

Academic Council Minutes

February 19, 2020

Midwestern State University

The Academic Council met Wednesday, February 19, 2020, in the Dillard College of Business Administration, the Priddy Conference Room.

Voting members in attendance were:

Dr. Marcy Brown Marsden, Dean, McCoy College of Science, Mathematics, and Engineering
Dr. Martin Camacho, Dean, Lamar D. Fain College of Fine Arts
Dr. Leann Curry, Chair, Curriculum and Learning, substituting for Dr. Matthew Capps, Dean,
Gordon T. and Ellen West College of Education
Dr. Jeff Killion, Dean, Robert D. and Carol Gunn College of Health Sciences and Human Services
Dr. Jeff Stambaugh, Dean, Dillard College of Business Administration
Dr. Sam Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences
Dr. Kathryn Zuckweiler, Dean, Dr. Billie Doris McAda Graduate School
Dr. Marcos Lopez, Faculty Senate Vice President

Other Attendees:

Dr. Kristen Garrison, Associate Vice President for Academic Affairs
Dr. Clara Latham, University Librarian
Ms. Leah Hickman, Associate Director, Admissions
Ms. Darla English, Registrar
Dr. Michael Mills, Director, Global Education
Ms. Angie Reay, Staff Senate representative

James Johnston, Provost and Vice President for Academic Affairs, presided and the meeting began at 2:05 p.m.

Approval of Minutes

Dr. Johnston stated that the January minutes were submitted by electronic vote and affirmed electronically. The Minutes for the Academic Council for December 2019 were tabled due to missing Graduate Council minutes. (closed)

Old Business

There being no Old Business to discuss, the Council moved on to New Business.

**New Business
Undergraduate Course and Catalog Changes- by college**

Dillard College of Business Administration

1. Dr. Stambaugh made a motion to adopt the following undergraduate course and catalog changes. Dr. Lopez seconded and the motion was adopted. (closed)

Pg. 1	1. Change wording in main internship section to account for addition of 1 and 2 hour credit internship courses.
Pg. 3	2. Addition of 1 and 2 hour internships to Department Course Lists in Accounting, Management Information Systems, and Legal Studies
Pg. 6	3. Addition of 1 and 2 hour internships to Major in Accounting approved Accounting Electives List
Pg. 7	4. Addition of 1 and 2 hour internships to approved course list for Major in Management Information Systems
Pg. 8	5. Addition of 1 and 2 hour internships to Department Course Lists in Economics, Finance, and General Business
Pg. 10	6. Addition of 1 and 2 hour internships to course list in Business Administration
Pg. 11	7. Addition of 1 and 2 hour internships to approved course list for Major in Finance
Pg. 12	8. Addition of 1 and 2 hour internships to Department Course Lists in Management and Marketing
Pg. 14	9. Addition of 1 and 2 hour internships to approved course list for Major in Management
Pg. 15	10. Addition of 1 and 2 hour internships to approved course list for Major in Marketing
Pg. 16	11. Addition of 1 and 2 hour internships to approved course list for Minor in Entrepreneurship

Note:

No addition of internship courses in catalog in Economics or General Business majors because in Economics it covers the course by saying: "upper level Economics Courses" and in the Gen Bus major it says, "any three 3000-4000 level courses from the Dillard College of Business Administration."

1. Change wording in internship section to account for addition of 1 and 2 hour credit internship courses: Academic Programs - by College – Dillard College of Business Administration – Academic Internship Program

Academic Internship Program
Information

The Dillard College of Business Academic Internship Program provides undergraduate and graduate students the outstanding opportunity to experience their chosen career field while enrolled in their academic program. The program helps students apply their scholarship knowledge, gain relevant business experiences, build their professional resumes, and develop important professional networks.

Students may apply for internships with businesses representing a wide array of industries. Students work with a practitioner in a firm in which they have been accepted. The Internship Program is a partnership among the student, faculty advisor, and business practitioner that collaborates on goals so the internship will integrate theory with experiences of the real world.

The duration of the internship is one semester and can result in **up to** three hours of academic credit. **To earn three hours of academic credit, students are required to log a minimum of 150 hours on the jobsite along with meeting all other course requirements. To earn two hours of academic credit, students are required to log a minimum of 100 hours, and to earn one hour of academic credit, students are required to log a minimum of 50 hours on the jobsite, along with meeting all other course requirements.** Assurance of learning is facilitated through evaluations submitted by the student, faculty advisor, and business practitioner. Through an analysis of evaluations and review of the overall internship process, the Dillard College of Business Administration Academic Internship Program strives to assure a quality experience for all participants. Additionally, internships provide a competitive edge in finding a job within a student's chosen field and allow for the opportunity to network with quality employers in the local community and beyond. Internships usually correspond to the fall, spring and/or summer semester terms.

Eligibility

Students who are juniors and seniors with a GPA of 2.5 or higher are eligible to participate in the internship program.

Nature of Qualifying Work

The internship experience must be related to the student's major or minor within the Dillard College of Business Administration. Moreover, the work experience shall be related to the type(s) of entry-level or professional work a Midwestern State University graduate would expect. There is a presumption the student will have completed a sufficient amount of upper level business program coursework upon which the internship is based. **A written report and employer evaluation are required for all internships.**

Supervision

The on-site work of the intern must be supervised by a worksite professional. The level of supervision should correlate to the nature of the work and the experience of the intern.

Timing

Retroactive approval or credit for previous work experience will not be granted. All arrangements must be finalized prior to the start of the internship. The student must register for the internship course in the term in which the internship experience actually occurs. Students are required to spend a minimum of 150 hours on the job for the length of the semester term **to earn three hours of academic credit. Students are required to spend a minimum of 100 hours on the job for the length of the semester term to earn two hours of academic credit. Students are required to spend**

a minimum of 50 hours on the job for the length of the semester term to earn one hour of academic credit.

A student can earn a maximum of three credit hours per term. Total hours granted for internships in all areas of business may not exceed six hours of credit.

Information and application instructions can be obtained from the Coordinator of the Academic Internship Program located in the Academic Advising Center in the Dillard College of Business Administration.

2. Addition of 1 and 2 hour internships to department course lists in Accounting, Management Information Systems, and Legal Studies:

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Accounting, Management Information Systems, and Legal Studies

Accounting, Management Information Systems, and Legal Studies

Programs and Courses

Major

- [Accounting, B.B.A.](#)
- [Management Information Systems, B.B.A.](#)

Minor

- [Accounting Minor](#)
- [Management Information Systems Minor](#)

Courses

Accounting

- [ACCT 2143 - Financial Accounting](#)
- [ACCT 2243 - Managerial Accounting](#)
- [ACCT 3003 - Accounting Applications](#)
- [ACCT 3023 - Accounting Information Systems](#)
- [ACCT 3033 - Intermediate Accounting I](#)
- [ACCT 3043 - Intermediate Accounting II](#)
- [ACCT 3073 - Federal Income Tax I](#)
- [ACCT 3203 - Cost Accounting I](#)
- [ACCT 3633 - Financial Analysis](#)
- [ACCT 4013 - Petroleum Accounting](#)
- [ACCT 4063 - Auditing](#)
- [ACCT 4083 - Federal Income Tax II](#)
- [ACCT 4093 - Federal Estate and Gift Tax](#)
- [ACCT 4123 - Advanced Accounting](#)
- [ACCT 4223 - Accounting Research and Communication](#)
- [ACCT 4333 - Governmental and Nonprofit Entity Accounting](#)
- [ACCT 4551 - Independent Study in Accounting](#)
- [ACCT 4552 - Independent Study in Accounting](#)
- [ACCT 4553 - Independent Study in Accounting](#)
- [ACCT 4663 - Special Topics in Accounting](#)
- [ACCT 4891 - Internship in Accounting](#)
- [ACCT 4892 - Internship in Accounting](#)
- [ACCT 4893 - Internship in Accounting](#)

Legal Studies in Business Administration

The Dillard College of Business Administration offers courses in legal studies in business administration.

- [LSBA 3233 - Legal and Ethical Environment of Business](#)
- [LSBA 3243 - Commercial Law](#)
- [LSBA 4551 - Independent Study in Legal Studies in Business Administration](#)
- [LSBA 4552 - Independent Study in Legal Studies in Business Administration](#)
- [LSBA 4553 - Independent Study in Legal Studies in Business Administration](#)
- [LSBA 4663 - Special Topics in Legal Studies in Business Administration](#)
- [LSBA 4891 - Internship in Legal Studies in Business Administration](#)
- [LSBA 4892 - Internship in Legal Studies in Business Administration](#)
- [LSBA 4893 - Internship in Legal Studies in Business Administration](#)

Management Information Systems

- [MIS 2003 - Information Technology Concepts for Business](#)
- [MIS 3003 - Management Information Systems](#)
- [MIS 3113 - Business Programming Language](#)
- [MIS 3123 - Database Design and Management](#)
- [MIS 3133 - Business Systems Analysis](#)
- [MIS 3163 - Project Management](#)
- [MIS 3203 - Electronic Commerce](#)
- [MIS 3303 - Networking and Telecommunications](#)
- [MIS 4113 - Web Application Development](#)
- [MIS 4143 - Business Systems Design and Implementation](#)
- [MIS 4153 - Business Analytics](#)
- [MIS 4163 - Business Systems Analysis and Design](#)
- [MIS 4173 - Advanced Excel](#)
- [MIS 4323 - Business Network Design](#)
- [MIS 4333 - Advanced Database Design](#)
- [MIS 4551 - Independent Study in Management Information Systems](#)
- [MIS 4552 - Independent Study in Management Information Systems](#)
- [MIS 4553 - Independent Study in Management Information Systems](#)
- [MIS 4663 - Special Topics in Management Information Systems](#)
- [MIS 4891 - Internship in Management Information Systems](#)
- [MIS 4892 - Internship in Management Information Systems](#)
- [MIS 4893 - Internship in Management Information Systems](#)

3. **Addition of 1 and 2 hour internships to Accounting Major Accounting Electives List:**
Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Accounting, B.B.A.

Courses for Major in Accounting - 30 semester hours

-
- ACCT 3023 - Accounting Information Systems 3
 - ACCT 3033 - Intermediate Accounting I 3
 - ACCT 3043 - Intermediate Accounting II 3
 - ACCT 3073 - Federal Income Tax I 3
 - ACCT 3203 - Cost Accounting I 3
 - ACCT 4063 - Auditing 3
 - ACCT 4333 - Governmental and Nonprofit Entity Accounting 3
 - LSBA 3243 - Commercial Law 3

Accounting Electives - 6 hours

Selected from:

- ACCT 4013 - Petroleum Accounting 3
- ACCT 4083 - Federal Income Tax II 3
- ACCT 4093 - Federal Estate and Gift Tax 3
- ACCT 4123 - Advanced Accounting 3
- **ACCT 4891 – Internship in Accounting 1**
- **ACCT 4892 – Internship in Accounting 2**
- ACCT 4893 - Internship in Accounting 3
- BUAD 3323 - Business Ethics 3

Approved Electives

Electives approved by student's advisor to bring total to 120 semester hours. Developmental courses and EXPH activity courses cannot be counted as electives.

4. Addition of 1 and 2 hour internships to approved course list for Major in Management Information Systems

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Management Information Systems

Courses for Major in Management Information Systems - 27 semester hours

- MIS 3113 - Business Programming Language 3
- MIS 3123 - Database Design and Management 3
- MIS 3303 - Networking and Telecommunications 3
- MIS 4153 - Business Analytics 3
- MIS 4163 - Business Systems Analysis and Design 3

Plus twelve hours selected from:

- MIS 3163 - Project Management 3
- MIS 3203 - Electronic Commerce 3
- MIS 4113 - Web Application Development 3
- MIS 4173 - Advanced Excel 3
- MIS 4323 - Business Network Design 3
- MIS 4333 - Advanced Database Design 3
- MIS 4663 - Special Topics in Management Information Systems 3
- **MIS 4891 – Internship in Management Information Systems 1**
- **MIS 4892 – Internship in Management Information Systems 2**
- MIS 4893 - Internship in Management Information Systems 3

Approved Electives

Electives approved by student's advisor to bring total to 120 semester hours. Developmental courses and EXPH activity courses cannot be counted as electives.

5. Addition of 1 and 2 hour internships to department course lists in Economics, Finance, and General Business

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Economics, Finance, and General Business

Economics, Finance, and General Business

Robert Forrester, Chair (Dillard College of Business Administration Building 209)

Professors: Lei, Martinez

Associate Professors: Forrester, Li, Quintanar

Assistant Professors: Garcia-Fuentes, Owen

Instructor: Dunkerley

Professors Emeriti: Harmel, Krienke, Patin, Van Geem

Requirements for the Post-Baccalaureate with Secondary Certification in Business

Students who have completed a degree in business and who are pursuing teacher certification should consult with advisors in the West College of Education regarding additional requirements for teacher certification.

Programs and Courses

Programs

Major

- Economics, B.B.A.
- Finance, B.B.A.
- General Business, B.B.A.

Minor

- Economics Minor

Courses

Agribusiness

- AGBU 3723 - Natural Resource Economics
- AGBU 3783 - Applied Agribusiness Management
- AGBU 3923 - Applied Agricultural Marketing
- AGBU 4423 - Agriculture Policy
- AGBU 4643 - International Agricultural Trade
- AGBU 4723 - Agricultural Price Analysis

Economics

- ECON 1333 - General Economics
- ECON 2333 - Macroeconomic Principles
- ECON 2433 - Microeconomic Principles

- ECON 3323 - Intermediate Macroeconomics
- ECON 3333 - Intermediate Microeconomics
- ECON 3543 - Introduction to Econometrics
- ECON 3553 - Economic Geography
- ECON 3703 - Money, Banking, and Monetary Policy
- ECON 3713 - History of Economic Thought
- ECON 3723 - Natural Resource Economics
- ECON 3743 - Public Finance
- ECON 4551 - Independent Study in Economics
- ECON 4552 - Independent Study in Economics
- ECON 4553 - Independent Study in Economics
- ECON 4643 - International Economics and Finance
- ECON 4663 - Special Topics in Economics
- ECON 4723 - Comparative Economic Systems
- **ECON 4891 - Internship in Economics**
- **ECON 4892 - Internship in Economics**
- ECON 4893 - Internship in Economics

Finance

- FINC 3353 - Financial Markets and Institutions
- FINC 3413 - Principles of Real Estate
- FINC 3633 - Financial Analysis
- FINC 3733 - Business Finance
- FINC 3753 - Risk Management and Insurance
- FINC 4551 - Independent Study in Finance
- FINC 4552 - Independent Study in Finance
- FINC 4553 - Independent Study in Finance
- FINC 4653 - Financial Management
- FINC 4663 - Special Topics in Finance
- FINC 4733 - Investments
- FINC 4753 - Advanced Issues in Corporate Finance
- FINC 4833 - Security Analysis and Portfolio Management
- **FINC 4891 - Internship in Finance**
- **FINC 4892 - Internship in Finance**
- FINC 4893 - Internship in Finance
- FINC 4933 - Student Managed Investment Fund I
- FINC 4943 - Student Managed Investment Fund II

6. Addition of 1 and 2 hour internships to course list in Business Administration

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Courses for Dillard College of Business Administration.

Departments, Programs and Courses
Courses for Dillard College of Business Administration

Business Administration

- BUAD 1033 - Foundations of Business
- BUAD 2031 - Professional Development in Business
- BUAD 3033 - Business and Economic Statistics
- BUAD 3103 - MIS for Non-Business Majors
- BUAD 3223 - Business Communications
- BUAD 3323 - Business Ethics
- BUAD 3603 - Business Practices for Nonprofits
- BUAD 4706 - International Business Ethics
- **BUAD 4891 Internship in Business Administration**
- **BUAD 4892 Internship in Business Administration**
- BUAD 4893 - Internship in Business Administration
- BUAD 4993 - International Issues in Business

7. Addition of 1 and 2 hour internships to approved course list for Major in Finance

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Finance

Finance, B.B.A.

Courses for a Major in Finance - 30 semester hours

-
- FINC 3353 - Financial Markets and Institutions 3
 - FINC 4653 - Financial Management 3
 - FINC 4733 - Investments 3
 - ECON 3543 - Introduction to Econometrics 3
 - ECON 4643 - International Economics and Finance 3 (if not taken in the Professional Business Core)

Plus 3 semester hours selected from:

-
- FINC 4753 - Advanced Issues in Corporate Finance 3
 - FINC 4833 - Security Analysis and Portfolio Management 3
 - FINC 4933 - Student Managed Investment Fund I 3

Plus 12 semester hours selected from:

-
- FINC 3413 - Principles of Real Estate 3
 - FINC 3633 - Financial Analysis 3
 - FINC 3753 - Risk Management and Insurance 3
 - FINC 4663 - Special Topics in Finance 3

 - FINC 4753 - Advanced Issues in Corporate Finance 3
 - OR (whichever course not taken above)
 - FINC 4833 - Security Analysis and Portfolio Management 3

 - **FINC 4891 - Internship in Finance 1**
 - **FINC 4892 - Internship in Finance 2**
 - FINC 4893 - Internship in Finance 3

- FINC 4933 - Student Managed Investment Fund I 3 (for students without FINC 4933)
- OR
- FINC 4943 - Student Managed Investment Fund II 3 (for students with FINC 4933)
- ECON 3323 - Intermediate Macroeconomics 3
- ECON 3333 - Intermediate Microeconomics 3
- ECON 3703 - Money, Banking, and Monetary Policy 3
- ECON 3743 - Public Finance 3

8. Addition of 1 and 2 hour internships to department course lists in Management and Marketing

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Management and Marketing

Management and Marketing

Shih Yung Chou, Chair (Dillard College of Business Administration Building 221)

Professors: Patterson, Zuckweiler

Associate Professors: Bultena, Chou, Kataria, Stambaugh, Wilson

Assistant Professors: Elliot, Manley, Nguyen

Instructor: White

Professors Emeriti: Boutwell, Harvey, McCullough, Moeller, Ramser, Rountree
Programs and Courses

Programs

Major

- Management, B.B.A.
- Marketing, B.B.A.

Minor

- Entrepreneurship Minor
- Marketing Communication Minor
- Nonprofit Management Minor

Courses

Management

- MGMT 3013 - Organizational Behavior in Business
- MGMT 3353 - International Management
- MGMT 3453 - Operations Management
- MGMT 3613 - Nonprofit Organizations and Society
- MGMT 3623 - Strategic and Human Management of Nonprofit Organizations
- MGMT 3783 - Entrepreneurship and Management of Small Enterprises
- MGMT 4033 - Quantitative Methods
- MGMT 4113 - Leadership
- MGMT 4213 - Human Resource Management

- MGMT 4413 - Human Resource Perspectives
- MGMT 4513 - Employee Relations
- MGMT 4551 - Independent Study in Management
- MGMT 4552 - Independent Study in Management
- MGMT 4553 - Independent Study in Management
- MGMT 4613 - Supervisory Skills
- MGMT 4633 - Nonprofit Fundraising and Grant Development
- MGMT 4643 - Social Innovation Practicum
- MGMT 4663 - Special Topics in Management
- MGMT 4783 - Entrepreneurial Planning
- MGMT 4793 - Entrepreneurial Consulting
- MGMT 4853 - Strategic Management
- **MGMT 4891 - Internship in Management**
- **MGMT 4892 - Internship in Management**
- MGMT 4893 - Internship in Management

Marketing

- MKTG 3723 - Principles of Marketing
- MKTG 3743 - Digital and Social Media Marketing
- MKTG 3763 - Professional Selling
- MKTG 3823 - Consumer Behavior
- MKTG 3953 - Marketing Metrics
- MKTG 4143 - Marketing Research
- MKTG 4203 - Promotion Management
- MKTG 4223 - Retailing
- MKTG 4551 - Independent Study in Marketing
- MKTG 4552 - Independent Study in Marketing
- MKTG 4553 - Independent Study in Marketing
- MKTG 4643 - International Marketing
- MKTG 4663 - Special Topics in Marketing
- MKTG 4723 - Services Marketing
- MKTG 4743 - Marketing Projects
- MKTG 4753 - Marketing Strategy
- **MKTG 4891 - Internship in Marketing**
- **MKTG 4892 - Internship in Marketing**
- MKTG 4893 - Internship in Marketing

9. Addition of 1 and 2 hour internships to approved course list for Major in Management

Academic Programs - by College – Dillard College of Business Administration – Departments, Programs and Courses – Management

Management, B.B.A.

General

(See General Requirements for all Bachelor's Degrees)

Academic Foundations and Core Curriculum - 42 semester hours

(See Academic Foundations and Core Curriculum - 42 semester hours)

Bachelor of Business Administration (Business and Professional Business Cores)

(see Requirements for the Bachelor of Business Administration)

Courses for Major in Management - 27 semester hours

- MGMT 3783 - Entrepreneurship and Management of Small Enterprises 3
- MGMT 4033 - Quantitative Methods 3
- MGMT 4113 - Leadership 3
- MGMT 4213 - Human Resource Management 3
- MGMT 4613 - Supervisory Skills 3

12 hours from:

- MGMT 3353 - International Management 3
- MGMT 4413 - Human Resource Perspectives 3
- MGMT 4513 - Employee Relations 3
- MGMT 4553 - Independent Study in Management 3 semester hours
- MGMT 4663 - Special Topics in Management 3
- MGMT 4783 - Entrepreneurial Planning 3
- MGMT 4793 - Entrepreneurial Consulting 3
- **MGMT 4891 - Internship in Management 1**
- **MGMT 4892 - Internship in Management 2**
- MGMT 4893 - Internship in Management 3
- LSBA 3243 - Commercial Law 3
- BUAD 4993 - International Issues in Business 3

- ECON 3703 - Money, Banking, and Monetary Policy 3
- OR
- ECON 4643 - International Economics and Finance 3

10. Addition of 1 and 2 hour internships to approved course list for Major in Marketing

Academic Programs - by College – Dillard College of Business Administration –
Departments, Programs and Courses – Marketing

Marketing, B.B.A.

General

(See General Requirements for all Bachelor's Degrees)

Academic Foundations and Core Curriculum - 42 semester hours

(See Academic Foundations and Core Curriculum - 42 semester hours)

Bachelor of Business Administration (Business and Professional Business Cores)

(see Requirements for the Bachelor of Business Administration)

Courses for Major in Marketing - 30 semester hours

MKTG 3763 - Professional Selling 3

MKTG 3823 - Consumer Behavior 3

MKTG 3953 - Marketing Metrics 3

MKTG 4143 - Marketing Research 3

MKTG 4753 - Marketing Strategy 3

~~Three of the following courses:~~ **9 hours from**

MKTG 3743 - Digital and Social Media Marketing 3

MKTG 4203 - Promotion Management 3

MKTG 4223 - Retailing 3

MKTG 4643 - International Marketing 3

MKTG 4553 - Independent Study in Marketing 3 semester hours

MKTG 4663 - Special Topics in Marketing 3

MKTG 4723 - Services Marketing 3

MKTG 4891 - Internship in Marketing 1

MKTG 4892 - Internship in Marketing 2

MKTG 4893 - Internship in Marketing 3

MGMT 3783 - Entrepreneurship and Management of Small Enterprises 3

MIS 3203 - Electronic Commerce 3

Advanced Course from the Dillard College of Business Administration - 3 hours

Three hours from any advanced course from the Dillard College of Business Administration.

Advanced Course in any Other College - 3 hours

Three hours from any advanced course in any other college.

Approved Electives

Electives approved by student's advisor to bring total to 120 semester hours. Developmental courses and EXPH activity courses cannot be counted as electives.

11. Addition of 1 and 2 hour internships to approved course list for Minor in Entrepreneurship

Academic Programs - by College – Dillard College of Business Administration –
Departments, Programs and Courses – Entrepreneurship Minor

Entrepreneurship Minor

Requirements for Minor in Entrepreneurship - 18 semester hours

-
- ¹ ACCT 2143 - Financial Accounting 3
 - ² MKTG 3723 - Principles of Marketing 3
 - ³ MGMT 3013 - Organizational Behavior in Business 3
 - ⁴ MGMT 3783 - Entrepreneurship and Management of Small Enterprises 3

Choose ~~two~~ **six hours** from:

-
- ⁵ MGMT 4553 - Independent Study in Management 3 semester hours
(Entrepreneurship)
 - MGMT 4783 - Entrepreneurial Planning 3
 - MGMT 4793 - Entrepreneurial Consulting 3
 - ⁵ MGMT 4891 - Internship in Management 1
 - ⁵ MGMT 4892 - Internship in Management 2
 - ⁵ MGMT 4893 - Internship in Management 3

Prerequisite(s):

MATH 1203 or MATH 1233 (or equivalent) is a prerequisite for ACCT 2143 and ECON 2433

ECON 2433 is a prerequisite for ECON 3723

MGMT 3013 is a prerequisite for MGMT 4113

MKTG 3723 is a prerequisite for MKTG 3763 and MKTG 3723

Note(s):

Students must complete all prerequisite courses before enrolling in any advanced level course.

Students not pursuing a BBA major are recommended to use ECON 2433 to satisfy their university core requirement.

1. Students with most BBA majors should substitute MGMT 4113 - Leadership for this course. Management majors substitute MKTG 3823 - Consumer Behavior. Alternatively, all students may substitute an additional “elective” course beyond the two required.

2. Students with most BBA majors should substitute MKTG 3763 - Professional Selling for this course. Marketing majors should substitute MGMT 4613 - Supervisory Skills.

Alternatively, all students may substitute an additional “elective” course beyond the two required.

3. Students with most BBA majors should substitute MIS 3203 - Electronic Commerce for this course. MIS majors must ensure this course is not part of their majors program.

Alternatively, all students may substitute an additional “elective” course beyond the two required.

4. Management majors should substitute MKTG 4223 - Retailing for this course.

Alternatively, they may substitute an additional “elective” course beyond the two required.

5. Internships or Independent Study courses must be arranged and approved by the Director of the Munir Abdul Lalani Center for Entrepreneurship and Free Enterprise.

Prothro-Yeager College of Humanities and Social Sciences

Items were presented for a vote but it was discovered that all items had been previously submitted in February 2019. Items have been stricken from the record.

Robert D. and Carol Gunn College of Health Sciences and Human Services

2. Dr. Killion made a motion to adopt the following undergraduate course and catalog changes
Dr. Camacho seconded and the motion was adopted. (closed)

Course Prefix- EXPH

Course number- 3203

Course title- Motor Control of Human Movement

Prerequisite(s): EXPH 2993 Biomechanics and Analysis of Human Movement

Description- This course offers an advanced overview of the neuroanatomy and mechanisms and theories of human movement control. Students will have experience in basic neural mechanisms introduced in EXPH 2993 and be able to advance their understanding of how the neural system influences the movement requirements of daily motor tasks.

McCoy College of Science, Mathematics and Engineering

3. Dr. Brown Marsden made a motion to adopt the following undergraduate course and catalog changes in the McCoy College of Science, Mathematics and Engineering. Dr. Zuckweiler seconded, and the motion was adopted. (closed)

Change of course prerequisite

Course Prefix- CMPS

Course Number- 1044

Course Title- Computer Science 1

Prerequisite(s)-

Proposed: TSI-Complete in Alg-based Math *and* concurrent enrollment in MATH 1233 or MATH 1534 or MATH 1203 (for Business majors).

Current- Concurrent enrollment in MATH 1233 or MATH 1534 or MATH 1203 (for Business Majors)

New course addition

Course Prefix- MATH

Course Number- 0020

Course Title- Math NCBO

Prerequisite(s)- Co-requisite: Math 0003

Description- Math 0020 is a Base NCBO (Non-Course Based Option) for students that have an ABE Math score of less than 5 that are re-enrolling in Math 0003 due to an unsuccessful or uncompleted previous attempt of the course. This course is a mainstreamed intensifier providing up to three contact hours per week for additional instructional support for the student's success in MATH 0003.

Biology, B.S.

←Return to: [McCoy College of Science, Mathematics and Engineering](#)

The requirements for the degree of Bachelor of Science with a major in biology may be satisfied in any of the following areas of emphasis.

- A. Molecular-cellular option
- B. Organismal option
- C. Pre-Professional
 - i. C1 - Pre-medical option
 - ii. C2 - Pre-veterinary option
 - iii. C3 - Pre-dental option
 - iv. C4 - Pre-pharmacy option
- D. Pre-physical therapy option

For advancement as a pre-professional student seeking to gain admission to professional school (Medical, Dental, Veterinary Medicine, Physician's Assistant, Pharmacy, etc.), it is expected that students in options C and D will gain experience, formally or informally, in how these practices are run. This experience can be gained through employment, paid or unpaid internships, volunteering, or other instances where students can observe the various aspects of a professional practice.

- E. Clinical Laboratory Science
 - i. E1 - Clinical Laboratory Science (3+1) option
 - ii. E2 - Clinical Laboratory Science (4+1) option

Mechanical Engineering, B.S.M.E.

Student Outcomes

The outcomes of the Mechanical Engineering Program include those established by the Engineering Accreditation Commission of ABET, <http://www.abet.org> and additional outcomes that are specific to mechanical engineering. Upon completion of the baccalaureate degree in mechanical engineering, each graduate will have

- ~~a. an ability to apply knowledge of mathematics, science, and engineering;~~
- ~~b. an ability to design and conduct experiments, as well as to analyze and interpret data;~~
- ~~c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability;~~
- ~~d. an ability to function on multidisciplinary teams;~~
- ~~e. an ability to identify, formulate, and solve engineering problems;~~
- ~~f. an understanding of professional and ethical responsibility;~~
- ~~g. an ability to communicate effectively;~~
- ~~h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context;~~
- ~~i. a recognition of the need for, and an ability to engage in life-long learning;~~
- ~~j. a knowledge of contemporary issues; and~~
- ~~k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.~~

1. an ability to identify, formulate, and solve complex engineering problems by applying the principles of engineering, science, and mathematics;
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety and welfare, as well as global, cultural, social, environmental, and economic factors;
3. an ability to communicate effectively with a range of audiences;
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgements, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts;
5. an ability function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives;
6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgement to draw conclusions;
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies;

In the engineering industry, engineering students are expected to have experience and an understanding of how the industry works. This can take many forms, both, formally or informally, including paid or unpaid employment or internships, research or other means of exposure to the professional engineering environment.

Chemistry, B.S.

←Return to: [College of Science and Mathematics](#)

Programs of study leading to the degree of Bachelor of Science with a major in chemistry are as follows:

A. Professional – option **A**.

This program provides the academic foundation for students who may wish to continue their studies in graduate chemistry, chemical engineering, or biochemistry. Students completing this program with 3 additional advanced chemistry hours and a chemistry GPA of 2.5 or better will be certified by the Committee on Professional Training of the American Chemical Society.

B. Interdisciplinary – option **B**.

This program provides the academic foundation **in chemistry** for students who may wish to **reinforce their degree with a background in biology**, ~~continue their studies in professional schools of medicine, dentistry, or veterinary medicine or those who desire an emphasis in~~ business, computer science, **chemical engineering**, or other areas.

C. Biochemistry/Pre-Professional – option **C**.

This program provides the academic foundation for students **who wish** to continue their studies ~~in the field of biochemistry at the graduate level of graduate biochemistry or graduate biology~~ **or in professional schools of optometry, physical therapy, pharmacy, physician's assistant, medicine, dentistry, or veterinary medicine**. Students will also be able to matriculate into the Research and Development areas of industry and areas of forensic science.

For advancement as a pre-professional student seeking to gain admission to professional school (Medical, Dental, Veterinary Medicine, Physician's Assistant, Pharmacy, etc.), it is expected that students in options A-C will gain experience, formally or informally, in how these practices are run. This experience can be gained through employment, paid or unpaid internships, volunteering, or other instances where students can observe the various aspects of a professional practice.

The requirements for the degree of Bachelor of Science with a major in chemistry are as follows:

General

(See [General Requirements for all Bachelor's Degrees](#))

Academic Foundations and Core Curriculum - 42 semester hours

(See [Academic Foundations and Core Curriculum - 42 semester hours](#))

Bachelor of Science

(see [Requirements for the Bachelor of Science Degree](#))

Major

Option A, ACS Certification

- [CHEM 1141 - General Chemistry Laboratory](#) 1
- [CHEM 1143 - General Chemistry](#) 3
- [CHEM 1241 - General Chemistry Laboratory](#) 1
- [CHEM 1243 - General Chemistry](#) 3
- [CHEM 1253 - Descriptive Inorganic Chemistry](#) 3
- [CHEM 2001 - Organic Chemistry Laboratory](#) 1
- [CHEM 2003 - Organic Chemistry](#) 3
- [CHEM 2011 - Organic Chemistry Laboratory](#) 1
- [CHEM 2013 - Organic Chemistry](#) 3
- [CHEM 3305 - Analytical Chemistry I](#) 5
- [CHEM 3405 - Analytical Chemistry II](#) 5
- [CHEM 3603 - Physical Chemistry I](#) 3
- [CHEM 3705 - Physical Chemistry II](#) 5
- [CHEM 4243 - Biochemistry](#) 3
- [CHEM 4305 - Advanced Inorganic Chemistry](#) 5
- [CHEM 4001 - Seminar](#) 1 semester hour (2 hours required)

Additional Advanced Courses - 4 hours

Three additional advanced hours in chemistry, exclusive of [CHEM 3504](#).

One additional advanced laboratory hour in chemistry is required, exclusive of [CHEM 3504](#).

Note: Must maintain an overall GPA of 2.5 or better for certification.

(Those students who wish to continue their studies in graduate biochemistry should take [CHEM 4242](#) and [CHEM 4253](#).)

American Chemical Society Certification–With Honors

This designation will be awarded to students fulfilling the following:

- All regular requirements for the Bachelor of Science with a major in chemistry (Option A) and all the requirements for certification by the Committee on Professional Training of the American Chemical Society.
- Minimum GPA: 3.0 overall; 3.3 in chemistry courses.
- A minimum of 4 semester hours must be earned in independent research ([CHEM 4911](#), [CHEM 4922](#), [CHEM 4933](#)); this should be commenced in the junior year or earlier.
- Acceptance of a B.S. research paper (covering the undergraduate independent research project) by the chemistry faculty and the chair of the Honors committee.
- Presentation of a public lecture on the research paper to the chemistry faculty.

Option B

- [CHEM 1141 - General Chemistry Laboratory](#) 1
- [CHEM 1143 - General Chemistry](#) 3
- [CHEM 1241 - General Chemistry Laboratory](#) 1
- [CHEM 1243 - General Chemistry](#) 3
- [CHEM 2001 - Organic Chemistry Laboratory](#) 1
- [CHEM 2003 - Organic Chemistry](#) 3
- [CHEM 2011 - Organic Chemistry Laboratory](#) 1
- [CHEM 2013 - Organic Chemistry](#) 3
- [CHEM 3305 - Analytical Chemistry I](#) 5
- [CHEM 3603 - Physical Chemistry I](#) 3
- [CHEM 4001 - Seminar](#) 1 semester hour (2 hours required)

Additional Courses

- [CHEM 3405 - Analytical Chemistry II](#) 5
- or
- [CHEM 4242 - Biochemistry Laboratory](#) 2 and
- [CHEM 4243 - Biochemistry](#) 3
- or
- [CHEM 3705 - Physical Chemistry II](#) 5
- or
- [CHEM 3504 - Introductory Environmental Chemistry](#) 4

Option C

- [CHEM 1141 - General Chemistry Laboratory](#) 1

- [CHEM 1143 - General Chemistry](#) 3
- [CHEM 1241 - General Chemistry Laboratory](#) 1
- [CHEM 1243 - General Chemistry](#) 3
- [CHEM 2001 - Organic Chemistry Laboratory](#) 1
- [CHEM 2003 - Organic Chemistry](#) 3
- [CHEM 2011 - Organic Chemistry Laboratory](#) 1
- [CHEM 2013 - Organic Chemistry](#) 3
- [CHEM 4001 - Seminar](#) 1 semester hour (two hours required)
- [CHEM 4242 - Biochemistry Laboratory](#) 2
- [CHEM 4243 - Biochemistry](#) 3
- [CHEM 4253 - Biochemistry](#) 3

Additional Courses

- 2 classes from the following:
- [CHEM 3305 - Analytical Chemistry I](#) 5
- [CHEM 3405 - Analytical Chemistry II](#) 5
- [CHEM 3603 - Physical Chemistry I](#) 3
- [CHEM 3705 - Physical Chemistry II](#) 5
- [CHEM 4133 - Advanced Organic Chemistry](#) 3
- [CHEM 4305 - Advanced Inorganic Chemistry](#) 5

Optional Minor

Option A

Professional Chemistry ~~or Prechemical Engineering~~:

[Mathematics](#) (See the Chemistry Program Advisor for specific course requirements.) OR

[Physics](#) (see the Chemistry Program Advisor for specific course requirements); OR

Other (see the Chemistry Program Advisor for specific course requirements)

Option B

~~Pre-Medical, Pre-Dental or Pre-Veterinary~~ **Biology Emphasis** - [Biology](#) (See the Health Professions Advisor for specific course requirements.); OR

Business Emphasis - [Business Administration](#); OR

Computer Science Emphasis - [Computer Science](#)

Others (See your academic advisor.)

Option C

Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Medical, Pre-Dental or Pre-Veterinary -
Biology - (See [Biology](#) and the Health Professions Advisor for specific course requirements.)
Others (See your academic advisor.)

Additional Requirements:

Requirements common to all optional degree plans:

- [MATH 1634 - Calculus I](#) 4
- [MATH 1734 - Calculus II](#) 4
- [PHYS 1624 - Mechanics, Wave Motion, and Heat](#) 4
- [PHYS 2644 - Electricity and Magnetism and Optics](#) 4
- [STAT 3573 - Probability and Statistics](#) 3

Option A

- [MATH 2534 - Calculus III](#) 4
- [MATH 2603—Math for Thermodynamics](#) 3433 – [Differential Equations](#) 3

Option B

- [MATH 2603—Math for Thermodynamics](#) 2534 – [Calculus III](#) 3
- See Advisor for additional requirements.

Option C

- [BIOL 1144—General Zoology](#) 1114 – [Life I: Molecular and Cellular Concepts](#) 4
- [BIOL 1544—General Botany](#) 1214 – [Life II: Evolution and Ecology](#) 4
- [BIOL 3054—Principles of Biology I](#) 2114 – [Life III: The Diversity of Life](#) 4
- [BIOL 3064—Principles of Biology II](#) 4

8 12 hours Advanced Biology

Suggested classes for Biochemistry emphasis are:

- [BIOL 3044 3314 - Bacteriology](#) General Microbiology 4
- [BIOL 3334 - Genetics](#) 4 (needed for the minor)
- [BIOL 3434 - Entomology](#) 4
-
- [BIOL 4021 - Immunology Laboratory](#) 1
- and
- [BIOL 4023 - Immunology](#) 3
-
- [BIOL 4231 - Molecular Biology Laboratory](#) 1
- and
- [BIOL 4233 - Molecular Biology](#) 3
-
- [BIOL 4714 - Cell Biology](#) 4
- See Advisor for additional options.

Electives

Additional hours as needed to total a minimum of 120 semester credit hours with a minimum of 33 advanced.

← Return to: [College of Science and Mathematics](#)

Computer Science 1- Course Inventory Update

Change of course prerequisite

CMPS- 1044

Proposed: TSI-Complete in Alg-based Math *and* concurrent enrollment in MATH 1233 or MATH 1534 or MATH 1203 (for Business majors).

Current: Concurrent enrollment in MATH 1233 or MATH 1534 or MATH 1203 (for Business majors).

Environmental Science Track

Major:

Interdisciplinary -

- [ENSC 1114 - Foundations of Environmental Science](#) 4
- [ENSC 3103 - Environmental Policies and Laws](#) 3
- [ENSC 4103 - Internship](#) 3
- [BIOL 1114 - Life I: Molecular & Cellular Concepts](#) 4
- [BIOL 1214 - Life II: Evolution and Ecology](#) 4
- [BIOL 3104 - Fundamental Genetics](#) 4
- [CHEM 1141 - General Chemistry Laboratory](#) 1
- [CHEM 1143 - General Chemistry](#) 3
- [CHEM 1241 - General Chemistry Laboratory](#) 1
- [CHEM 1243 - General Chemistry](#) 3
- [CHEM 3504 - Introductory Environmental Chemistry](#) 4
- [GEOS 1134 - Physical Geology](#) 4
- [GEOS 3044 - Geographic Information Systems \(GIS\)](#) 4
- [GEOS 4001 - Sciences Seminar](#) 1

Options (must choose one):

Option A - Biology:

- [BIOL 2114 - Life III: The Diversity of Life](#) 4
- [BIOL 3033 - Field Zoology](#) ~~Biology~~ 3
- [BIOL 3534 - Systematic Botany](#) 4
- [BIOL 4684 - Ecology](#) 4
- **OR**

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

- [BIOL 4673 Desert Ecology](#) 3
- OR
- [BIOL 4693 Tropical Rainforest Ecology](#) 3

Plus 3 to 4 additional hours

Option B - Chemistry:

- [CHEM 3305 - Analytical Chemistry I](#) 5
- [CHEM 3405 - Analytical Chemistry II](#) 5

Plus 8 additional hours

Option C - Geosciences:

- [GEOS 1234 - Historical Geology](#) 4
- [GEOS 3034 - Oceanography](#) 4
- [GEOS 3734 - Geomorphology](#) 4
- [GEOS 4844 - Environmental Geophysics](#) 4

Plus 3 additional hours

Program Requirements:

- [PHYS 1144 - General Physics](#) 4
- [PHYS 1244 - General Physics](#) 4
-
- [MATH 1433 - Plane Trigonometry](#) 3
- OR
- [MATH 1534 - Precalculus](#) 4
-
- [MATH 1634 - Calculus I](#) 4
- [STAT 3573 - Probability and Statistics](#) 3

One year of a single foreign language.

5 - 6 hours of electives are required

Geosciences Track

Major:

- [GEOS 1134 - Physical Geology](#) 4
- [GEOS 1234 - Historical Geology](#) 4
- [GEOS 3134 - Mineralogy](#) 4
- [GEOS 3234 - Petrology](#) 4
- [GEOS 3434 - Structural Geology](#) 4
- [GEOS 3533 - Solid Earth and Exploration Geophysics](#) 3
- [GEOS 3534 - Invertebrate Paleobiology](#) 4
- [GEOS 3734 - Geomorphology](#) 4

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

[GEOS 3836 - Field Geology](#) 6

[GEOS 4001 - Geosciences Seminar](#) 1

[GEOS 4533 - Introduction to Ore Deposits and Energy Resources](#) 3

[GEOS 4534 - Sedimentology and Stratigraphy](#) 4

Program Requirements:

[CHEM 1141 - General Chemistry Laboratory](#) 1

[CHEM 1143 - General Chemistry](#) 3

[CHEM 1241 - General Chemistry Laboratory](#) 1

[CHEM 1243 - General Chemistry](#) 3

[PHYS 1144 - General Physics](#) 4

- and
 - [PHYS 1244 - General Physics](#) 4
 - (OR)
 - [PHYS 1624 - Mechanics, Wave Motion, and Heat](#) 4
 - and
 - [PHYS 2644 - Electricity and Magnetism and Optics](#) 4
 -
 - [MATH 1634 - Calculus I](#) 4
 - [MATH 1734 - Calculus II](#) 4
 - [STAT 3573 - Probability and Statistics](#) 3
- One year of a single foreign language.

Plus 7 additional hours

Selected from:

- [GEOS 3014 - Meteorology, Climate, and Climate Change](#) 4
- [GEOS 3034 - Oceanography](#) 4
- [GEOS 3044 - Geographic Information Systems \(GIS\)](#) 4
- [GEOS 3424 - Geology of the Solar System](#) 4
- [GEOS 3824 - Field Methods](#) 4
- [GEOS 4034 - Petroleum Geology](#) 4
- [GEOS 4134 - Applied Petroleum Geology](#) 4
- [GEOS 4233 - Groundwater Hydrology](#) 3
- **[GEOS 4734 – Hydrology](#) 4**
- **[GEOS 4844 - Environmental Geophysics](#) 4**

MSU Pre-Professional Programs

The Pre-Professional pathway is designed for students interested in furthering their education in a professional school. These pathways (or focuses) are designed to get the student the required prerequisites before applying to their professional program of choice. A major and a focus are different. You can major in anything you want however you must get the required prerequisites prior to applying to the professional school.

For advancement as a pre-professional student seeking to gain admission to professional school (Medical, Dental, Veterinary Medicine, Physician's Assistant, Pharmacy, etc.), it is expected that students will gain experience, formally or informally, in how these practices are run. This experience can be gained through employment, paid or unpaid internships, volunteering, or other instances where students can observe the various aspects of a professional practice.

HPAC - Health Professions Advisory Committee Interview Process

All pre-medicine, pre-veterinary medicine, and pre-dental students are eligible to take part in a Health Professions Advisory Committee interview. This interview is for the purpose of writing letters of recommendations and/or providing scholarships to eligible candidates. Interviews are conducted in the spring semester and applications are usually due around mid February. Students are encouraged to apply. Information and application material are below.

Sophomore and Juniors interested in Scholarships and/or a committee letter of recommendation may apply using the following links (pre-medicine, dentistry and veterinary medicine only).

These interviews occur every spring semester. The due date for the interview packet will be 5 pm on the second Friday of February. Use the links below to fill out forms, print them off and, turn into the chemistry office (BO307) c/o Christopher A. Hansen. Expect the interviews to occur on the first and/or second Tuesday and Thursday of March (unless informed otherwise). You will be notified the time, date and location of your interview by email once all applications have been received.

ALL FORMS MUST BE TYPED! Passport type pictures must be attached (or copy and pasted) to the form.

- [Recommendation and Scholarship Interview Guidelines and Checklist](#)
- [Vita Sheet](#)
- [Academic Record Sheet](#)
- [Information Release Sheet](#)
- [Health Professions Evaluation Form](#)

Graduate Course and Catalog Changes

4. Dr. Zuckweiler made a motion to adopt the following graduate course and catalog changes. Dr. Killion seconded and the motion was adopted. (closed)

Changes in Admission Requirements, effective fall 2020

1. Dillard College of Business Administration

Jeff Stambaugh, Dean

(Dillard College of Business Administration Building 233)

Master of Business Administration

Thuy Nguyen, Graduate Coordinator

Graduate Faculty: Anders, Bultena, Chou, Forrester, Gaharan, Kataria, Lei, Li, Manley, Martinez, Nguyen, Patterson, Patton, San Miguel, Stambaugh, Tilker, Wilson, Young, G. Zhang, J. Zhang, Zuckweiler

Emeriti Faculty: Fritsch, Harmel, C. Harris, T. Harris, Harvey, Johnston, Krienke, Madera, McCullough, Patin, Ramser, Rountree, Van Geem.

No changes until...

Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE)

Each applicant must register for and take the GMAT or GRE. Information about the GMAT can be found at <http://www.mba.com>. Information about the GRE can be found at <http://www.ets.org/gre>. Members of the Beta Gamma Sigma (the international honor society serving business programs accredited by AACSB International) may request to have the test requirement waived (Beta Gamma Sigma membership does not result in an automatic test waiver). **Individuals that have a prior *graduate or terminal* (e.g. MD, JD, Ph.D.) degree are exempted from the GMAT requirement. GMAT / GRE may be waived by the MBA Coordinator on a case-by-case basis with conditional admission for applicants who satisfies any of the following conditions:**

1. Minimum overall GPA of 3.0 from U.S. post-secondary institutions
2. Minimum major GPA of 3.5 from U.S. post-secondary institutions
3. Minimum overall GPA of 3.0 from at least 9 hours of graduate level course work from U.S. post-secondary Institutions
4. A quantitatively oriented professional certification
5. Other standardized test scores demonstrating comparable quantitative ability

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

6. Significant professional work experiences

Current resume

Each applicant must include an up-to-date resume listing prior educational and work experiences.

2. Gordon T. and Ellen West College of Education

Change of course title, description, prerequisite - effective fall 2020

Education

EDUC 6753. Applied Research

Prerequisite(s): ~~Score of 3.5 on GRE Analytical Writing Section or 4.0 on the GRE~~

~~Score It Now! Test, and~~ 18 graduate hours to include [EDUC 5053](#) with a grade of C or better.

Catalog Changes effective fall 2020

A. **Clinical Mental Health Requirements - Counseling**

https://catalog.msutexas.edu/preview_program.php?catoid=22&poid=2575&returnto=1098

Effective fall 2020

Clinical Mental Health Requirements:

-
- COUN 5103 - Professional Orientation
 - COUN 5203 - Introduction to Counseling
 - COUN 5213 - Human Development and Learning
 - COUN 5223 - Career Development Counseling
 - COUN 5243 - Group Counseling
 - COUN 5253 - Assessment
 - COUN 5263 - Diagnosis and Treatment Planning
 - COUN 5273 - Theories and Techniques of Counseling
 - COUN 5283 - Advanced Counseling Skills
 - COUN 5293 - Practicum in Counseling
 - COUN 5303 - Ethics and Issues in Counseling
 - COUN 5323 - Marriage and Family Counseling
 - COUN 5363 - Multicultural Counseling
 - COUN 5803 - Substance Abuse Counseling
 - COUN 6013 - Human Relations
 - COUN 6043 - Graduate Internship (6 hours)

- EDUC 5053 - Introduction to Educational Research

Graduate Level Courses - 6 semester hours

Plus 6 semester hours of graduate level courses from the following list approved by the Chair of the Counseling Department. Licensure as a professional counselor in Texas requires a 3000-hour internship and a state examination.

- COUN 5113 - Mediation and Conflict Resolution
- COUN 5343 - Introduction to Reality Therapy
- COUN 5803 - Substance Abuse Counseling
- ~~SPED 5013 - Exceptional Individuals~~

3. **Prothro-Yeager College of Humanities**

English

Catalog Changes effective fall 2020

Jennifer Dawes
Chair, English Department
Robert Johnson
Graduate Coordinator

Graduate Faculty: Clegg, Fields, Garrison, Giddings, Giles, Henschel, Johnson, Lodge, Nivens, Schulze

Emeriti Faculty: Carpenter, Galbraith, Hoffman, J. Hoggard, L. Hoggard, Olson, Rankin, Rogers, Smith, Whitlock

Mission Statement

MSU's English program offers study leading to the Master of Arts degree. The curriculum is founded on courses in the periods, genres, and major figures of American, British, and world literatures, composition pedagogy and practice, rhetoric and language, and professional and technical communication. Students completing the program will be academically prepared both to teach and to continue their scholarly pursuits. Recent MSU graduates have used their MA degrees to establish careers in the arts, business, communications, education, government, law, and publishing, as well as writing.

Additional Information for English Majors

I. Admission: See “[Admission to the Graduate School](#)” for general requirements. As “competitive score on the standardized graduate test,” the ~~Department of~~ **English graduate program** requires that candidates submit scores from the GRE General Test.

An application for admission to the Midwestern State University Graduate Program is available on the web site at <http://www.msutexas.edu>.

Normally, applicants accepted into the graduate program in English will have been granted an undergraduate degree with an English major, will have completed at least 12 upper-division semester hours in English, and will have earned a **B B** average in completed English courses. The graduate program in English generally will not admit applicants who do not demonstrate this background, or will assign leveling work as described in the section “Admission to the Graduate School.” Each applicant to the graduate program in English will provide the Graduate Coordinator with a recent academic essay to be used to evaluate writing ability. The essay will be submitted ~~both on paper and~~ as an electronically stored file.

In some cases, an applicant who has earned a master’s or higher degree from a regionally accredited institution of higher education may be accepted into the program on the basis of that degree. Determination of acceptance ~~and of conditions, if any~~ —**and of conditions, if any**—will be made by the Graduate Coordinator.

II. Teaching Assistantships and Graduate Assistantships

Qualified graduate students are eligible for consideration as Teaching Assistants or Graduate Assistants.

A. Teaching Assistantships

A graduate student must have at least 18 hours of graduate English courses to become a Teaching Assistant. Teaching Assistants normally will take 6 hours of English courses each term and will teach 6 hours of English courses each term.

B. Graduate Assistantships

1. Full-Time. Graduate Assistants are in training to be Teaching Assistants. They will register for 9 hours each term. They ~~will take 6 hours of regular courses,~~ will take [ENGL 5013 - Introduction to Composition Studies](#), ~~in fall and then take~~ [ENGL 5023 - Teaching College English](#) ~~in spring~~ (usually while observing in an approved composition course), and will have one assignment of other duties, working as

- Staff in the Writing Center or the Computer Writing Lab,
- Research Assistant, or
- Teacher’s Aide

Graduate Assistants normally will earn 18 hours the first year and be considered for a Teaching Assistantship for the second year.

2. Part-Time. Graduate Assistantships can be awarded on a half-time and a quarter-time basis. Course load and duties also are reduced. Part-time Graduate Assistants normally will not be considered for Teaching Assistantships.

III. Course Requirements

A maximum of 6 hours of approved 4000-level courses that have been taken for graduate credit will be accepted. Those 4000-level courses that are eligible for graduate credit are listed in the ~~Course Description~~ **“Program and Courses” section, below**. ~~section of this catalog.~~ No 1000-, 2000-, or 3000-level courses may be taken for graduate credit.

A student registering in undergraduate 4000-level courses for graduate credit must complete additional requirements above those made of undergraduate students in the same courses. Extra ~~reference~~ reading, ~~assignments of an~~ **investigative or research type projects**, and ~~research papers~~ **essays** are examples of additional requirements.

A student who has chosen Option 1 or Option 2 may apply 6 semester hours of approved independent graduate study courses in English toward the degree. A student who has chosen Option 3 may apply 9 semester hours of approved independent graduate study courses in English toward the degree. In each case, ~~as noted above,~~ no more than 12 hours of cross-listed ~~or~~ **and** 4000-level class work will be counted; of the 12, no more than 6 can be from 4000-level work.

A course taken for undergraduate credit cannot be counted for graduate credit, regardless of the status of the student at the time the course was taken. In addition, a student may not repeat for graduate credit a course for which she or he has received undergraduate credit.

IV. Admission to Candidacy

After the student has completed 9 graduate hours toward the degree with a **B B** average or better and when the members of the Graduate Advisory Committee have been approved by the Graduate Coordinator, the Coordinator will notify the student that he or she has been admitted to candidacy for the master’s degree.

V. Foreign Language Requirement

A candidate for the degree of Master of Arts with a major in English must give evidence of having completed 4 semesters, or the equivalent, of 1 foreign language. The foreign language requirement may be satisfied by successfully completing a reading knowledge examination offered by the MSU ~~foreign language~~ **World Languages & Cultures** department.

Procedure for taking the ~~reading knowledge~~ **reading-knowledge** examination is as follows: The student contacts the ~~foreign language~~ **World Languages & Cultures** department to make arrangements and then selects a book of 200 or more pages. The text ~~—in French, German, or Spanish—~~ **—in French, German, or Spanish—** should be relevant to the student’s field of study. At least 2 days prior to the scheduled exam, the candidate should present this book to the examiner, who will select 3–

~~5~~ **3 to 5** pages, depending on the size of the print. The student is allowed up to 2 ½ hours and the use of a dictionary to complete ~~his or her~~ **a** translation. No letter grade will be assigned. If the candidate passes, the ~~Foreign Language Office~~ **World Languages & Cultures department** will send written notification to the student's advisor and the registrar. The student may request a copy from the college files. The foreign language requirement helps prepare graduates to access literature and criticism in languages other than English. Candidates who lack an established background in a foreign language, thus, are advised to enter traditional language classes rather than to register for the ~~reading knowledge~~ **reading-knowledge** examination, preparation for which demands extensive independent study.

If unsuccessful in passing the ~~reading knowledge~~ **reading-knowledge** examination, the candidate immediately should contact the grader to discuss how best to move forward. Moreover, candidates may not apply for re-examination until the semester following the initial attempt. The second attempt must engage different materials, and, before the second attempt is arranged, the candidate must present the Graduate Coordinator evidence of additional preparation.

After a second unsuccessful attempt at passing the ~~reading knowledge~~ **reading-knowledge** examination, the candidate will make arrangements to take the CLEP test in the chosen language. Results of the test will be used to place the candidate in language courses at an appropriate level. Starting at that suggested level, the candidate will complete the requirement by continuing study until the equivalent of 4 semesters' credit in one language has been earned. Students should be aware that the registration fee for the CLEP is substantial and that results of the test will not necessarily award credit. Moreover, preparation for the CLEP, as for the reading knowledge examination, will demand serious study.

~~VI. Reading List for Master's Candidates~~

~~All candidates for the master's degree in English will be expected to be familiar with works on the "Reading List for Master's Candidates" compiled by the English graduate faculty. Students will be responsible for reading these works either in classes or on their own and for being able to incorporate the readings into their own Reading Lists for completion of a Scholarly or Creative Thesis, or for completion of the Professional Track Comprehensive Written Examination.~~

~~VII. VI. Thesis and Final Presentation Requirement~~

The thesis will be prepared according to the general guidelines offered ~~in~~ **by** the Graduate School but with qualifications outlined in the following:

[Option 1: Scholarly Thesis Track](#)

[Option 2: Creative Thesis Track](#)

~~VIII. VII. Comprehensive Written Exam~~

Students who choose Option 3: Professional Development Track are required to take a comprehensive written exam as outlined in the following:

[Option 3: Professional Development Track \(Non-Thesis\)](#)

IX. VIII. Certificate Programs

Students who have completed a Bachelor's-level degree and who wish to complement completed university studies with focused additional preparation can apply for one of the certificate programs of study in English ([English Graduate Certificates](#)). Each certificate is offered for the completion of 9 hours of graduate level work. Participants in a certificate program do not have to be accepted into the English graduate program, but (with application and acceptance) can apply to have completed hours transferred into the English graduate program or the Education department's graduate program in Curriculum and Instruction, ~~where~~ **in which** the hours can be used toward the listed "minor" in English.

Distinguished Professorship

Perkins-Prothro Distinguished Professorship of English

The Perkins-Prothro Distinguished Professorship of English was established in 2001 by the Perkins-Prothro Foundation to recognize truly outstanding scholarship in the Prothro-Yeager College of Humanities and Social Sciences.

Programs and Courses

Programs

Major

- [English, M.A.](#)

Graduate Minor

- [English Graduate Minor](#)

Graduate Certificate

- [English Graduate Certificates](#)

Courses

English

ENGL 4543, 4643, 4893, 4903, and 4923 are undergraduate courses which may be taken for graduate credit with permission (see [Undergraduate Catalog](#) for course descriptions). For additional information, see [Graduate Credit for 3000-4000 Level Courses](#).

- [ENGL 5003 - Independent Graduate Study in English](#)
- [ENGL 5013 - Introduction to Composition Studies](#)
- [ENGL 5023 - Teaching College English](#)
- [ENGL 5133 - Advanced Creative Writing-Prose](#)
- [ENGL 5203 - Writing Project Management](#)
- [ENGL 5213 - Special Graduate Topics in Professional and Technical Writing](#)
- [ENGL 5223 - Grant and Proposal Writing](#)
- [ENGL 5353 - Special Graduate Topics: Major Authors](#)
- [ENGL 5503 - Professional and Technical Editing](#)
- [ENGL 5513 - History of the English Language](#)

All proposed changes are marked as such: deleted items are marked with a strikethrough line and new items are in bold and underlined. Italicized wording is justification or clarification from the proposing department/college.

- [ENGL 5523 - Introduction to Linguistics](#)
- [ENGL 5533 - Literary Theory and Criticism](#)
- [ENGL 5553 - Rhetorical Theory and Criticism](#)
- [ENGL 5563 - Research Methods in Rhetoric and Technical Communication](#)
- [ENGL 5623 - American Romantic Movement](#)
- [ENGL 5633 - American Realism and Naturalism](#)
- [ENGL 5653 - Modern American Literature](#)
- [ENGL 5753 - Old English Language and Literature](#)
- [ENGL 5763 - Middle English Language and Literature](#)
- [ENGL 5773 - Shakespeare](#)
- [ENGL 5783 - English Renaissance Period](#)
- [ENGL 5853 - Eighteenth Century English Literature](#)
- [ENGL 5863 - The English Romantic Period](#)
- [ENGL 5873 - The Victorian Period](#)
- [ENGL 5883 - Twentieth Century English Literature](#)
- [ENGL 5913 - Special Graduate Topics from National Literatures in Translation](#)
- [ENGL 5933 - Special Graduate Topics from American Literature and Culture](#)
- [ENGL 5943 - Modern World Literature](#)
- [ENGL 5953 - Contemporary Literature](#)
- [ENGL 6113 - Seminar: Studies in Language and Rhetoric](#)
- [ENGL 6123 - Seminar: Special Graduate Topics in Fiction](#)
- [ENGL 6223 - Seminar: Special Graduate Topics in Drama](#)
- [ENGL 6323 - Seminar: Special Graduate Topics in Poetry](#)
- [ENGL 6413 - Seminar: Special Graduate Topics in Comparative Literature](#)
- [ENGL 6613 - Seminar: Special Graduate Topics in American Literature](#)
- [ENGL 6813 - Seminar: Special Graduate Topics in English Literature](#)
- [ENGL 6973 - Comprehensive Written Examination](#)
- [ENGL 6983 - Thesis](#)
- [ENGL 6993 - Thesis](#)

← Return to: [Prothro-Yeager College of Humanities and Social Sciences](#)

English - Catalog Changes effective fall 2020 **cont'd**

ENGLISH, MA

Program

Option 1: Scholarly Thesis Track

30 semester hours of approved courses including [ENGL 6983](#) and [ENGL 6993](#) , or a minimum of 18 semester hours of approved courses including [ENGL 6983](#) and [ENGL 6993](#) in addition to a related minor.

For additional information, click here [Scholarly Thesis Track](#) .

Option 2: Creative Thesis Track

30 semester hours of approved courses including [ENGL 6983](#) and [ENGL 6993](#) , or a minimum of 18 semester hours of approved courses including [ENGL 6983](#) and [ENGL 6993](#) in addition to a related minor.

For additional information, click here [Creative Thesis Track](#) .

Option 3: Professional Development Track (Non-Thesis)

36 hours of approved courses, or 24 hours with an approved minor, including [ENGL 6973](#) .
For additional information, click here [Professional Development Track \(Non-Thesis\)](#) .

Option 1, 2, or 3 with Graduate and Teaching Assistantships

A student pursuing option 1, 2, or 3 may apply for a Graduate Assistantship, which, if successfully completed, can lead to a Teaching Assistantship, generally in the student's second year of graduate study. A student awarded a Graduate Assistantship must complete 3 semester hours of [ENGL 5013](#) and 3 semester hours of [ENGL 5023](#) . In general, a student pursuing a Teaching Assistantship will not include a minor field in ~~his or her~~ **the** master's degree.

For additional information, click here [Option 1, 2, or 3 with Graduate and Teaching Assistantships](#).

Note:

Under each of the options, no more than 12 semester hours of dual-listed ~~or~~ **and** 4000-level classes will apply to the degree. Of the 12 hours, no more than 6 hours will be 4000-level.

OPTION 1, 2, OR 3 WITH GRADUATE AND TEACHING ASSISTANTSHIPS

Qualified graduate students are eligible for consideration as Teaching Assistants or Graduate Assistants. Students interested in applying to the GA/TA program should contact the [Graduate Coordinator](#).

~~Graduate Assistantships~~ **Graduate Assistantships**

Full-Time. Graduate Assistants are in training to be Teaching Assistants. They will register for 9 hours each term. They will take 6 hours of regular courses, will take [ENGL 5013](#) - Introduction to Composition Studies, ~~in fall~~ **and will take [ENGL 5023](#)** - Teaching College English ~~in spring~~ (usually while observing in an approved composition course), and will have one assignment of other duties, working as

- Staff in the Writing Center or the Computer Writing Lab,
- Research Assistant, or
- Teacher's Aide

Part-Time. Graduate Assistantships can be awarded on a half-time and a quarter-time basis. Course load and duties also are reduced. Part-time Graduate Assistants normally will not be considered for Teaching Assistantships.

Graduate Assistants normally will earn 18 hours the first year and be considered for a Teaching Assistantship for the second year.

~~Teaching Assistantships~~ **Teaching Assistantships**

A graduate student must have at least 18 hours of graduate English courses to become a Teaching Assistant. Teaching Assistants normally will take 6 hours of English courses each term and will teach 6 hours of English courses each term.

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OPTION 1: SCHOLARLY THESIS TRACK

Required: 30 semester hours of approved courses including [ENGL 6983](#) and [ENGL 6993](#), or a minimum of 18 semester hours of approved courses including [ENGL 6983](#) and [ENGL 6993](#) in addition to a related minor.

The thesis will be prepared according to the general guidelines ~~designed~~ **designated** by the [Graduate School](#). In addition, students must complete three stages in the thesis process: (1) select Graduate Advisory Committee (GAC), (2) enroll in ENGL 6983 and prepare Reading List, and (3) successfully complete thesis and deliver a final presentation.

1. Select Graduate Advisory Committee

Prior to registering for [ENGL 6983](#) (~~Thesis I~~), the student will form a [committee](#) of no fewer than three graduate faculty members to guide the project. The student must obtain ~~their~~ **members'** signatures on the Graduate Advisory Committee form and submit ~~it~~ **the form** to the Graduate Coordinator. Once this paperwork is received, the student will be considered a candidate for the degree and may register for [ENGL 6983](#) .

2. Enroll in [ENGL 6983](#) : Prepare Reading List, Thesis Project Proposal, and Thesis Outline

a. During the first semester of thesis work, the student will consult with the GAC, prepare a Reading List approved by the GAC, and submit a written Thesis Project Proposal. This proposal must be presented by week 10 and include the following sections:

—Description of the research question

—Review of literature pertaining to the research question

b. Once the GAC has approved the Thesis Project Proposal, the student will prepare a Thesis Outline for the committee's review. Upon satisfactory completion of these ~~two~~ requirements (**having prepared the Reading List, Thesis Project Proposal, and Thesis Outline**), the student will be permitted to begin work on the thesis.

c. Students may not complete requirements for [ENGL 6983](#) (i.e., Reading List, Thesis Project Proposal, and Thesis Outline) in the same semester in which they present their theses.

3. Enroll in [ENGL 6993](#) : Final Presentation of the Thesis

a. Documentation and titles in theses will be formatted according to the **requirements of the Graduate School and the** current editions of either ~~the MLA Handbook for Writers of Research Papers or the American Psychological Association Publication Manual~~ **the *MLA Handbook [for Writers of Research Papers]* or the *Publication Manual of the American Psychological Association***, ~~pending~~**based on** GAC approval, and the writing will reflect the conventions of edited American English.

b. Depending on when graduation is planned, the student will be expected to deliver a reading copy of a thesis ~~into the hands of his or her~~ **to the GAC** by the end of the fifth week within any long semester or six weeks prior to Summer II finals for an August graduation. Individual members of the GAC will hold the copy for consideration no longer than seven school days. Students presenting theses for reading will make sure that the delivery dates are known in advance and that deliveries of thesis copies are acknowledged by GAC members. Students will be expected to make appropriate revisions and **to submit a final copy of the thesis to the GAC—and the thesis will be approved—before the presentation is given.**

c. ~~During this time~~ **While preparing the thesis**, students also will schedule the Final Presentation, which must take place at least ~~three weeks prior to commencement~~ **one week prior to the final day to submit theses to the Graduate School**. The Final Presentation will be held only if the thesis has been approved by the GAC. The presentation will be open to the university community: faculty members

besides the committee and students will be invited to attend. The advisor ~~should~~ **will** notify the university community of the time and place of the presentation ~~in a suitable way~~. The presentation will be held in a classroom or conference room in the department and should run no longer than 90 minutes: approximately 30 to 45 minutes for the student's presentation and the remaining time for questions. Students should have a prepared presentation that explains their topic, the research and/or data gathering process, the method of analyses, the theoretical perspectives, findings, and conclusion. The GAC chair will act as the moderator of the presentation. When the questioning has run its course, the chair will excuse everyone except members of the GAC, who will ~~determine the success or failure of~~ **evaluate** the student's presentation.

OPTION 2: CREATIVE THESIS TRACK

Required: 30 semester hours of approved courses including [ENGL 6983](#) and [ENGL 6993](#), or a minimum of 18 semester hours of approved courses including [ENGL 6983](#) and [ENGL 6993](#) in addition to a related minor. Normally, students pursuing the Creative ~~Writing~~ **Thesis** Track will have demonstrated a commitment to creative writing.

The thesis will be prepared according to the general guidelines designated by the [Graduate School](#). In addition, students must complete three stages in the thesis process: (1) receive approval by the Graduate Creative Writing Faculty to pursue a creative thesis and select Graduate Advisory Committee, (2) enroll in ENGL 6983 and prepare a reading list, and (3) successfully complete ~~the~~ **the** thesis and deliver a final presentation.

1. Receive Approval from Graduate Writing Faculty and Select Graduate Advisory Committee

Prior to registering for [ENGL 6983](#) (~~Thesis I~~), the student must receive approval from the Graduate Creative Writing Faculty to pursue a creative thesis and form a [committee](#) of no fewer than three graduate faculty members to guide the project. The student must obtain ~~their~~ **members'** signatures on the Graduate Advisory Committee form and submit ~~it~~ **the form** to the Graduate Coordinator. Once this paperwork is received, the student will be considered a candidate for the degree and may register for [ENGL 6983](#).

2. Enroll in [ENGL 6983](#) : Prepare Reading List, Thesis Project Proposal, and Thesis Outline

a. During the first semester of thesis work, the student will consult with the GAC, prepare a Reading List approved by the GAC to support the critical preface, and submit a written Thesis Project Proposal. This proposal must be presented by week 10 and include ~~the following:~~

~~Description of the project, including a~~ **ten-page** justification of the critical and contextual merit of the project. ~~The 10-page~~ **This** description will serve as the basis for the required critical preface to the ~~creative writing~~ **creative-writing** thesis.

b. Once the GAC has approved the Thesis Project Proposal, the student will prepare a Thesis Outline for the committee's review. Upon satisfactory completion of these ~~two~~ requirements (**having prepared the Thesis Project Proposal and Thesis Outline**), the student will be permitted to begin work on the thesis.

c. Students may not complete requirements for [ENGL 6983](#) (i.e., Reading List, Thesis Project Proposal, and Thesis Outline) in the same semester in which they present their ~~thesis~~ **theses**.

3. Enroll in [ENGL 6993](#) (~~Thesis II~~): Final Presentation of the Thesis

a. Documentation and titles in theses will be formatted according to the **requirements of the Graduate School and the** current edition of the ~~MLA Handbook for Writers of Research Papers~~ ***MLA Handbook [for Writers of Research Papers]***, and the writing will reflect the conventions of edited American English.

b. Depending on when graduation is planned, the student will be expected to deliver a reading copy of a thesis ~~into the hands of his or her~~ **to the GAC** by the end of the fifth week within any long semester or six weeks prior to Summer II finals for an August graduation. Individual members of the GAC will hold the copy for consideration no longer than seven school days. Students presenting theses for reading will make sure that the delivery dates are known in advance and that deliveries of thesis copies are acknowledged by GAC members. Students will be expected to make appropriate revisions and submit a final copy of the thesis to the GAC—**and the thesis will be approved—before the presentation is given.**

c. ~~During this time~~ **While preparing the thesis**, students also will schedule the Final Presentation, which must take place at least ~~three weeks prior to commencement~~ **one week prior to the final day to submit theses to the Graduate School.** The Final Presentation will be held only if the thesis has been approved by the GAC. The presentation will be open to the university community: faculty members besides the committee and students will be invited to attend. The advisor ~~should~~ **will** notify the university community of the time and place of the presentation ~~in a suitable way~~. The presentation will be held in a classroom or conference room in the department and should run no longer than 90 minutes: approximately 30 to 45 minutes for the student's presentation and the remaining time for questions. Students will have prepared a presentation that describes the creative thesis and the critical and contextual merit of the project and includes a reading from the creative work. The GAC chair will act as the moderator of the presentation. When the questioning has run its course, the chair will excuse everyone except members of the GAC, who will ~~determine the success or failure of~~ **evaluate** the student's presentation.

English - Catalog Changes effective fall 2020 cont'd

OPTION 3: PROFESSIONAL DEVELOPMENT TRACK (Non-Thesis)

Required: 36 hours of approved courses including [ENGL 6973](#) ÷ - Comprehensive Written Examination, or 24 hours of approved courses including [ENGL 6973](#) with an approved minor. Students must complete three stages in the Professional Development Track process: (1) select Graduate Advisory Committee (GAC), (2) enroll in [ENGL 6973](#) and prepare a reading list, and (3) successfully complete the Comprehensive Written Examination.

1. Select Graduate Advisory Committee

Prior to registering for [ENGL 6973](#) (~~Comprehensive Written Examination Preparation~~), the student will form a [committee](#) of no fewer than three graduate faculty members to guide the design of the final comprehensive written examination. The student must obtain ~~their~~ **members'** signatures on the Graduate Advisory Committee form and submit ~~it~~ **the form** to the Graduate Coordinator. Once this paperwork is received, the student will be considered a candidate for the degree and may register for [ENGL 6973](#) .

2. Enroll in ENGL 6973: - Comprehensive Written Examination

In the final semester before graduation, a student pursuing the PDT will enroll in ENGL 6973. Under the direction of the student's GAC chair, the student will conduct ~~an intense concentration on a~~ **concentrated study of** selected literary periods, critical or theoretical approaches, and writing disciplines in preparation for completing a three-question, take-home, comprehensive written exam. In the first week of the semester, the student will work with the GAC to identify and select **the** three reading concentration areas on which the three questions will be based. The readings will be selected from the following areas:

- World Literature
- British Literature
- American Literature
- Composition Pedagogy and Practice
- Rhetoric and Language
- Professional and Technical Writing

3. Successfully Complete the Comprehensive Written Examination

a. In the second week of class, the GAC will provide the student a three-question examination. The student must complete and submit the examination to the GAC by the tenth week of class. Each question response must ~~be~~ **contain** a minimum of 1,250 words. Documentation will be formatted according to the current edition of the ~~MLA Handbook for Writers of Research Papers or the American Psychological Association Publication Manual~~ ***MLA Handbook [for Writers of Research Papers] or the Publication Manual of the American Psychological Association***, pending GAC approval, and the writing will reflect the conventions of edited American English. Students may consult references and notes, but they may not have their exams ~~copyedited~~ **edited** or proofread by a third party. [**Comma is added after notes.**]

b. One week after the completed exam has been submitted for grading, the student will meet with the GAC to discuss the exam results. Each question response will be graded separately. To satisfy the Comprehensive Written Examination requirement, a student must receive a grade of ~~C~~ **C** or better for each of the three question responses.

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ENGLISH GRADUATE MINOR

A master's candidate in another field may obtain a minor in English by completing the following requirements:

Approved Courses—12 semester hours **[Drop en dash; add em dash]**

A minimum of 12 semester hours approved by the English Graduate Coordinator. Education majors selecting a divided minor may be approved for a 9-hour minor by the English Graduate Coordinator.

ENGLISH GRADUATE CERTIFICATES

Graduate Certificates in English for Post-Baccalaureate ~~non-degree seeking students~~. Students

Overview

- three courses (9 semester hours)
- can be completed in 2 semesters
- no independent studies can apply

Application Checklist

- application as post-baccalaureate student
- signed post-baccalaureate statement (submit to graduate school)
- official transcripts (submit to graduate school)
- Bachelor's degree (submit evidence to graduate school on transcript)
- letter of interest/essay (500 words) explaining how the certificate will benefit the student (submit to graduate school)
- GRE not required
- letters of recommendation not required

Note: Candidates applying for a certificate program are not applying for admission to the Graduate School. To enter a graduate program at MSU, a candidate formally would apply to the Graduate School and supply any additional information needed: as examples, GPA (3.0 required for graduate-school admission), a standardized graduate-test score (GRE, GMAT, et al.), and evidence of required undergraduate background. Consult catalog for details.

In some cases, based on the coordinator's concerns with GPA or writing sample, the coordinator could offer conditional acceptance to the certificate program and require **that** specific conditions be met (~~e.g.,~~ **such as** the student's completing an undergraduate leveling course and/or being restricted to taking only one graduate course the first semester enrolled).

A grade of ~~B~~ **B** or better must be earned in any graduate course applied to completing the certificate. For example, if a student ~~receives~~ **earns** a ~~C~~ **C** ~~on her/his~~ **in an initial** ~~first~~ course, to complete the certificate ~~s/he~~ **the student** would need to take ~~three~~ **3** additional courses and earn a ~~B~~ **B** for each. Students can remain in the program (i.e., continue taking classes) as long as they maintain a 2.0 GPA.

Students in their last ~~twelve~~ **12** hours of BA study may apply to register for graduate-level courses (see catalog). Students who receive authorization to do so may apply to transfer up to ~~six~~ **6** completed graduate-course hours toward the certificate program. However, they first will need formally to apply for and be accepted into the program.

Certificate I: Graduate Certificate in English—Professional and Technical Communication
[Replace en dash with em dash]

Outcome: Students will gain knowledge to support an entry-level career in professional or technical communications. As well, they will learn improved and diversified writing skills: how to compose academic, business, and technical writing; how to create content that meets the needs of different audiences; and how to manage writing projects and work in distributed teams.

Options—Choose Three (online courses): **[Replace en dash with em dash]**

[ENGL 5203 - Writing Project Management](#)

[ENGL 5213 - Special Graduate Topics in Professional and Technical Writing](#)

[ENGL 5223 - Grant and Proposal Writing](#)

[ENGL 5503 - Professional and Technical Editing](#)

[ENGL 5523 - Introduction to Linguistics](#)

[ENGL 5553 - Rhetorical Theory and Criticism](#)

[ENGL 5563 - Research Methods in Rhetoric and Technical Communication](#)

[ENGL 6113 - Seminar: Studies in Language and Rhetoric](#)

Certificate II: Graduate Certificate in English—Literary Studies

[Replace en dash with em dash]

Outcome: Students will learn to analyze, interpret, and make connections between literary texts and to describe a broad range of genres, literary movements, and major authors. They also will improve their ability to write about literature, and thus their writing skills in general.

Options—Choose Three (~~Evening~~ **evening** courses and seminars): **[Replace en dash with em dash]**

[ENGL 5533 - Literary Theory and Criticism](#)

Plus 6 hours graduate special topics courses:

ENGL 4543 Special Topics in Film ~~Narration~~ **Narrative** (with graduate credit approval)

ENGL 4903 Special Topics in Comparative Literature (with graduate credit approval)

[ENGL 5353 - Special Graduate Topics: Major Authors](#)

[ENGL 5913 - Special Graduate Topics from National Literatures in Translation](#)

[ENGL 5933 - Special Graduate Topics from American Literature and Culture](#)

[ENGL 5953 - Contemporary Literature](#)

[ENGL 6123 - Seminar: Special Graduate Topics in Fiction](#)

[ENGL 6223 - Seminar: Special Graduate Topics in Drama](#)

[ENGL 6323 - Seminar: Special Graduate Topics in Poetry](#)

[ENGL 6413 - Seminar: Special Graduate Topics in Comparative Literature](#)

[ENGL 6613 - Seminar: Special Graduate Topics in American Literature](#)

[ENGL 6813 - Seminar: Special Graduate Topics in English Literature](#)

4. McCoy College of Science, Mathematics and Engineering

New Course Additions effective fall 2020

Geosciences

GEOS 5911. Independent Graduate Study in Geosciences

Description: Directed research and study in specialized areas of geosciences. A minimum of 45 laboratory and/or field hours with supporting literature review is required per semester hour credit. Prerequisite(s): An approved written proposal must be submitted to the instructor prior to registration.

Lecture 1(1-0)

GEOS 5912. Independent Graduate Study in Geosciences

Description: Directed research and study in specialized areas of geosciences. A minimum of 45 laboratory and/or field hours with supporting literature review is required per semester hour credit. A public presentation of work is required for course completion. Prerequisite(s): An approved written proposal must be submitted to the instructor prior to registration.

Lecture 2(2-0)

GEOS 5913. Independent Graduate Study in Geosciences

Description: Directed research and study in specialized areas of geosciences. A minimum of 45 laboratory and/or field hours with supporting literature review is required per semester hour credit. A public presentation of work is required for course completion. Prerequisite(s): An approved written proposal must be submitted to the instructor prior to registration.

Lecture 3(3-0)

Additional comments-

Dr. Brown-Marsden announced next week, February 22-28, will be Engineering Week. There will be numerous activities and events.

Dr. Camacho reminded everyone of the next Akin Music Series event on February 25. Performers will be Julie Albers and Orion Weiss.

Adjournment-

There being no other business, the meeting was adjourned at 2:40 p.m.

Respectfully submitted.

Lana L. Scates
Assistant to the Provost