy B. Prest – Professor of Biology (1968-1984); B.S., Massachusetts State College; M.A., Boston University; Ph.D., University of Arizona
Michael A. Rogoff - Professor of Psychology (1971); B.A., Hofstra University; M.A., Ph.D, Cornell University
Gail M. Roberts – Professor of Social Work (1996-2010); B.A., SUNY at Oneonta; M.S.W., Adelphi University
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Roy E. Shortt – Professor of Mathematics (1965-1999); B.S., Syracuse University; M.A. University of Washington
Peter Talty - Professor of Occupational Therapy (1991); B.S., M.S., SUNY at Buffalo
Sharon L. Tyler, Professor/Librarian (2002); B.S., SUNY Brockport; M.L.S., SUNY Buffalo
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