The purpose of Ottawa University is to provide the highest quality education possible for the development of individual students in the context of its Christian heritage, its liberal arts emphasis, and its co-educational community of concern and scholarship. The University desires to contribute to the vitality and to the strengthening of local congregations of the Christian community. The University wishes to affect society by educating its students in its Christian environment and by offering educational and cultural opportunities to the broader community.

Founded in 1865 as a mission of the Church, the University continues its commitment to the work of Jesus Christ and to the accomplishment of its task through relatedness to the American Baptist Churches, U.S.A. The University serves a student population reflecting the social, economic, and educational diversity of the Midwest region and such broader clienteles as can benefit by its particular emphases. Ottawa University actively seeks for enrollment and graduation, students who can benefit from its climate of learning.

The University strives to participate in the development of the total person so that students may claim their lives’ full potential. Ottawa University centers on students and seeks to assist them in the mastery of skills of learning and self-awareness, so that they may be better able to prepare for their careers and to plan for productive lives.

Statement of Purpose

Ottawa University publicly states its purposes and goals, consistent with its mission statement, to be those which are described below. The University’s statement of purposes is divided into two parts; the first part deals with the purposes of the educational program. These are the primary purposes of the University and are fundamental to its identity. The second part of the statement deals with purposes that are supportive of and instrumental to the achievement of the primary purposes. Taken together, these two kinds of purposes form the basis of the University’s more specific objectives and plans.

I. Educational Program Purposes

Ottawa University provides an academic program including liberal arts studies and major area course work designed to help students to acquire the knowledge, skills, and values that will prepare them to become fulfilled and productive members of society, and concerned and informed citizens of the world.

A. The goal for the academic program in LIBERAL ARTS STUDIES is to assist students to develop a breadth of knowledge, an ability to organize, apply, and evaluate ideas, a value for learning, a clear sense of their own identity and integrity as persons, and an awareness and concern for others.

B. The goal for the academic program in the MAJOR AREA is to assist students to research and organize content in that area, create and articulate views, integrate knowledge and solve problems, value the discipline(s) of the major area and prepare for personal pursuits, graduate studies or a career in that area.

II. Supportive Purposes

To assist it in achieving the Educational Program Purposes at the heart of Ottawa University’s identity, the University has also formulated a number of purposes that are supportive of the more fundamental Educational Program Purposes. These secondary purposes are concerned with the University’s need to admit and retain qualified students, develop a nurturing and supportive educational environment, and provide adequate administrative and material support and resources.

A. Students. Ottawa University seeks:
   — to admit and retain students for the residential campus representing its historic constituencies such as those from American Baptist related churches; children of alumni; residents of its immediate geographic region; and other students likely to benefit from the Ottawa University environment.
   — to admit and retain adult students interested in completing a college degree or in continuing their education in programs specially designed for them and delivered at places convenient to them.
   — to admit and retain qualified students without regard for race, age, creed, color, gender, national origin, or disability.

B. Educational Environment. Ottawa University seeks:
   — to provide a scholarly faculty dedicated to the teaching of undergraduates; a faculty whose interests go beyond disciplinary specializations and who demonstrate a sensitivity to the elements of personal growth of students rather than simply the mastery of a cognitive area; a faculty diverse in age, rank, gender, tenure status, and minority representation; a faculty supportive of the mission and purposes of the University and the general welfare of the institution.
   — to provide a residential campus where students may live in a total learning environment which fur-
thers their educational opportunities within and beyond the classroom.
— to provide on its residential campus the supportive services needed within its resources to serve residential students, such as routine health service for emergencies, advising and counseling assistance, chaplain services, career development services, and financial aid counsel and service, as well as opportunities for employment on a part-time basis.
— to provide extracurricular opportunities on its residential campus to meet the needs of the student population including options for development and enrichment by participation in drama, music, social clubs, athletics, student government, and religious life.
— to provide education centers in selected urban areas which serve the educational needs of adults who by reason of employment, family obligations, traditional program, calendar constraints, and other reasons cannot avail themselves of a residential campus.

C. Support and Resources. Ottawa University seeks:
— to provide administrative support to the institution so that its affairs, its resources, and its needs are efficiently and adequately managed and planned.
— to communicate with and involve the alumni of the University in its ongoing activities and to communicate with and involve its other constituencies, especially American Baptist related churches and the local community, in order that the University develop a supportive community for its program and its financial needs.
— to provide and staff a development function to insure the generation of fiscal resources, including general and specific endowment, student financial aid, program enrichment, operating budget, and capital development.
— to price the University’s services as reasonably as possible within the constraints of the institution’s need to maintain its program and services, the requirement of fiscal health, the competitive role of other institutions, and the dynamics of governmental policies and the economy.

---

HISTORICAL SKETCH OF OTTAWA UNIVERSITY

No wealthy patrons created Ottawa University. Its establishment and growth arose from the commitment and dedication of many people working together to realize the common purpose of educating individuals for lives of service to humanity. The earliest activities began with explorations by Baptist lay persons interested in education. By 1860, a charter had been obtained from the Kansas Legislature in the name of Roger Williams University. The turmoil and distress of the American Civil War, however, deterred founding action until 1865 when a second charter was obtained April 21, 1865, for the creation of Ottawa University. The name change was principally in recognition of a 20,000 acre grant of land by the Ottawa Indians living in the vicinity. The grant was made by this tribe to ensure the education of their children and other children interested in private Christian education. Additional land was granted in 1867 to further support the institution. The Board of Trustees sold much of the land to generate the income necessary to start the college.

The first educational activity began in 1866 with President Isaac Kalloch, two principals, and a music teacher. The first building, now known as Tacy Jones Hall, was completed in 1869 and then rebuilt in 1875 after a fire. Those early decades were times of financial uncertainty and turmoil, nationally as well as locally. The struggling young college was near extinction several times and was usually saved by the work and activity of dedicated supporters who believed it had a mission and purpose that needed to be sustained.

The University’s program and curriculum began as a private academy or secondary school in its initial instruction, with college courses added gradually as enrollment grew. By the late 1870s, the college curriculum consisted of fewer than 30 available courses, 16 of which were in the areas of Latin, Greek and mathematics. In the twentieth century all American college curricula enlarged and expanded with new disciplines and a larger variety of courses. The first college degree from Ottawa was granted in 1886 with increasing numbers of persons receiving degrees in each successive year thereafter. The secondary school program continued until 1925. Since that time Ottawa University has remained an institution of higher education.

Buildings and plant increased very slowly. The first residence hall was a wooden Victorian frame-constructed dormitory known as Charlton Cottage. The Cottage housed women students. Two other private residences in Ottawa were purchased and converted to house male students. The next major construction project was the stone building now known as the Administration Building which began in 1892, but was burned in 1902. John D. Rockefeller was one of those who pledged money for a gift if Kansas residents would meet the challenge to construct and rebuild the Ad Building. By 1904 the Ad Building was completed and the college was in healthy financial shape, temporarily free of debt, and had a modest endowment. By 1914, the Commons Building was begun. It is now
known as the Wellness Center and houses the health center and swimming pool. In 1922, Ward Science Hall was constructed with the help of contributed labor by students, staff, and community. The post-World War II era saw the rapid expansion of the plant with the construction of Martin Hall as women’s residence center in 1947, the Wilson Field House in 1948, Atkinson and Behan Halls for men students in 1955, Myers Library and the Mammel Art Center in 1957, Price Hall as a men’s residence in 1961, the University Union in 1963 (now known as Mowbray Union), Centennial Hall as a women’s residence in 1965, the Chapel complex built in 1966 as a result of an anonymous challenge gift, and Brown Hall for men in 1968. The most recent building added to physical facilities was the Mabee athletic building in 1979. Behan Hall was completely renovated as a computer center in 1990 while Ward Science Hall was renovated in 1992, and Atkinson Hall in 1995.

Athletic competition began modestly with rivals who later were to be nationally prominent. Ottawa University played football with both the University of Kansas and the University of Missouri during the period of 1901 and 1902, and defeated both state institutions in those years. In recent years, Ottawa’s athletic participation has been with other small colleges in Kansas, Missouri, and Iowa.

Ottawa’s academic quality has been stressed from the time of the founding of the institution. The University joined voluntary accreditation associations and has been a member of the North Central Association of Colleges and Schools continuously from its beginning. As more electives and departments were created nationally for students, Ottawa retained its Christian and liberal arts emphases and adapted to changing curricular needs over the years. By the end of World War II, Ottawa began a time of curricular examinations and restructuring that placed it ahead of most similar institutions. Under the leadership of Dr. Andrew Martin, the college established a competency-based set of general education requirements which stressed ability rather than simply taking courses.

In a thorough review of its program in the late 1960s, and again in the early 1980s, the University further modified its approach to students and to teaching and learning. The underlying emphases have remained the students’ needs and goals. Degree completion programs for adults evolved from these concerns and new nonresidential educational centers were established in Kansas City in 1974, in Phoenix in 1977, and in Milwaukee in 1992 to meet that need. In 1987, the University received approval from the North Central Association for a Master of Arts in Human Resources program to be offered through the nonresidential centers, and also expanded its degree completion program to international sites including Hong Kong, Malaysia, and Singapore. Ottawa University has made its influence felt on the lives of hundreds of persons. The alumni love and support it. It is a high quality university related to the American Baptist Churches, U.S.A., and is designed to make a positive impact on one’s ability to choose and prepare for a career and for life itself.

North Central Accreditation Statement
Ottawa University is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Ottawa’s Presidents
Isaac Kalloch (1866-1868)
Philo Jesse Williams (1876-1881)
T. M. Stewart (1881-1883)
M. W. Ward (1883-1887)
George L. Sutherland (1887-1890)
Franklin O. Johnson (1890-1891)
F. W. Colegrove (1891-1895)
J. D. S. Riggs (1895-1905)
R. A. Schwegler, Acting President, (1905-1906)
S. E. Price (1906-1924)
Erdmann Smith (1924-1931)
W. P. Behan, Acting President (1931-1935)
Andrew B. Martin (1935-1967)
Peter H. Armacost (1967-1977)
Milton Floyd, Interim President, (1977-1978)
Robert E. Shaw (1978-1983)
Harold D. Germer (1992-)

Ottawa University at a Glance

Ottawa University Campus
Established in 1865, the residential campus program in Ottawa, Kansas, is designed primarily for the traditional 18 - 25 year old student, though it also attracts and serves a number of nontraditional students as well. For information contact:

Director of Admissions
Ottawa University
1001 S. Cedar Street #17
Ottawa, Kansas 66067-3399
(913) 242-5200, extension 5555
Ottawa University’s commitment to excellence in higher education finds expression in a variety of locations, contexts, and delivery systems. During the 1970s many adult students entered college. But their access to higher education was limited by work responsibilities, family responsibilities, and difficulties in getting to campus-based programs because of either time or distance.

Ottawa University’s Nonresidential Centers

In 1974 Ottawa University established its first nonresidential center to serve the educational needs of adults. Programs in the nonresidential adult centers are consistent with the educational philosophy and programs of the residential campus. Studies in the nonresidential programs maintain the same high standards, and work completed in any location of the University is acceptable in any other location. All credit granted for study in a nonresidential center is applicable to an Ottawa University degree, consistent with the student’s own educational goals and program selection. The nonresidential programs incorporate the University’s insistence upon quality in design and offerings, individual educational planning, service by permanent on-site faculty advisors, an interdisciplinary approach, and emphasis on continuous self-education.

The significant difference between the nonresidential centers and the residential campus lies in the flexibility of the centers in overcoming two barriers to access for adult students: location and schedule. Learning is not confined to certain buildings, nor is it limited to a semester calendar which begins in the fall and the spring. Learning in the adult centers is possible at many different sites or classrooms anywhere in the metropolitan area served, or whatever students can gather to make the teaching/learning situation practical. Through the nonresidential centers, Ottawa University offers programs leading to the B.A. and M.A. degrees, and upper-division or postbaccalaureate courses for personal and professional growth in Kansas, Arizona, Wisconsin and California. Students in the nonresidential centers may enter the educational program at any time, and may accelerate or slow the process to fit their own needs. Some courses are offered in a few weeks, while other classes meet once a week over a longer period. Credit is awarded in standard semester hours. Learning and evaluation at the nonresidential centers may be fairly described as traditional education with nontraditional entry points and scheduling. In addition to providing the individualized education programs, the adult centers can work with any agency, business, or group to provide high quality instruction for credit or continuing education units at locations convenient to the group.

The first Ottawa University center to serve adults was established in the Kansas City area in 1974. Kansas City is the metropolitan area nearest the residential campus; it is 45 minutes distant by interstate highway. A second center was opened in Phoenix, Arizona in 1977, responding to interests expressed by local American Baptists who welcomed Ottawa University into their area where private, church-related educational institutions are rare. A third center opened to classes in metropolitan Milwaukee in 1993. As with Phoenix the Milwaukee location was a response to demographic patterns of adult access to higher education and American Baptist relationships. The nonresidential programs have enrolled more than six thousand part-time students in a single academic year and more than 4560 persons have completed their college degrees. Approximately one in three of these adult graduates have gone on to further education in graduate and professional schools.

Ottawa University Kansas City. Established in 1974 as the University’s first nonresidential center, OU Kansas City serves the educational needs of adults. Its programs are consistent with those of the residential campus — quality in design and offerings, individual educational planning, development of interdisciplinary approaches, and resources for continuing self-education — yet directed to the unique circumstances of adult learners who must balance their quest for higher education with competing claims of work, family responsibility and distance from a residential campus. For additional information, contact:

Office of Admissions
Ottawa University Kansas City
10865 Grandview, Bldg. 20
Overland Park, Kansas 66210
(913) 451-1431

Ottawa University Phoenix. This nonresidential educational center was opened in 1977 in Phoenix, Arizona; a separate instructional site was opened in Tempe in 1989 and another in Scottsdale in 1995. Ottawa University Phoenix serves the educational needs of adults residing in the “Valley of the Sun.” Ottawa University Phoenix emphasizes flexible scheduling, frequent course starting dates, and the delivery of educational resources at times and places accessible to its adult clientele. For additional information contact:

Office of Admissions
Ottawa University Phoenix
2340 W. Mission Lane
Phoenix, Arizona 85021
(602) 371-1188
Ottawa University Milwaukee. The University's third nonresidential educational center was opened for class enrollments in January, 1993, in suburban Milwaukee. Following policies and patterns already established in the Kansas City and Phoenix centers, OU Milwaukee serves the educational needs of adult students in metropolitan Milwaukee. Like the other adult centers, OU Milwaukee offers similar courses and programs, academic advising, individual educational planning, flexible scheduling, and frequent course starting dates. For additional information, contact:

Office of Admissions
Ottawa University Milwaukee
300 North Corporate Drive, Suite 110
Brookfield, Wisconsin 53045
(414) 879-0200

Graduate Program. Ottawa University offers a Master of Arts Degree in Human Resources through two of its nonresidential centers for adult students. This 36-credit-hour degree program is designed for working adults in the Kansas City and Phoenix metropolitan areas who wish to increase their knowledge and skills in human resources. Since 1993 the program has been made available to qualified adults in Hong Kong, administered through the OU Kansas City center. The program is designed to provide professional growth for adults in various fields associated with human resources, as well as to prepare those who wish to enter the profession. Provision is made to encourage interdisciplinary work based on the needs and goals of the student, and to equip students with the ability to learn how to learn.

In particular, the Ottawa University M.A. degree in Human Resources seeks to provide graduate students with knowledge and skills necessary to:
1. assist organizations in better utilizing human resources;
2. deal with new knowledge and purposes of a constantly evolving discipline;
3. become leaders in their fields.

The program seeks to promote professional excellence and academic attainment, and to encourage students to examine their value systems.

In addition to the graduate courses offered through the M.A. program, the Ottawa University nonresidential adult centers also offer a limited number of graduate courses for educators. Courses taken in this manner may or may not be applicable to the M.A. in Human Resources.

For further information regarding the graduate program, contact:
Director of Graduate Studies
Ottawa University Kansas City
10865 Grandview, Bldg. 20
Overland Park, KS 66210
(913) 451-1431

or
Associate Dean for Graduate Studies
Ottawa University Phoenix
2340 W. Mission Lane
Phoenix, AZ 85021
(602) 371-1188

International Program. In 1987 Ottawa University opened its first degree completion program in the Far East with approval by The North Central Association of Colleges and Schools. Adults residing in Hong Kong, Malaysia and Singapore must have completed three years of acceptable college level work and present at least 94 semester hours of transferable credit in order to be eligible for admission to the program.

The 31-credit-hour degree completion program leads to the B.A. in business administration or education. All instruction is conducted by Ottawa University faculty who travel to the Pacific Rim to lead intensive study periods with students. The program requires each student to complete a period of time on the residential campus in Ottawa, Kansas.

For further information regarding the international program, contact:

Provost, International Program
Ottawa University
1001 South Cedar
Ottawa, KS 66067
(913) 242-5200

English Language Institute. In 1973 Ottawa University established the English Language Institute, a program in which international students may improve their skills in speaking, understanding, writing, and reading English as a second language. The program consists of both class instruction and individual tutoring by students with exceptional English skills. In addition, arranged special activities and personal encounters help the student to grasp the dynamics of the cultural setting so important to the understanding of a second language.

The remainder of this catalog is primarily to inform the reader of programs and policies of the residential campus.
THE OTTAWA PLAN

With its residential campus and adult centers, Ottawa University is a complex institution. The Ottawa Plan of Education, however, is the unique concept of learning that defines the University’s progress in all of its various settings. While the following description focuses on the campus program, the fundamental principles noted have characterized the entire University program.

The Commitment to Christian Values

Ottawa University is a church-related college, believing that a university which combines the Christian faith and liberal education is best able to achieve the full individual development of each student. The University maintains an active relationship with American Baptist Churches, U.S.A., but includes members of many denominations among its students and faculty.

Ottawa seeks to present the Christian faith in a setting where students are free to accept or reject it, but not to ignore it. Confident in the belief that all truth is of God, Ottawa promotes an atmosphere of free and open inquiry into all aspects of knowledge.

Ottawa seeks to help each student develop moral clarity and moral seriousness. The total educational program is designed to assist students in clarifying their beliefs, in determining the relationships among them, and in learning to act responsibly on the basis of these convictions.

The phrase “Education for Service” is a mandate for Ottawa University. The University seeks to prepare students for lives of service, and the servant ministry of Jesus Christ is upheld as the example most worthy of emulation.

The Commitment to Community

There is diversity among Ottawa University students. Students come to Ottawa from over twenty-seven different states and from fifteen foreign countries. The majority of the students come from the Midwest, but the rest of the country is also well represented. There is also diversity in that students come in significant numbers from rural, urban, and suburban areas of major metropolitan centers, small towns, and moderate to large cities. The cosmopolitan nature of the University enriches the total learning experience as students learn from each other.

Despite the great diversity of background, interests, and abilities represented in the Ottawa University student body and faculty, there is a sense of community based on shared objectives and concerns. Each person finds acceptance and is valued as one who can contribute to the welfare of the total community. Common academic interests and experiences are enhanced and deepened by residence hall life, student activities, athletics, common worship experiences, concerts, lectures, and other community activities.

The residential campus makes a special supporting community possible which strengthens and enhances opportunities to learn and mature. Opportunities for enriched learning experiences are enhanced by formal and informal programs in the residence halls and Mowbray Union, which are designed to complement the curriculum in contributing to the total development of students.

The Commitment to the Unity and Integration of Knowledge

The educational program is designed to foster the development of the unique potential of each student. The faculty seeks to teach so as to develop the knowledge, abilities, appreciations, and motivations which are liberating for all human beings. Likewise, the educational program demonstrates a concern for the unity and integration of knowledge.

Education for personal development is the central focus of this program in which the student assumes greater responsibility for learning. The faculty member’s role is that of guiding, questioning, clarifying issues, and of identifying resource materials, rather than the mere transmission of knowledge.

Each student will experience the dimension of breadth in learning through a general education program taught in interdisciplinary seminars and in courses chosen from all three divisions of study. The dimension of depth in learning will come in the major program, which provides each student with an intensive experience in an area particularly suited to his or her abilities and goals.

The Commitment to Students

The small size of the Ottawa student body results in many opportunities for close personal relationships between students and faculty. Special attention is devoted to the advising process, and most classes are small. Emphasis is placed upon excellence in teaching, and each faculty member is committed to the importance of teaching.
ADMISSIONS

Ottawa University admits qualified men and women from varied geographic, cultural, racial, and religious backgrounds. In determining admission, primary consideration is given to academic achievement, academic aptitude, and personal qualifications.

Candidates are evaluated on the basis of their academic potential, their degree of involvement in school and community activities, letters of recommendation from high school counselors and administrators, and their seriousness of purpose in pursuing an education. Admission will be offered to those candidates who, in the judgment of the Admissions Committee, would profit from the educational experience at Ottawa University. Ottawa University maintains a policy of nondiscrimination on the basis of race, color, national origin, gender, age, or disability toward all applicants, students, and employees.

The University is in the process of removing barriers that limit access to facilities, and hopes to have a “barrier-free environment” in the near future. Persons having disabilities are encouraged to make specifics known to the Admissions staff promptly after acceptance as the University staff will be better prepared to serve with advance preparation.

The University maintains a highly professional Admissions staff in an effort to work personally with each student who indicates an interest in the University. The staff is prepared to assist students with every facet of the admission and financial aid process. Representatives are available to visit with interested students in their schools, homes, or on the Ottawa campus.

Students who have questions or who would like to arrange such a visit are encouraged to call 1-800-755-5200.

Admissions Procedure

A candidate may apply for admission to Ottawa University by completing the following steps:

1. Submit an application for admission. (Applications may be obtained by writing or calling the Office of Admissions.)
2. Submit scores for either the American College Testing Program (ACT) or Scholastic Aptitude Test (SAT). Scores should be submitted early in the senior year.
3. Submit an official transcript of high school work. A tentative admission decision can be made on the basis of partial transcript (any time after completion of the 6th semester) from the high school, although this decision is contingent upon successful graduation from high school. While there are no specific course requirements for admission, it is highly recommended that a candidate’s high school transcript reflect a sound college preparatory curriculum.
4. Provide the names of three references.

Transfer Students

Ottawa University welcomes applicants for admission who have completed part of their education at another college or university. The applicant should have attained a minimum grade average of “C” (2.0 GPA or its equivalent). Official transcripts from all other colleges previously attended must be submitted for evaluation by the Admissions Committee.

Ottawa University is concerned that no student be penalized in the process of transferring. The following policy affects transfer students:

1. All courses completed successfully at accredited institutions of higher education will be accepted at face value. Course work will transfer as if it had been taken at Ottawa. Credit will be given for all passing grades. Credit will not, however, be transferred for participation in varsity sports.
2. Course work at a college in the process of receiving accreditation will be accepted on the advice of the major college or university in that particular state.
3. Work completed at an unaccredited college which is not seeking accreditation will be accepted on the recommendation of the Ottawa department chairperson after completion of one year of satisfactory (2.0 GPA) work at Ottawa University. The GPA for course work at the unaccredited institution is not transferable.
4. Graduates of accredited junior or community colleges with Associate of Arts or Associate of Science degrees may enter Ottawa with junior standing. A maximum of 62 semester hours of junior or community college work will count toward the Bachelor of Arts degree. Courses transferred from a junior or community college after a student has completed 62 semester hours will not count toward the 124 semester hour graduation requirement.
5. With an assigned advisor, transfer students will develop a goal statement as a part of their educational plan, and identify an area of concentration (major) before selecting a program advisor.

Ottawa University maintains continuous communication with two-year community colleges in the states of Kansas and Missouri. The University is anxious to assist students graduating from two-year programs in making smooth and effective transitions to its Bachelor of Arts program without loss of credit hours or time. In most
cases, students transferring from two-year institutions perform successfully in the Ottawa program and are able to make the transition with few difficulties.

Program for Occasional Students

Individuals who are not seeking a baccalaureate degree, but who would still like to take college courses, may attend Ottawa University as occasional students. Occasional students are permitted to enroll for credit in regularly scheduled courses at one-half the normal per credit hour tuition rate (does not apply to summer school courses nor to Student Teaching). Admission to courses is allowed on a space available basis with priority given to full-time, degree-seeking students. Occasional students who have not already received a baccalaureate degree may not enroll for more than 16 credit hours.

If, and at such time as an occasional student who does not have a degree seeks formal admission to the University’s degree program, hours earned as an occasional student may be counted toward an Ottawa University degree. After formal admission, students will be required to pay the regular tuition and fees as full-time, degree-seeking students. Credits earned as an occasional student may also be transferred to other colleges. Additional information as well as application forms may be obtained from the Office of Admissions.

Special Students

Persons desiring to receive instruction in any particular department of the college without being candidates for a degree may be admitted as special or unclassified students, provided they can prove themselves qualified to pursue with advantage the studies of the department concerned.

Advanced Placement, CLEP, and International Baccalaureate Program

Ottawa University participates in the Advanced Placement Program, the College Level Examination Program of the College Entrance Examination Board, and the International Baccalaureate Program. The University will grant credit based upon an adequate level of performance in these examinations. Students may obtain more information about these programs from the Ottawa University Registrar’s Office.

Military Experience Credit

Students requesting evaluation of military training must provide original documentation to the Registrar, DD-214, DD-295, AARTS transcripts, or certificates of completion. The University follows the recommendation given in “A Guide to the Evaluation of Educational Experiences in the Armed Services,” from the American Council on Education.

Campus Visitation

Prospective students are encouraged to visit the campus to meet faculty and students, and to visit classes prior to making their decision. Members of the Admissions staff are available throughout the year. Office hours are from 8:00 a.m. to 5:00 p.m. on weekdays, or by appointment on weekends. Students are invited to be guests of the University for meals and lodging during their visits. Arrangements should be made by contacting the Office of Admissions at least a week in advance of a proposed visit. A popular time for the campus visit is Discovery Day hosted in the early spring of each year by the Admissions Office. This event gives prospective students a chance to meet faculty, students, and staff, and to learn more about Ottawa University, the admissions process, and financial aid. When a campus visit is not possible, visits by our admissions counselors can be arranged at the student’s home, school or church.

FINANCIAL AID

Many students find it necessary to obtain financial assistance to attend Ottawa University. Realizing this fact and desiring to see every qualified student attend, Ottawa offers each applicant a total financial planning service.

In addition to a number of merit scholarships available, all students accepted for admission are eligible to receive other aid if they demonstrate financial need. Since merit-based funds are limited, priority is given on the basis of grades, test scores, recommendations, special talents, and date of application. Many need-based funds are also limited so an early date of application is an essential criterion. Most students receive an “aid package” consisting of aid from a combination of sources such as scholarships, grants, loans, and campus employment.

Decisions regarding merit-based financial assistance can be made immediately upon admission to the Univer-
sity, receipt of an application for financial aid, and department recommendations. The results of a federally approved needs analysis service are required to determine eligibility for need-based programs. The Free Application for Federal Student Aid (FAFSA) is the most commonly used service in Kansas.

Any Kansas student applying for need-based financial aid from Ottawa University must complete FAFSA early. Applications for need-based programs and information concerning the Kansas Assistance Programs may be obtained from the high school guidance counselor or from the Office of Financial Aid, Ottawa University.

Many sources of financial aid administered by Ottawa University are controlled by governmental agencies external to the University. Examples of programs of this type are Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Kansas State Tuition Grant (KSTG), Perkins Student Loans, Stafford Student Loans, and the College Work Study Program (CWS). These programs are subject to change during the effective period of this catalog; therefore, please write or contact the Office of Financial Aid at Ottawa University for the most current information concerning these programs.

The Financial Aid Office assists a large percentage (95%) of University students by disbursing gift, grant, loan, and work funds. Consideration that is fair and equitable can only be given after the student has submitted the proper application documents to determine eligibility. Students are urged to make application well in advance of registration dates as the processing requires eight to twelve weeks. Students must promptly respond to document and form requests to allow the Financial Aid Office time to process their aid requests. Target processing dates for the regular school year are as follows:

Financial aid is credited to the student’s account on a pro-rata basis per enrolled term according to the tuition charged. In processing withdrawals or dropped courses, a refund of tuition may result in a corresponding reduction of financial aid. Some financial aid is contingent on living in residence halls.

**Scholarships and Awards**

Ottawa University has a program of scholarships, grants, and awards which may total a maximum of $5,000 per year. The awards are given for recognition in the areas of: Academics, Communication, Art, Music, Athletics, Theater.

Qualification for receiving an award is based upon each individual’s strength of preparation and ability via recommendation of the department involved. Academic scholarships are renewable provided the recipient maintains a 3.0 GPA on a 4.0 scale. Activity awards and scholarships are renewable provided the recipient maintains a 2.0 GPA and continues to participate.

**Additional scholarship categories include:**

- **Church and Campus Scholarships.** Provides $500 per academic year for four years. Recipients must remain in good academic standing for renewal. Requirements — must be a member of an American Baptist Church and be recommended by the pastor.

- **Alumni Scholarships.** Provides funds to students who are children or grandchildren of Ottawa University alumni. Anyone who has attended Ottawa University for at least one semester is considered an alumnus for this purpose.

- **Franklin County Scholarships.** Graduates of Franklin County high schools may receive up to $1,000 per academic year if they elect to live off-campus, and up to $1,750 per year if they live on-campus. Applicants’ parents must reside in Franklin County and applicants should apply for the Kansas State Tuition Grant for additional funds. There is a grade criterion for new and transfer students.

- **Endowed and Special Scholarships.** The amount and availability of each of these scholarships may vary from year to year. Similarly, the terms and conditions for each scholarship are considered separately. Full details may be obtained from the Office of Financial Aid.

**Grant Programs**

- **Pell Grant.** Federal gift aid designed to provide assistance to those who need it to attend post-high school educational institutions. The maximum award under this program is $2,300 per year with the actual individual
award determined by the congressionally mandated Pell Grant formula.

Supplemental Educational Opportunity Grant. Federal gift aid administered by the University. This is limited to students with exceptional financial need. SEOG program guidelines are subject to modification. Consult the Office of Financial Aid for the most recent information about this grant at the time of application.

Kansas Tuition Grant. The Kansas Tuition Grant is awarded on the basis of demonstrated financial need to residents of Kansas who attend private colleges in the state. The maximum yearly grant of $1,700 depends on the demonstrated need of the applicant, early application date, and the availability of funds. Application is made via the Free Application for Federal Student Aid (FAFSA) and the Kansas State Aid Application.

University Grant. Gift aid available to students in the upper one-half of their graduation class who demonstrate financial need. Achievement in various curricular and co-curricular activities is considered.

Loan Programs

Families whose income and savings are not sufficient to finance college costs may borrow funds through low-interest educational loans to supplement their financing plans.

Federal Stafford and Unsubsidized Student Loan. Stafford Student Loans are available through banks and lending agencies at low interest rates. First year students may borrow up to $2,625 per academic year for educational expenses. Second year students may borrow up to $3,500. Third, fourth, and fifth year students may borrow up to $5,500 per academic year. (Interest rates and loan maximums are subject to change by federal regulation.) Minimum monthly repayments of $50 and the accruing of interest to the student begin six months after the student is no longer enrolled at least half time. Transfer students must maintain a full-time enrollment status and complete a deferment form with the lender to not enter repayment status on previous Stafford Loans. Demonstrating financial need is required to obtain a Stafford Loan. Families interested in this program should contact their local lender or Ottawa University’s Office of Student Financial Aid.

Perkins Student Loan. The Perkins Student Loan Program is administered by the University from federal and University funds. Eligible students must demonstrate financial need. Limited funds are available. Interest begins accruing for the student (5% simple interest rate) when repayment begins, which is 9 months after the student is no longer enrolled at least half time. These funds may have cancellation benefits; check with the Financial Aid Office for details.

**Parent Loan to Undergraduate Students.** This Federal loan program is available to parents on behalf of their dependent’s educational costs. Eligibility is determined by the cost of attendance and other financial aid available to that student, and can replace the estimated family contribution calculation which is used in determining eligibility in need-based programs. Credit worthiness is an important criterion for many lenders. Repayment begins within 60 days of loan disbursement at current bank rates, never to exceed a 12% simple rate.

**Commercial Loan Programs.** Commercial loan sources provide loan programs to meet college expenses out of current family income. Contact the Office of Student Financial Aid for current programs. Families typically must be credit worthy and must begin repayment immediately.

**Other Sources of Aid**

**Military Benefits.** Benefits are available to military personnel in a variety of eligibility circumstances. Particular branches of the military should be contacted for information on the programs available.

**Church, Business, and Civic Scholarships.** In many local communities scholarships are provided each year by various church, civic, and business organizations to children of members, citizens, and employees.

**Employment.** The Financial Aid Office and Career Center assist students in finding part-time employment on campus or in the community. Wages should be used first to meet the basic school cost until the student’s account is paid and then may be used for personal expenses. Campus employment opportunities include areas such as clerk or secretary, food service employee, custodian or maintenance worker, laboratory assistant, etc. Off-campus jobs may include work in educational and recreational activities as well as other positions in community businesses or organizations.

**Application Procedure for Financial Aid**

Entering students should:
1. Follow the admission procedures as described earlier.
2. Submit an application for admission as well as an application for financial aid, both of which may be obtained from the Office of Admissions.
3. If applying for need-based aid, complete an approved needs analysis application and request that a copy of the analysis be sent to Ottawa University. Kansas residents must utilize the Free Application for Federal Student Aid (FAFSA) and the Kansas State Aid Application to apply for Kansas State Assistance programs. Copies of approved applications may be obtained from the high school guidance office.
It is the policy of Ottawa University that students must make financial arrangements for amounts due, after financial aid determination, before registration. The Office of Financial Aid will assist students in establishing personal budgets.

**Financial Aid Renewal Criteria**

Financial Aid to a student at Ottawa is renewable on an annual basis. Each student receiving institutional aid should maintain a minimum cumulative grade point average of "C" (2.0). A “B” (3.0 GPA) grade average is required for renewal of academic scholarships. To be considered for renewal of any award, students must annually submit a new application for aid and an updated financial need analysis application for need-based programs.

To renew any financial assistance, academic progress toward graduation is reviewed at the end of each enrollment period. Satisfactory academic progress is determined by two cumulative criteria, a qualitative and quantitative measurement, defined as the following:

**EXPENSES**

**On Campus Charges, Payment Plans, and Refund Policies**

Tuition, fees, and all charges are subject to change by the Board of Trustees in response to inflation or other appropriate causes.

**Prepayment**

To confirm an offer of admission a tuition deposit of $100 is required. The entire deposit is credited to the student’s tuition charges upon registration.

Returning students are required to pay $50 prior to June 1 to reserve a room in University housing. The full amount is applicable to charges.

**Regular Enrollment Fall and Spring (1995/96)**

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>(12 to 18 credit hours)</td>
<td>$7960</td>
<td>$3980</td>
</tr>
<tr>
<td>Board (19 meals a week)</td>
<td>2120</td>
<td>1060</td>
</tr>
<tr>
<td>Room (double occupancy)</td>
<td>1450</td>
<td>725</td>
</tr>
</tbody>
</table>

Guaranteed single rooms may be available at a surcharge over the double occupancy rate.

**Qualitative (GPA)**

- 0 - 23 credit hours earned: 1.600
- 24 - 53 credit hours earned: 1.800
- 54 plus credit hours: 2.000

**Quantitative**

Students must earn 75% of all hours attempted.

Prior academic transcripts will be evaluated for transfer students entering Ottawa University to determine Ottawa University’s satisfactory academic progress entrance status. Therefore, a transfer student may be placed on immediate Financial Aid Probation upon entering Ottawa University if the student’s cumulative prior attempted academic work does not meet Ottawa University’s qualitative and quantitative measurements. Subsequent satisfactory progress evaluation shall include only Ottawa University academic transcript records following the transfer student’s initial term course work at Ottawa University. Determining satisfactory academic progress includes any courses attempted and withdrawn from, incomplete, passed, or failed. Before changing enrollment status, students are strongly advised to contact the Office of Financial Aid to determine the effect of enrollment changes on the student’s academic progress in regard to future student aid funding.

**Special Enrollment Tuition Rates**

Less than 12 hours per semester tuition per credit hour will be equal to the regular tuition (minus fees) divided by 15 hours.

For each hour in excess of 18 hours per semester, the charge will be equal to the regular tuition divided by 18 hours.

Occasional student program* 1/2 the current per credit hour tuition rate (excluding student teaching and summer school).

Audit* $50 per course (must have permission of the instructor).

Contract Assurance Program* (varies).

* Students enrolled under these special rates may not be eligible for Financial Aid.

**Summer Session Charges**

The rates for summer offerings are lower than those for the regular academic year. Student activities and student services are operated on a reduced level, and no financial aid is offered since the reduced summer rates are in effect. Special tuition rates for occasional students, audits, and contract assurances are only applicable in the summer for classes already meeting the minimum enrollment requirement.
Guidelines for Payment of Tuition, Fees, and Other Charges to Ottawa University

1. Tuition and fees are due at the time of registration for each semester of classes. Board, room, and other applicable charges are also due at this time. Books are an out of pocket expense.

2. Registration for a new semester of classes will not be allowed until a student’s account for the previous semester has been paid. Diplomas, transcripts, and other records will not be released until accounts are fully paid.

3. A statement of all charges due and payable to the University and the total of credits for all financial aid which has been awarded to the student will be provided at registration.

4. The difference between the charges and the total credits from financial aid must be paid in full during registration, or a payment plan must be approved in order to register.

5. Exceptions to the requirement that all fees be fully paid upon registration may be made only by the Business Manager or his/her designee and must be made before the close of registration. Exception agreements will be renewed only after cash payment of at least 25% of the remaining balance due.

6. Prepayment of charges is encouraged. When a family chooses to pay the entire cost of the semester before the term begins, the University will add interest on the credit balance. Funds can be placed on deposit with the University at any time and interest will be paid monthly until the date of registration. The family can then prepay the second semester and continue to receive this interest payment until such time as the funds are required to enroll. If the student does not enroll, a full refund of principal and interest will be made.

7. Lump sum payments are the most common method of payment. By this method the family pays the balance due at the time of enrollment for each semester.

8. A monthly payment plan is available. It is administered by an outside payment collection company and allows a family to begin payments in July before registration without being charged any interest if the account is paid in full by November 1, for the fall semester and April 1, for the spring semester. The family does pay $45.00 per year for this service.

9. Student debts (fines, property damage or loss, assessed fees) may be added to a student’s account and are to be paid within the University guidelines.

---

**REFUNDS**

**Regular School Year**

In the event a student withdraws from attendance or drops hours enrolled, a refund of charges paid may be due. Tuition, fees, and room rent are reduced as follows — if withdrawal is processed within:

<table>
<thead>
<tr>
<th>Week</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week</td>
<td>100%</td>
</tr>
<tr>
<td>Second Week</td>
<td>80%</td>
</tr>
<tr>
<td>Third Week</td>
<td>80%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>60%</td>
</tr>
<tr>
<td>Fifth Week</td>
<td>40%</td>
</tr>
<tr>
<td>Sixth Week</td>
<td>20%</td>
</tr>
<tr>
<td>Seventh Week</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refunds of paid board charges are calculated on a pro rata per week basis, such as 1/16, 2/16, 3/16, 4/16, etc. Ordinarily 16 weeks comprise a semester. For charges paid by student financial aid resources, an appropriate percentage of the total refund amount is refunded to each source category. For the share returned to federal programs, priority is given to loan refunds first. Refunds of book purchases may be available through the University Bookstore at the current buy back rates.

**Summer Session**

Tuition, fees, and room rent are reduced as follows — if withdrawal is processed within:

<table>
<thead>
<tr>
<th>Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>The first week</td>
<td>60%</td>
</tr>
<tr>
<td>The second week</td>
<td>40%</td>
</tr>
<tr>
<td>Later</td>
<td>No reduction</td>
</tr>
</tbody>
</table>

Reductions are allowed only after the student processes a formal withdrawal application through the Office of the Dean of Student Development. Students are cautioned that contracted services (room, board and tuition) remain in effect with charges accruing until the withdrawal process takes place. In the reduction computation, financial aid credited to the account will be adjusted on a basis comparable to the reduction in charges.
SPECIAL FEES

Student Benefit Fee

Used to purchase new computers for student use in the Academic Computing Lab as well as provide equipment for other facilities. Decisions regarding the allocation of these funds are made by the Student Senate. The supervision of these expenditures is the responsibility of the Budget Committee of the Student Senate. The Library, the Wellness Center, Alpha Psi Omega, Black Student Union, CFA, Education Club, Inter-Club Council, SAF Student Senate, and the Whole Earth Club have been past recipients of this fee.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 8</td>
<td>$35.00</td>
</tr>
<tr>
<td>9 - 11</td>
<td>52.50</td>
</tr>
<tr>
<td>12 - more</td>
<td>70.00</td>
</tr>
</tbody>
</table>

If a student were to increase the number of credit hours in which they were originally enrolled (and the increase moves them to a higher fee category), the student’s account will be adjusted to reflect the increased fee. No refunds of this fee can be given after registration.

Late Registration Fee

For unexcused late registration the fee is $25.00. This fee will apply to those students who wish to register after 5:00 p.m. on the last scheduled day of registration.

Transcript Fee

The Registrar will issue a transcript, after receipt of written consent from the student, and after assuring that the student has paid all financial obligations. The first copy is issued without charge and all additional copies are $5.00 each.

Private Music Instruction Fee

Private instruction in voice, piano, organ, string, or band instruments: $95 per semester. Private instruction normally consists of twelve 30-minute private lessons per semester. Use of the practice rooms is included in the above charge. There is an additional fee for use of the organ: $25 per semester.

Student Teaching Fee

Students having a practice teaching assignment off campus pay an additional fee of $100 for added coordination expenses. Special placement of student teachers may result in a higher charge.

Security Deposit

Upon admission, all students are required to place a one-time $50.00 security deposit in their student account. This deposit is refundable upon graduation or withdrawal from the University provided all bills are paid, and that all campus equipment or property is returned to the University in good condition.

STUDENT LIFE

New Student Orientation

Each year new students are invited to campus the weekend before classes begin to participate in a high energy program designed to better acquaint students with Ottawa University. During this weekend students will participate in a variety of social and educational programs that will give them the opportunity to learn more about themselves, Ottawa University, and to make new friends. Participation in orientation is strongly encouraged as an integral part in the success of Ottawa University students.

Academic Enhancement Center

The Academic Enhancement Center seeks to help students enhance all aspects of their college level work. The Center is staffed by a faculty member and assisted by student tutors. The Center staff works with groups in areas of special interests. Center staff can work individually with students on reading, writing, and study skills.

Bookstore

The Union Bookstore is located near the east entrance of the Mowbray Student Union and offers text books and a wide variety of supplies, clothing and sundry items. Store hours are 9:00 a.m. - 4:00 p.m., Monday through Friday and on Saturdays during campus-wide events. Text books are available for students at the beginning of each semester and are bought back during finals at the end of both the fall and spring semesters.

Counseling Services

Ottawa University provides three resources for students to receive assistance when they face personal concerns such as difficulties in school, family and personal relationships, spiritual matters, career choices, etc. The first resource to contact is the Residence Hall Staff - Resident Directors (RDs) and Resident Assistants (RAs). They are trained to provide help with traditional and routine situations and can help find additional assistance...
when needed. If more in-depth or formal counseling is needed, the student may visit with the Campus Chaplain or the University Counselor. Both of these individuals provide responsive, confidential short-term counseling services along with crisis intervention assistance. If long-term counseling is needed they can refer students to other professionals in the community.

**Career Services**

Choosing a profession is an important part of the college experience. While the responsibility for career planning rests with students, the Career Center is available to help them learn how to obtain and process career information. Specifically, the Career Center offers: individual and group career counseling; production of high quality resumes; computerized career guidance; workshops, seminars, and fairs; job vacancy listings (on-campus, part-time, summer and full-time) and much more. These services are available to current students and to alumni as they continue in the career development process.

**Health Services**

The Trump Health Center is staffed by a part-time Registered Nurse and open approximately 20 hours each week during the fall and spring semesters. A variety of services are offered to sustain the physical health of the members within the Ottawa University community. Preventive medicine is advocated through the Health Center by press releases, educational films, and personal consultation. Typical illnesses and minor injuries will be treated at the center free of charge for students if they have their Health History form and immunization record completed and turned in to the nurse. Doctor visits, outpatient laboratory tests, emergency room treatment, and prescription medications are the financial responsibility of the student. OU requires each student to have health insurance. For those who do not have personal insurance, a private health insurance policy is available through the Student Development office.

**Residential Life**

Ottawa University is a residential campus where all students are required to live on campus and participate in a University meal plan unless one of the following exceptions apply:

* Married.
* Single Parent.
* Will be 22 years of age or older by October 1 for fall semester or March 1 for spring semester.
* Will be living with a parent or legal guardian who lives within a one-hour drive of Ottawa University. Verification is required.

* Will be classified as a senior (92 credit hours or more) prior to October 1 for the fall semester or March 1 for the spring semester and has an approved Educational Plan for Graduation on file in the Registrar’s office at the time of application.
* Special Circumstances.
* All requests to live off campus must be submitted to the Dean of Student Development for approval.

**Residence Halls**

Ottawa University has two men’s and one women’s Residence Halls that are staffed by a live-in Resident Director and student Resident Assistants. The Residence Hall Staff is there to help make the transition to the OU family successful. Listed below are the Residence Halls at Ottawa University.

Men’s Halls: Brown Hall and Price Hall
Women’s Hall: Centennial Hall

All Residence Halls are closed during the Christmas and Spring Break vacations. The University is not responsible for articles left in rooms or stored in the residence halls, either during regular sessions or over vacation periods. Students who leave personal possessions in the Residence Halls do so at their own risk. Information regarding the purchase of personal property insurance can be obtained from the Student Development office.

**Haigh Meadows Apartments**

Ottawa University has five ranch style apartments that may be rented by married students. For more information contact the Student Development office.

**Residence Hall Policies**

The following are a few of the Residence Hall policies a student needs to know before moving to campus. A more complete list is in the Student Handbook.

**Health and Safety.** The following items are **not permitted** in the Residence Halls.

* Alcohol
* Candles
* Illegal drugs
* Explosives of any kind, including firecrackers
* Weapons - guns, knives, bows and arrows, etc.
* Extension Cords (circuit breaker power strips are allowed)
* Exposed element or oil-using electrical devices such as hot plates, popcorn poppers, heaters, etc.
The following items are allowed:
* Coffee pots
* Hot pots
* Hot air popcorn poppers
* Hair dryers
* Electric blankets
* Microwave ovens

Visitation Policies. The Residence Hall lobbies are open for visitation from 7:00 a.m. to 2:00 a.m. each day. Residents may have guests in their rooms if agreed to by their roommates. Guests of the opposite sex may visit the room during the following times:
Sunday - Thursday 12 noon - 11:00 p.m.
Friday - Saturday 12 noon - 1:00 a.m.

Standards of Conduct

Education for individual development is the central focus of the Ottawa University experience. The aims and objectives of the University permeate this general theme and provide the context for college regulations.

First, Ottawa University is a Christian liberal arts college. This definition particularizes the aims and expectations of the members of the University community and underlies the standards and policies of the institution.

Second, there is convincing evidence that a major portion of student social and value development occurs outside the classroom. Campus regulations are designed to provide maximum opportunity for out-of-class learning and student development.

Third, Ottawa University is distinctly a residential college and its aim is to sustain the kind of community life in which a student’s total educational experience is deepened and enriched.

The rights and responsibilities of the individual are considered within the context of the basic standards necessary to maintain a sense of community. In this context, Ottawa University has developed clear statements of institutional standards of behavior and expectations for each student. These standards and expectations are consistent with, but distinct from, specific college regulations which are the minimum regulations necessary:

1. to maintain order and control behavior that impinges upon the freedom and privacy of other persons;
2. to maintain a way of student life that is physically and psychologically healthy;
3. to protect the University from behavior which threatens its ability to exercise its responsibility and to achieve its educational mission; and
4. to preserve satisfactory relations with the larger University constituency so that Ottawa University can marshal the necessary resources to devote its attention to its primary tasks.

With this in mind, the University assumes that the students are responsible members of the University community and will act in such a manner as to reflect their consideration and respect for the rights and welfare of other individuals and of the community as a whole. Students whose behavior, on or off campus, is inconsistent with the Christian or academic traditions and standards of the institution will be subject to disciplinary action. The University reserves the right to impose sanctions up to, and including, expulsion from the institution.

Unless otherwise specified, the following actions are prohibited at any time during which the person is a student at the University, regardless of whether or not classes are in session, whether on University property or at other places:

1. All forms of dishonesty including cheating, plagiarism, and supplying false information; as well as forgery or use of documents or instruments of identification with intent to mislead or defraud.
2. Theft of, or damage to, the property of another person or of the University; as well as receiving, retaining, or disposing of the lost or mislaid property of another person or of the University.
3. Unauthorized entry, use, or occupation of University facilities; as well as the unauthorized possession, duplication, or use of keys to any University facility.
4. Physical, verbal, or written harassment or abuse of another person; as well as threatening or attempting to inflict personal injury, or creating a substantial risk of such injury, to another person.
5. Misusing or tampering with fire alarms, fire fighting equipment or safety equipment.
6. The unauthorized selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary devices.
7. Engaging in illegal gambling.
8. The unauthorized selling, purchasing, producing, or possession of barbiturates, amphetamines, marijuana, hallucinogens, or other addictive or illegal drugs.
9. Possession, consumption, being under the influence of or the providing of beverages containing alcohol on property owned or supervised by the University or at University functions. Disruptive or disrespectful behavior, property damage, or personal harassment as a consequence of alcohol consumption. Funds collected by members of the
University cannot be used to purchase such beverages.
10. Engaging in such conduct as public nudity, indecent exposure, or unlawful cohabitation.
11. Engaging in, or inciting others to engage in, conduct which disturbs the peace of the University, or which involves a significant disruption of University activity, or which impedes reasonable freedom of expression or movement of other members of the University community or its guests.
12. Failing to comply with the directions of authorized University personnel in the performance of their assigned duties.
13. Violating other regulations of the University, including but not limited to those pertaining to residence halls, motor vehicles, and Mowbray Union.
14. Hazing which constitutes an invasion of rights, causing bodily harm, physical exhaustion, suffering or personal offense, or which interferes with the regular activities of the University.
15. Inappropriate behavior off campus which may bring embarrassment to the University.
16. Physically intimate sexual activities between unmarried persons, on or within the grounds and facilities of the campus, or at activities associated with a University sponsored activity.
17. Using access codes or other telephone software elements to create harassing, threatening, racial, or lewd messages received by others and/or enable the calling party to have a call inappropriately billed to another party.
18. Tobacco use in any building on campus except in individual rooms on designated floors/wings of the Residence Halls.
19. Solicitation except for student, faculty, or staff produced articles (such as paintings, pottery, cakes, jewelry, etc.) or with the consent of the Dean of Student Development.

The University also believes that all individuals are entitled to be free from sexual harassment in the development of relationships within the University community; thus, it does not condone sexual activity that violates the integrity of another human being.

Student Activities and Organizations

Ottawa University offers a wide variety of opportunities for students to become involved outside the classroom. Below are the student organizations currently on campus for students to become involved in:

- Alpha Psi Omega (drama)
- Native American Student Association (NASA)
- Black Student Union (BSU)
- Nu Rho Sigma (off campus social club)
- Cheerleaders
- Ottawa Campus (student newspaper)
- Chi Theta Lambda (Married Student Club)
- The “O” Club (letterpersons)
- Christian Faith in Action (CFA)
- The Ottawa (yearbook)
- Cognoscenti (literature)
- Senior Class
- DPMA Student Chapter (computer)
- Education Club
- Fellowship of Christian Athletes (FCA)
- Inter-Club Council (ICC - governs social clubs)
- Sports Information Department
- Student Activities Force (campus entertainment)
- Student Government
- Whole Earth Club (multi-cultural)

Various clubs and organizations include activities that benefit other persons (e.g., the Christian Faith in Action Board sponsorship of Habitat for Humanity workdays and Red Cross Blood Drives, and Social Club sponsorship of food drives for Thanksgiving Baskets for the needy). Other organizations are involved and totally committed to service tasks such as Volunteers In Court, which sponsors the Big Brothers/Big Sisters program.

Social Clubs

An important part of OU’s campus life is the Social Club system. The social clubs provide an opportunity for students to plan social events, community service projects, participate in intramurals and other activities which enhance student leadership development. There are five male and five female social clubs for students living on campus. They are listed below:

**Men’s Clubs:**
- **Brown Hall:** Tau Beta Gamma, Beta Gamma Chi, Sigma Tau Delta
- **Price Hall:** Delta Phi Delta, Delta Chi Omega

**Women’s Clubs:**
- **Centennial Hall:** Gamma Gamma Gamma, Kappa Tau Delta, Phi Kappa Chi, Pi Theta Chi, Zeta Pi Omega.

Off campus students have the opportunity to join one of the clubs listed above or they may join the off campus club Nu Rho Sigma. Most members of this club are “non-traditional students” and the club’s activities reflect their interests.
Religious Life

The religious life programs and activities of Ottawa University are designed to strengthen and broaden the faith of students, faculty, and staff in keeping with the aims and objectives of the school. There is an effort to encourage both individual growth and community interaction as issues of faith are explored. Contemporary concerns and time-honored traditions are discussed in regard to one's faith development. The formal program of religious activities is administered by the Campus Minister in conjunction with various student groups, two Campus Ministry Interns and the Religious Life Council.

Christian Faith in Action and Fellowship of Christian Athletes

Christian Faith in Action (CFA) and Fellowship of Christian Athletes (FCA) are the two main student groups that intentionally explore issues of Faith.

Church Vocations Club

Church Vocations Club (CVC) is a group of students who are interested in exploring issues relating to church-related vocational positions. The Campus Ministry Interns are students who are employed to work with the Campus Minister in developing various campus ministry opportunities and experiences.

Religious Life Council

The Religious Life Council serves as a coordination group for the various religious opportunities on campus. This group consists of the Campus Minister, the Campus Ministry Interns, representatives of the student religious groups and the faculty/staff campus ministry representatives. Ottawa University enjoys a close relationship with churches in the community, whose ministers and lay people also provide opportunities for worship, fellowship, and personal involvement. On special weekends worship services are provided on campus but students are encouraged to make connections in the local churches for their ongoing Sunday worship. The intent of Campus Ministries is to facilitate a variety of religious experiences because of the school's unique heritage and continued focus of providing a liberal education.

MUSIC, THEATRE AND COMMUNICATIONS

In addition to the academic offerings available in these areas, Ottawa University also maintains active co-curricular programs in music, theatre and related activities. Opportunities in music include several instrumental groups (the Symphonette, jazz ensemble and bell choir) and vocal groups (the University choir and Adlente Singers). These groups not only enrich the cultural and artistic environment for the campus, but also provide student participants with the chance to develop and exercise their talents both in local performances and on annual concert tours. Ottawa's co-curricular theatre program annually attracts participation by more than one-fifth of the student body. Productions vary in scope and type including traditional works, musicals, contemporary works, dinner theatre, and experimental theatre, and present a wide variety of opportunities for students to experience theatre and become involved in it. In addition to music and theatre, the students create and publish their own newspaper (the Campus) and yearbook (the Ottawan), and manage and program their own FM radio station (KTJO).

INTERCOLLEGIATE ATHLETICS

Intercollegiate sports are an integral part of the total program of Ottawa University. The aim of this program is to provide an opportunity for highly skilled students to participate in the various sports sponsored by the University. Ottawa University is a member of the Kansas Collegiate Athletic Conference (KCAC). Football, baseball, basketball, soccer, track and cross country are offered at the varsity level for men. Varsity competition for women is available in volleyball, basketball, softball, track and cross country. Students who have earned the varsity letter as a result of athletic competition or after two years of being a team manager may become members of the "O" Club. It is the purpose of this organization to promote loyalty to the University and to foster a high standard of sportsmanship.

Intramural Program

Interest in intramural competition has developed to the point that Ottawa now sponsors one of the most complete small college intramural programs in the Midwest. Competition among the social clubs gives all men and women students the opportunity to take part in such
sports as golf, badminton, volleyball, track, basketball, softball, swimming, tennis, touch football, racquetball, pocket billiards, bowling, and table tennis. A “traveling trophy” is awarded to the male and female clubs earning the most points in team sports, activities influencing school spirit, and involvement in volunteer activities.

The Ottawa University Intramural Program offers students the opportunity to compete in a wide variety of activities. Such activities include flag football, softball, volleyball, tennis, basketball, racquetball, soccer, wallyball, bingo, and trivial pursuit. In addition to the regularly scheduled events, there are special tournaments such as 3 on 3 basketball and mud volleyball. The intramural program is designed to provide competition for all levels of athletes and to foster a high standard of sportsmanship.

--- NATIONAL SCHOLASTIC SOCIETIES ---

**Alpha Psi Omega**

The Kappa Cast is the Ottawa Chapter of Alpha Psi Omega, a national dramatics fraternity. Membership is conferred on those who have done outstanding work in drama.

**Phi Kappa Theta**

Phi Kappa Theta, the national history honor society, is represented at Ottawa University by the Mu Omicron Chapter, which was chartered in May 1967. Membership is open to all students interested in the past and in its impact upon the problems of today. Eligibility is established by superior grades in history courses.

**Pi Kappa Delta**

Pi Kappa Delta, the largest national forensic fraternity, was founded at Ottawa University in 1913. The Ottawa Chapter sponsors a varied program of speech activities.

**Sigma Pi Sigma**

The national honor society in physics installed the Ottawa University Chapter in May 1971. Students who have taken a minimum of two courses beyond the introductory courses, with high scholastic achievement both in physics and in their other work, are eligible for election to the society. Sigma Pi Sigma and its companion chapter of the Society of Physics Students, which is open to all students interested in physics, sponsor programs and activities throughout the academic year.

**Sigma Alpha Honor Society**

Sigma Alpha was established as a local honors society at Ottawa University in 1941. Its purpose at that time was to encourage high academic achievement by electing to membership those students who had been active in the honors program. Its present purposes are: (1) to promote and encourage concern for intellectual issues on the University campus; (2) to give visible focus to a concern for high academic achievement; and (3) to recognize those students who have attained distinction in the academic program of Ottawa University.

Its members are: (1) those members of the faculty and staff who, as undergraduates, were elected to Sigma Alpha; (2) those members of the faculty and staff who have been elected to membership in such recognized liberal arts national honor societies as Phi Beta Kappa, Phi Kappa Phi, and Alpha Chi; (3) undergraduates elected from the top 10% of the campus senior class; and (4) undergraduates elected from the top 2% of the campus junior class. Election is by members of Sigma Alpha Honor Society and is based upon high academic achievement and the fulfillment of the University’s mission and purposes.

--- ACADEMIC POLICIES ---

**Graduation Requirements**

**Bachelor of Arts Degree, Residential Campus**

Students who successfully complete the basic graduation requirements will be awarded the degree of Bachelor of Arts by Ottawa University. At least one full year of study, earning 30 semester hours of credit, must be completed at Ottawa in order to receive the degree.
their education, however, and their goals are also likely to change. The goal statement is accordingly subject to formal review by the student with his/her advisor at least once each year.

An educational plan to meet the student’s life and career goals should be completed by the student and the major faculty advisor by the end of the student’s sophomore year, and submitted to the Registrar for approval. Upon approval, the educational plan becomes a “contract” specifying the graduation requirements for that student. The student, with the endorsement of the major faculty advisor, may present contract revisions to the Academic Council for approval as needed.

1. **Liberal Arts Studies Course Requirements.** Each student must satisfactorily complete the interdisciplinary seminars. See Liberal Arts Studies.

2. **University Program Series.** Attendance at the University Program Series (UPS) is part of the Liberal Arts Studies requirement. Each student is expected to attend ten (10) UPS events each semester and to report to the faculty advisor on the events attended. At the end of each semester, the student will receive a grade of “P” (pass) for having attended and properly reported on ten events, or a grade of “NC” (no credit) if fewer than seven events have been attended and properly reported on. A grade of “I” (incomplete) for having attended and reported on seven, eight or nine events may be given at the discretion of the advisor. A total of six semesters of “P” in UPS attendance is required for graduation. The requirement for transfer students depends on the hours of credit earned at entry according to the following schedule:

   12 to 23 hours need 5 semesters
   24 to 40 hours need 4 semesters
   41 to 60 hours need 3 semesters
   61 to 92 hours need 2 semesters
   over 92 hours need 1 semester

   Failure to meet this requirement each semester will result in the student being placed on probation until the accumulated attendance deficiency has been removed. Failure to remove probation may result in dismissal from the University.

3. **Major Requirement.** Each student is required to plan a major program in cooperation with an appropriate faculty advisor. In the rare cases where a major must have more than 40 hours of required major course work, the total number of hours a student with that major must have for graduation will be increased by the number of hours beyond 40 in the major. At least 12 hours of the major must be taken at Ottawa University, and at least 12 hours of the major must be upper division courses. Only those required courses completed with a grade of “C” or better will count toward satisfaction of the academic major courses. Each major will require a comprehensive examination/project designed to assess the student’s achievement of the goals of his/her major program. In the case of a dual major, a separate and distinct comprehensive will be required in each of the major areas.

4. **Distribution Requirement.** Each student is required to select distribution courses consistent with his/her educational goals and approved by the faculty advisor. The student must maintain passing work in these courses as evidenced by the course instructor’s evaluation. In order to be approved, a student’s educational plan must show encounter with all eight areas of academic pursuit. Courses that are designated as satisfying this requirement are reviewed regularly and identified in the course schedule each year.

5. **Skills Competency Requirement.** Each student must demonstrate minimal competency in reading, writing, and computation in order to graduate from Ottawa University. Reading competency is demonstrated by achieving at least a 19 composite ACT score, or by passing a qualifying examination before the end of the sophomore year (or, in the case of transfer students, before the end of the first year at Ottawa University), or by passing UNV 11413, Introduction to College Skills, with a “C” or better. Writing competency is demonstrated by achieving a composite score of 20 or higher on the ACT, or by receiving a grade of “C” or better in ENG 23723, Intermediate Writing. Computational competency is demonstrated by passing any distribution course in Area V, Mathematics. Teacher Education students may demonstrate skills competency in all areas by achieving an adequate score on the Pre-Professional Skills Test (PPST). Failure to demonstrate any of these basic competencies by the appropriate time will result in the evaluation of the student’s continuation at Ottawa University by the Academic Council.

6. **Academic Performance Requirements.** In order to receive a B.A. degree from Ottawa University, each student will be required to complete 124 hours of course work with a grade point average of 2.0 (transfer students must maintain a 2.0 GPA in Ottawa University course work as well as their
previous course work). Nonclassroom learning may, in special cases, be assessed for credit toward graduation. Such experiential learning may have been achieved through civic participation, work, cross-cultural living, or other activities. Students considering applying for such credit should consult with their advisors and the Academic Dean. Liberal arts studies credit may also be achieved through planned independent study in cross-cultural experiences. For further information consult the Provost. No fewer than 30 hours of course work must be completed at Ottawa University. No more than 62 semester hours of junior or community college work will count towards the 124 semester hour graduation requirement, and courses transferred from a junior or community college after a student has completed 62 semester hours will not count toward this 124 hour graduation requirement nor will they satisfy the University’s distribution requirement unless an exception is granted by the Provost and the chair of the department in question.

7. Graduation. Graduating seniors are expected to attend the baccalaureate service and commencement, and must appear personally at graduation to receive their diplomas. Graduation in absentia can be authorized only in cases of absence due to justifiable cause presented in petition to the Provost.

Student Status and Classification

Students pursuing a course of study leading to the degree of Bachelor of Arts from Ottawa University are classified as full-time if they are enrolled in at least 12 semester hours per semester. All other students are classified as part-time.

Student classification is determined by the number of credit hours earned through course work. A student must have at least:

- 24 semester hours to be classified as a sophomore
- 54 semester hours to be classified as a junior
- 92 semester hours to be classified as a senior

A student with fewer than 24 hours is classified as a first year student.

Persons who are not candidates for a degree are classified as “Special” or “Occasional.”

Academic Probation and Suspension

Academic probation is a statement that the student’s academic performance is below the standard required for graduation and/or adequate progress towards graduation from Ottawa University. A student whose cumulative grade point average (for work done at Ottawa University) falls below the following standards at the end of any semester will be placed on academic probation:

<table>
<thead>
<tr>
<th>Credit Hours Earned</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-23</td>
<td>1.6</td>
</tr>
<tr>
<td>24-53</td>
<td>1.8</td>
</tr>
<tr>
<td>54 and over</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Ottawa University reserves the right to suspend any student whose semester GPA falls below 1.00.

For transfer students the cumulative grade point average will be calculated on the basis of all courses on the student transcript; however, it should be remembered that transfer students must attain at least a 2.0 cumulative GPA in courses taken at Ottawa University in order to be eligible for graduation. Furthermore, each transfer student’s progress toward fulfilling this requirement will be carefully monitored and those who have accumulated 54 credit hours or more will be subject to probation whenever the cumulative GPA in courses taken at Ottawa University falls below 2.0.

A student who fails — for more than one semester — to earn at least 75% of the Ottawa University hours for which he/she enrolled will be placed on academic probation.

A student who fails to meet the University Program Series requirement according to the following schedule will be placed on academic probation:

- At least 1 semester of credit by the end of the freshman year.
- At least 3 semesters of credit by the end of the sophomore year.
- At least 5 semesters of credit by the end of the junior year.

Academic Reinstatement

Depending on the original reason for the probationary status, probation may be removed as follows:

- The student may enroll in no more than 16 hours for the semester following his/her being placed on probation and must improve his/her cumulative GPA to meet the standard appropriate to the student’s total credit hours earned. (A student on probation should consult with his/her advisor to formulate the best strategy for removing probation.)
- The student will earn no less than 75% of the credit hours for which he/she enrolled for two consecutive semesters.
Graduation Honors

Honors are awarded at the time of graduation according to the following criteria:

Summa Cum Laude: at least a 3.9 cumulative GPA and at least 40 hours at Ottawa University.
Magna Cum Laude: at least a 3.7 cumulative GPA and at least 40 hours at Ottawa University.
Cum Laude: at least a 3.5 cumulative GPA and at least 40 hours at Ottawa University.
Distinction in the Major Area: distinction in the comprehensive examination.

Contract Assurance Program

A basic objective of the Plan of Education at Ottawa University is to provide students with the incentive and the skills to continue to learn as maturing adults beyond graduation. In a constantly changing society characterized by the exponential growth of knowledge, it is imperative that University graduates continue to learn in order to avoid obsolescence. To help its graduates fulfill these post-graduation learning requirements, Ottawa University has established a unique Contract Assurance Program.

The Contract Assurance Program provides Ottawa residential campus alumni with the closest thing to a warranty or guarantee to be found in contemporary higher education. Higher education has been the only area of our society requiring a substantial financial investment without offering the protection of a warranty or guarantee. Obviously, the University cannot guarantee that any student will learn. Ottawa has chosen to do the next best thing — guarantee Ottawa graduates that they can update and improve their skills and knowledge beyond graduation at little additional cost.

Graduates from Ottawa University’s residential campus receive a contract assurance bond at the time of graduation which entitles them to enroll for up to five regular credit courses at reduced rates, or in many cases at no charge, during the five-year period following the first anniversary of their graduation. A regular credit course is defined as a course offered in the Registrar’s listing of residential campus courses for each session, and which, apart from graduates wishing to utilize the contract assurance bond option, has sufficient minimum enrollment. Closed courses (due to enrollment restrictions), independent studies, directed studies, and other courses requiring exclusively individualized attention from the instructor (e.g., applied music courses and student teaching) are not included under the contract assurance bond program, nor are courses offered at any of the University’s external centers.

Grading and Grade Points

At the end of each semester each student receives a grade report on which scholastic standing is expressed by the letters A, B, C, D, F, P, I, NC, WP, WF, and W. The general academic standing of a student is expressed by the average number of grade points per hours of credit.

A — excellent work; four grade points
B — good work; three grade points
C — average work; two grade points
D — passing but below average; one grade point
F — failure; no grade point; hours calculated in grade point average
P — satisfactory completion of the UPS requirement for the semester; not included in the grade point average
I — given at the discretion of the instructor in those cases where work has been left incomplete for some unavoidable reason. The work must be completed within one year from the day on which the “I” was given.
NC — no credit is given for failure to meet the UPS requirement for the semester and when a student is disenrolled or dismissed from the University
WP — withdrawal passing
WF — withdrawal failing
W — withdrawal from the University

In addition to the letter grading system which indicates a student’s general academic standing, students will be evaluated as to motivation, ability to define goals, and self-discipline.
The contract assurance bond is nontransferable and offers benefits according to the following schedule:

— Tuition free if Bachelor of Arts degree earned at Ottawa University, Ottawa, Kan., with at least 120 semester credit hours completed at Ottawa or at least eight semesters as a full-time student completed at the Ottawa Campus.
— Tuition reduction of 75 percent if Bachelor of Arts degree earned at Ottawa University, Ottawa, Kan., with 92 to 119 semester credit hours completed at the Ottawa Campus.
— Tuition reduction of 50 percent if Bachelor of Arts degree earned at Ottawa University, Ottawa, Kan., with 62 to 91 semester credit hours completed at the Ottawa Campus.

On the basis of the schedule above, Ottawa graduates may enroll in five regular credit courses of the University to improve previous skills or to gain new skills and knowledge. Only two of the five courses may be taken in summer sessions, and then only if the courses have sufficient minimum enrollment.

Ottawa graduates can be secure in the knowledge that a continuing partnership has been formed between them and their alma mater to guarantee that the information and skills needed to help them keep pace in a rapidly changing world are available.

### REGISTRATION

Registration is the process by which students become eligible to attend classes. It involves students with their advisors, the Registrar’s Office, the Office of the Dean of Student Development, the Financial Aid Office, and the Business Office. The first step of the process is a meeting of each student with an advisor to plan the student’s schedule of courses. These advising sessions normally take place at the beginning of each semester, but students also have an opportunity each spring to register early for the following academic year. The advising process ends with the completion of the registration form which is the student’s schedule of courses. The registration form is processed through the Registrar’s Office. The second step of registration involves the Office of the Dean of Student Development. Here students make arrangements for room, board, health records, health insurance, automobile registration, etc. The final step of registration concerns financial arrangements and will involve the Financial Aid Office (where those students who receive financial aid will complete the necessary forms and receive their aid awards) and the Business Office (where students will make arrangements for payment of charges and will receive their I.D. cards).

Enrollment for a full-time student is from 12 to 18 hours per semester. More than 18 hours constitutes an overload and must be approved by the Provost. To be eligible for an overload a student must have at least a 3.0 cumulative grade point average. Summer school enrollment is limited to 9 hours during the first session and 4 hours during the second session.

A fee of $25.00 is charged for late registration. This late fee will apply to students who have not completed registration by 5:00 p.m. on the last scheduled day for registration. The late registration period is from the first class day of the semester until 5:00 p.m. on the 10th day. Students may enter courses late during the first five days of classes with advisor approval. Students may enter courses during the second five calendar days only with the permission of both the advisor and the instructor of the course in question. To avoid a late registration fee, prior approval in writing by the student’s advisor must be presented to the Business Office.

### Changing Courses and Withdrawal

If it is desirable to make changes in courses after registration has been completed, a student consults with the advisor and with the instructor. Students may enter a course late during the first five calendar class days with advisor permission; students may enter a course late during the second five calendar days only with the permission of both the advisor and the instructor of the course in question. After counsel, if a change is sought, the student processes the change in the Registrar’s Office. No course may be entered later than the 10th class day. There is a charge of $5.00 for each change of registration. Courses dropped no later than the 6th week do not appear on the student’s permanent record. After that time, withdrawal will result in a grade of “WP” or “WF” depending on the student’s performance up to the time of withdrawal. Students may not withdraw from a course after the 10th week of the semester. In unusual circumstances (e.g., cheating) students will not be permitted to withdraw from a course and will be given a grade of “F”. (Check “Refund Policies,” p. 12, for information regarding the way change of registration affects tuition.)
Attendance and Disenrollment

Regular attendance in class, laboratory and other appointments is expected of all students. Persistent failure to attend classes may result in disenrollment from the University. A student who has been disenrolled from the University will have the courses in which he/she was enrolled at the time of disenrollment listed on the transcript but will have no grades entered for them and will have the fact and date of disenrollment noted on the transcript.

LIBERAL ARTS STUDIES

A student’s major provides a focus for learning in depth, while electives provide variety and an opportunity for the exploration of new areas. Undergirding both components of the undergraduate program are basic institutional expectations for all students. As that portion of a student’s educational program that is required of all students, liberal arts studies at Ottawa University not only ensures that all students fulfill those expectations, but also provides the learning community with a strong element of intellectual unity. On campus it consists of liberal arts course work and the University Program Series.

Liberal Arts Studies (LAS) Program

Historically, the liberal arts tradition at Ottawa University has expressed itself through a strong program. Liberal Arts Studies provides learning experiences which serve as the foundation for more specialized studies. Since all students participate in liberal arts studies, a dimension of intellectual unity is added to the University community. The liberal arts studies program at the residential campus consists of three interdisciplinary seminars and a distribution requirement. The fundamental objective of this program is to help students integrate knowledge from a variety of areas and disciplines. In the course of study, however, the student is forced to confront and deal with many of the persistent questions facing humankind, and to do so in a number of different learning modes and settings (small group discussions, media presentations, field trips, large group presentations, and individually designed instructional modules).

The campus program begins in the first year with a carefully designed interdisciplinary course which brings the knowledge and skills from several disciplines to bear on a complex issue. A second interdisciplinary seminar concerned with the development of critical thinking and research skills is taken prior to the senior year. Students focus on acquiring sufficient acquaintance with the information, methodologies, and skills necessary for integrative thought and problem solving. To this end, they explore the full range of human knowledge and inquiry through a distribution requirement. Finally, in their senior year, students are asked to make use of the skills of integration, inquiry, and critical thinking that they have acquired in their previous college work to deal with a complex problem and its solution. The liberal arts studies program addresses not only the complex concerns of critical thinking, breadth of information, and clarity of communication, but also requires students to examine their values and to make commitments. In addition, the program is structured to foster close relationships with faculty who serve as tutors, guides, advisors, and fellow learners.

Finally, the campus liberal arts studies program asks each student to attend a number of cultural and religious events from the University Program Series. This series enriches the opportunities for growth and development beyond the formal classroom by presenting a variety of lectures, concerts, dramas, films, and religious presentations.

A Program of Education for Individual Development

At the center of the Ottawa Plan is the student. Each student participates in the selection or design of a specific educational program, which includes consideration of his/her own interests, abilities, and goals, and the educational experiences needed to attain these goals. The process culminates in the development of an educational plan specifying the student’s graduation requirements.

There is an awareness that each student differs in the pace and ability to set personal goals and plan educational experiences. There is also a recognition that additional experiences during the college years will cause goals and plans to change. The faculty of the University is flexible and responsive to each student’s individual needs in the development and implementation of the educational plan. Ottawa aims to provide students with the experiences they need to develop toward maturity. To achieve this objective, the University seeks to balance freedom and guidance — giving each student both the freedom and the structure needed to function effectively.

The Advising Process

The uniqueness of the Ottawa Plan hinges on the relationship of the student with faculty advisors. At Ot-
tawa, the function of advising is seen as a basic teaching function of the faculty. Each student has a primary advisor who serves as a continuing source of counsel. Students have frequent opportunities to meet with their advisors, and the relationship between student and advisor becomes one in which learning takes place as the student clarifies goals, develops the skills of educational planning, and seeks to evaluate progress toward those goals.

**Individual Growth**

**Through Personal Responsibility**

The Ottawa Plan seeks to help each student develop into a responsible citizen. The college years provide an indispensable learning laboratory in which to begin to develop those personal characteristics of responsibility. Students serve as representatives to the meetings of the University Board of Trustees. Students, under the general supervision of the Dean of Student Development, also serve as assistants to the directors of the University residence halls. Students may serve as apprentice instructors in the teaching participation program. Students are given a formal voice in the development of policies and regulations that affect campus life. Such opportunities for students to exercise responsibility typify Ottawa’s concern for the free development of the individual, within the boundaries of the welfare of the total community.

**Opportunities for Career Preparation**

The development of skills needed in future careers is an important facet of the Ottawa Plan. The emphasis on career planning begins in the first year liberal arts studies seminar in which interests and abilities are evaluated before setting career goals. The student and advisor select or develop a major which becomes an integral part of the educational plan and is usually oriented toward the student’s career interests.

The flexibility of Ottawa’s approach allows students to include practical, nonclassroom experiences in their programs. For example, internships in banks, corporations, governmental agencies, schools, and hospitals have provided students with valuable career-oriented knowledge and skills, and have often opened the door to various employment opportunities. Special study activities conducted off-campus provide another important alternative to the more formal course work.

**Evaluation as a Part of the Learning Process**

One principle of learning implies that students learn best when they have immediate and precise feedback as to how they are performing. The goal of Ottawa University is to make evaluation a valuable part of the learning process itself, not an anxiety-producing hurdle which must be surmounted. Evaluation should take place in ways that help each person understand the strengths and weaknesses of his/her performance in a given area and determine what needs to be done to improve. The most effective feedback tells the student what the grade symbol means relative to the skill and knowledge objectives of a particular course or learning experience. Evaluation takes place in many ways, not merely through tests and term papers.

Each student at Ottawa receives an evaluation of performance from the instructor in each class. Students, too, are encouraged to develop their own skills in self-evaluation as a prelude to becoming self-renewing adults who continue to learn and grow long after graduation. Using information gained from students, the faculty continually modify and improve the curriculum and instructional techniques. Through this process the Ottawa program is constantly being updated, but with safeguards that insure that the vital elements of each discipline are preserved. Thus, the tool of evaluation plays a crucial role in education at Ottawa University.

**Electives Provide Opportunities for Exploration**

College years are not only a time for setting career goals and working toward these goals, but they are also a time for exploring a variety of areas of learning. These explorations are encouraged at Ottawa through its approach to elective courses. Electives serve the purpose of broadening the general education of the student and also of enriching each major course of study. For a large number of the courses in the curriculum, prerequisites are not a barrier to participation, and a wide range of elective course options is available.

**Liberal Arts Studies Course Work**

Liberal arts studies course work includes three inter-disciplinary seminars (first year, intermediate, and senior) and a distribution requirement asking each student to take one or more approved breadth courses from each of eight areas. The fundamental theme of this sequence of courses is the integration of knowledge from a variety of areas and disciplines. It is based on the recognition that the significant issues and problems confronting humankind today are complex and multidimensional. For this reason, narrow training in a particular discipline alone is not sufficient to equip one to deal with the real world of ideas, issues, and action. Preparation is also needed to train one to see the various aspects of issues and their interrelation-
ships, and to pull together resources from a number of areas to deal with the problem in question. In addition, of course, one needs to develop the capacity to express oneself with clarity and precision.

Liberal arts studies coursework at Ottawa University is designed to help the student to acquire basic skills. After introducing the concept of integrative thinking in an interdisciplinary context, the program ensures that students encounter a sufficient breadth of knowledge to give substance to the integrative task. Finally, students are asked to bring their breadth of knowledge to bear on a complex, interdisciplinary problem. The program also encourages students to develop an increasingly autonomous style by progressively placing more and more of the responsibility for education on their shoulders.

Finally, it is a program that makes use of a wide variety of contexts for learning, ranging from the small discussion group to the larger lecture format, but which places particular emphasis on the need to develop interpersonal and group skills. This approach is based on the assumption that the most effective participation in society is usually achieved within group endeavors, and that those who would contribute to the tasks of society must be capable of leading and working with groups of all sorts.

THE SEMINARS: A description of the liberal arts studies course sequence follows:

LAS 12513 WRITING: FREEDOM AND RESPONSIBILITY

Taken in the first semester of the freshman year, this is a composition course that treats writing as a tool for learning and exploring content as well as for expressing ideas. Particular attention is given to the subjects of the individual and the learning community, liberal education, and faith. The course also seeks to orient students to the Ottawa University plan of education and to help them to begin their own educational planning. 3 hrs.

LAS 32513 SCHOLARSHIP: RESEARCH AND CRITICISM

Taken between the first year and the senior year, and by all transfer students, this course explores the relationships among the subjects of knowledge, work, and meaning. Students are required to consider career preparation through formal education in an effort to understand human purpose. As a major integrative effort, students participate in a group project requiring evaluation and synthesis. 3 hrs.

LAS 42515 GROUP PROBLEM SOLVING

This Interdisciplinary Seminar in Group Problem Solving gives seniors the opportunity to bring their entire college experience to bear on a complex issue. Working in small groups (usually five or six), students first identify and define a significant problem (e.g., child abuse, athletics and education, the energy crisis), and then articulate the way or ways that they would recommend for solving or coping with that problem. The student group is given the major responsibility for the task, the tutor acting as a resource person and critic. At the conclusion of the course the group presents and defends its work before a "jury" of faculty and persons from outside the University community who have particular expertise in the areas of their research. Prerequisite: LAS 32513. 5 hrs.

The Distribution Requirement

This aspect of the general education program is designed to meet two objectives: (a) to ensure that students are adequately introduced to the knowledge and methodologies of the major areas of inquiry, and (b) to develop the students' cognitive skills of critical thinking and communication. To achieve these goals students are required to take one or more approved breadth courses from each of eight areas. These eight areas represent the full range of human knowledge and investigation. The breadth courses approved for each area are not only representative introductions to that area of inquiry but are also consciously structured to develop the students' cognitive skills in systematic and mutually reinforcing ways. Listed below are the eight areas and the approved breadth courses for each area:

Area I Creative & Performing Arts

| ART 13023 | Art Fundamentals |
| MUS 12023 | Introduction to Creative Listening |
| MUS 10323 | Jazz in America |
| THE 14623 | Theater Appreciation |

Area II Historical & Cultural Perspectives

| ENG 10223 | Contemporary Literature |
| ENG 20123 | World Literature |
| HIS 11064 | The American Experience |
| HIS 20163 | World Geography |
| HIS 25363 | World Civilization I |
| HIS 25463 | World Civilization II |
| PHL 11023 | Basic Issues in Philosophy |

Area III Judeo-Christian Heritage

| REL 11123 | Introduction to Old Testament |
| REL 11223 | Introduction to New Testament |
| REL 23723 | Dimensions of Faith |
| REL 34723 | The Life and Meaning of Jesus |
| REL 34823 | The Life and Thought of Paul |

Area IV Social & Behavioral Sciences

| ECO 20163 | Macroeconomics |
| PSC 13364 | American Government |
| PSC 22763 | World Political Communities |
| PSY 11053 | Personal Growth |
| PSY 12053 | Principles of Psychology |
SOC 10153  Social Thought
SOC 11753  Social Problems
SOC 26053  Cultural Anthropology

**Area V  Mathematical & Logical Systems**

CIS 15043  Computer Programming in PASCAL
MAT 10643  College Algebra
MAT 11043  Elementary Functions
MAT 20043  Discrete Mathematics
MAT 21044  Calculus I
MAT 26043  College Geometry
MAT 30444  Statistics

**Area VI  Natural Sciences (with lab)**

BIO 10043  Principles of Biology
BIO 20643  Introduction to Environmental Studies
CHE 10044  Concepts of Chemistry
CHE 12044  General Chemistry
PHY 10944  Physical Science
PHY 22044  College Physics I
PHY 24744  University Physics I

**Area VII  Language**

ENG 23723  Intermediate Writing
ENG 31023  Advanced Expository Writing
FRE 10124  Elementary French
COM 10023  Survey of Mass Communications
COM 33663  Interpersonal Communication
SPH 11023  Speech Preparation & Delivery
SPA 10123  Elementary Spanish

**Area VIII  Physical Fitness (choose two)**

PAC 10131  Coed Weight Training
PAC 10231  Coed Tennis
PAC 10331  Body Conditioning
PAC 10431  Racquetball
PAC 10831  Beginning Swimming
PAC 11031  Advanced Swimming
PAC 10931  Karate
PAC 11431  Intermediate Karate
PAC 11131  Lifetime Fitness
PAC 11231  Nontraditional Team Sports I
PAC 11631  Nontraditional Team Sports II
PAC 11331  Folk and Square Dancing
PAC 11731  Golf

**The University Program Series**

Another aspect of the Liberal Arts Studies Program that each full-time student participates in is the University Program Series. Individual programs within the series provide a platform for the concerns of University students and faculty. They create interest in important public and intellectual issues and encourage appreciation of the arts through performance and discussion. They ensure continuing confrontation with the claims of the Christian faith outside of formal study. In general, these programs provide for the gathering of substantial portions of the University community around a series of common experiences as a means of overcoming the fragmentation of ideas and relationships. They serve the broader purposes of Liberal Arts Studies for all members of the University. The University Program Series presents a variety of events including lectures, religious events, dramatic productions, concerts, dance recitals, and workshops. Programs in recent years have included presentations by such persons and groups as: Ottawa University’s own dramatic and musical groups, Jackson Katz, Mark Twain on Tour, Dr. Harold Hyman, Sara Weddington, Schyleen Qualls, Dr. Roger Fredrickson, Anthony Podesta, Dr. Stephen Ambrose, Gerald Vizenor, Otis Woodward, and Tom Averill.

---

**THE PURPOSES OF THE CAMPUS ACADEMIC PROGRAM**

In an effort to give clarity and focus to the campus academic program, the general statement of Educational Program Purposes for the University has been further specified for the campus program as follows: Ottawa University provides an academic program including liberal arts studies and major area coursework designed to help students to acquire the knowledge, skills, and values that will prepare them to become fulfilled and productive members of society, and concerned and informed citizens of the world.

**Liberal Arts Studies**

The goal for the academic program in Liberal Arts Studies is to assist students to develop a breadth of knowledge, an ability to organize, apply, and evaluate ideas, a value for learning, a clear sense of their own identity and integrity as persons, and an awareness and concern for others. To achieve the general goal students will be guided into a balanced program of general education courses which supplement and complement individual abilities, experiences and prior learning, in which
assignments and activities will be presented to foster intellectual and personal growth.

To demonstrate intellectual growth and competence in Liberal Arts Studies students will:

1. Organize facts, information and ideas from various disciplines.
2. Communicate and express ideas in various ways and settings.
3. Translate, interpret and extrapolate ideas from diverse sources.
4. Apply theoretical knowledge from various disciplines and other sources to a range of real life problems.
5. Relate and synthesize ideas in new and personal ways.
6. Critically analyze and evaluate ideas and arguments.
7. Assess the relationship of work, leisure, and lifelong learning in their lives.
8. With the context of a faith, belief system, and/or system of values, examine moral and ethical issues, including their responsibility to individuals and communities.

To demonstrate personal growth through Liberal Arts Studies students will:

9. Engage in oral and written discussions.
10. Set and achieve personal goals.
11. Contribute to the achievement of group goals.
12. Investigate their responsibility to individuals and communities based on an awareness of a faith, belief system, and/or system of values.


The Major

The goal for the academic program in the major area is to assist students to research and organize content in that area, create and articulate views, integrate knowledge and solve problems, value the discipline(s) of the major area and prepare for personal pursuits, graduate studies or a career in that area. To achieve the general goal students will be guided into a major area in which assignments and activities will be presented to foster intellectual and personal growth.

To demonstrate intellectual growth and competence in the major area students will:

1. Acquire, comprehend, organize, and apply knowledge within their major area.
2. Analyze and evaluate knowledge within their major area.
3. Solve problems presented by their major field.
4. Integrate specific content with that of other fields.
5. Present oral and or written projects and assessments based on investigations in their major field.

To demonstrate personal growth through the major area students will:

6. Describe the significance and value of the work done in their field.
7. Exhibit behavior indicative of a continuing interest in their field.

ACADEMIC PROGRAMS
The Roles Played by Liberal Arts Studies, Electives, and the Major

A liberal education is a lifetime endeavor of the open and inquiring mind reflecting upon what has been learned and experienced. The liberal arts college serves to launch that endeavor and to provide the orientation and skills for its continuing pursuit. Ottawa University’s curriculum is fundamentally based upon the principles of quality and selectivity rather than quantity. The curricular variety is great enough, however, that a single student could use two decades of steady enrollment in different course options and still not exhaust the number of courses available.

For those seeking meaning, coherence, and individualized planning, Ottawa is a rich resource. The requirements for Ottawa’s Bachelor of Arts degree specify what the faculty believes to be essential for beginning the pursuit of liberal education. These requirements allow great freedom for each student to select or design a course of study. At the same time, they provide a common structure to promote the balance and coherence necessary for truly liberal study. Thus, every student is called upon to select courses in such a way that work in one subject illuminates and is illuminated by the study of another.

Generally, each student’s curriculum in most liberal arts colleges is organized into thirds. Approximately one-third consists of liberal arts studies elements; another third constitutes the major area of study; and the other third is made up of elective elements. The liberal arts studies aspect is shared by all students. At Ottawa it is the common heart of the program that makes each graduate an Ottawa with Ottawa’s values and mission embodied in the endeavor. It is the element that strives for the coher-
ence and integration of all components of the educational program.

Building upon the foundation of the liberal arts studies program’s common structure, the focal point of each individual’s program is the major. This is a selected program of study which provides a focus and concentration of energies in a disciplined investigation that achieves a depth of understanding or skill in that program. Much of higher education uses the term “major” to signify only a discipline as it is represented in an academic department. Ottawa’s academic divisions do indeed support focused study areas, but majors at OU are not restricted to a single division. The student and faculty advisor explore the options that are most valuable for the student’s educational goals. The major that is ultimately chosen may lead toward a vocational outcome, a professional area for further study after graduation, or a coherent focus that enables the liberal arts graduate to cope with a challenging world.

The remaining third of formal study consists of elective courses chosen by the student to meet his/her personal objectives. A strong elective program will provide the student’s education with the kind of diversity that affords new perspectives and encourages new enthusiasms. It will allow the student to sample new ideas, disciplines, and faculty. Further, at Ottawa, the student is encouraged to give some design and coherence to his/her elective choices rather than allow them to be simply a random collection of courses. In particular, it is hoped that a student’s elective program will strengthen his/her capacities to survive and thrive in a complex world as a person of integrity, breadth, and wisdom.

**Courses of Study**

In its academic organization, Ottawa University has grouped its disciplines into four divisions: the division of the Arts and Humanities, the division of the Natural and Computational Sciences, the division of Professional Education, and the division of the Social and Behavioral Sciences. Each of these divisions represents one of the major domains of knowledge and inquiry, and together they form a comprehensive and unified view of the world. The divisions form centers for the planning and sponsorship of academic programs and provide organizational support for the development of interdisciplinary study. In addition, the divisions contribute significantly to the general education program; sponsor courses, independent studies, seminars, retreats, and workshops; give support and direction to academic and career planning; and provide a context for an ongoing interchange among faculty and those students whose educational and vocational goals fall within the division’s areas of concern.

As the primary unit of academic organization, the division is responsible for the development and support of the University’s various major programs. Rather than being simply a collection of miscellaneous courses, the major at Ottawa University is intended to bring focus, integration, and depth to a student’s course of study. While many of the majors offered at the University are directly related to particular departments within a division, the University has also discovered that there are significant and legitimate major programs that cross traditional departmental lines. Ottawa University seeks to accommodate both of these kinds of majors, and thus, in addition to the program majors (which may require some courses outside the program in question) also offers a limited number of interdisciplinary majors as well as providing students with the option of an individualized major.

In the following pages the majors available at Ottawa University and the courses that comprise them are described in some detail. Academic majors are listed in alphabetical order within divisions. These are followed by a description of the interdisciplinary majors available, the individualized major, and a number of other program possibilities.
ACCOUNTING

Accounting is a specialized professional field that in its full scope goes beyond the usual bounds of a liberal arts curriculum. Accounting is often called the "language of business" because its conceptual framework involves a communicative process used to describe the economic events of any entity. Practicing accountants have a fiduciary responsibility to measure and objectively report the entity's economic events to a multitude of financial decision makers. The study of accounting promotes skills in problem solving, making decisions, analyzing systems, and planning. Accounting provides support to many other disciplines and is especially useful to those interested in the study of law, organizational administration, and computer information systems.

The accounting major includes introductory and intermediate course work in both financial and managerial accounting. Supplemental work includes courses in federal income taxes, finance, and auditing as well as courses in economics, computers, information systems, and management theory. An internship giving the student practical experience in the field of accounting is highly recommended as a capstone for the accounting major.

Successful accounting graduates have a number of career options open to them. Almost any organization a person might select will have need of persons with an understanding of accounting systems, though some systems may be more specialized than others. Three important vocational areas of accounting are private industry, governmental agencies, and public practice as a Certified Public Accountant.

Required Major Courses:

ACC 20364 Accounting for Business Operations
ACC 20464 Accounting for Financing and Investing Activities
ACC 33164 Intermediate Accounting I
ACC 36264 Federal Income Tax
ACC 44163 Auditing
ACC 49061 Senior Integrative Seminar
OAD 30163 Business Law

plus one of the following:

ACC 31063 Cost Accounting
ACC 33264 Intermediate Accounting II
OAD 40064 Financial Administration

Required Supporting Courses:

ECO 20163 Macroeconomics
ECO 20263 Microeconomics
MAT 10643 College Algebra
MAT 32044 Statistics

OAD 30563 Management
PSC 13354 American Government

Recommended Courses:

CIS 20043 Database Systems
CIS 38043 Systems Analysis
CIS 48043 Management Information Systems
ECO 30363 Money and Banking
ECO 31563 Quantitative Business
ECO 40863 International Business
ENG 23723 Intermediate Writing
ENG 31023 Advanced Expository Writing
HIS 30353 World Geography
MAT 21044 Calculus I
OAD 31863 Marketing
PSY 12053 Principles of Psychology
PHL 21723 Introduction to Logic
PSY 32153 Social Psychology
SOC 10453 Introduction to Sociology
SPH 11023 Speech Preparation and Delivery

Courses Offered:

ACC 20364 Accounting for Business Operations An introduction to the operating activities of a business. Emphasis is on how the income statement is used to plan and evaluate the operations of an entity. 4 hrs.

ACC 20464 Accounting for Financing and Investing Activities An extension of Accounting for Business Operations, into the planning and evaluation of acquiring, disposing and financing the assets of the entity. Time value of money is introduced. Emphasis on the interpretation and use of the balance sheet and the statement of cash flows. Prerequisite: ACC 20364 Accounting for Business Operations. 4 hrs.

ACC 31063 Cost Accounting Study of accounting for use by management in planning and control. Product costing techniques, comprehensive budgeting procedures, inventory planning and control, cost analysis and control. Prerequisites: ACC 20464 Accounting for Investing and Financing Activities, MAT 32044 Statistics. 3 hrs.

ACC 33164 Intermediate Accounting I Transition course from introductory level accounting. In-depth study and evaluation of financial accounting theory, concepts, and analysis. Correlation with FASB statements and APB opinions and statements. Prerequisite: ACC 20464 Accounting for Financing and Investing Activities. 4 hrs.

— Continued on next page

ACC 36264 Federal Income Tax Basic U.S. federal tax law as it relates to an individual’s income. Procedures, reports, and requirements of U.S. federal income tax law for individuals and the types of income and deductions they generally have. An introduction to partnership and corporation income tax law and procedures. Prerequisite: PSC 13354 American Government. 4 hrs.


ACC 49061 Senior Integrative Seminar Case study approach designed to integrate knowledge into the comprehensive examination for senior accounting majors. Prerequisite: permission of the instructor. 1 hr.
The enjoyment of experiencing the visual arts should be important to any person seeking to be fully educated. Art can be studied for its therapeutic, historical, expressive, and/or commercial values. Study in these areas should help students understand the process and product called art and its effect on our culture.

The study of art also provides opportunities to nourish talents or to explore the arts as a means of communication. Electives in studio art provide individualized studies exploring a number of different media and techniques, connecting them to other fields of study including history, anthropology and psychology.

The department of art at Ottawa University seeks to meet the needs of several kinds of students: those whose educational and career interests lead them to major in the area, those who seek to teach art, and those who simply seek to explore a new interest.

**Drawing/Painting/Design Emphasis**

**Required Major Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 13023</td>
<td>Art Fundamentals</td>
</tr>
<tr>
<td>ART 20623</td>
<td>Art History I</td>
</tr>
<tr>
<td>ART 20723</td>
<td>Art History II</td>
</tr>
<tr>
<td>ART 22023</td>
<td>Drawing and Composition I</td>
</tr>
<tr>
<td>ART 23023</td>
<td>Design I</td>
</tr>
<tr>
<td>ART 23423</td>
<td>Graphic Art</td>
</tr>
<tr>
<td>ART 23523</td>
<td>Painting I</td>
</tr>
<tr>
<td>ART 32023</td>
<td>Drawing and Composition II</td>
</tr>
<tr>
<td>ART 33023</td>
<td>Design II</td>
</tr>
<tr>
<td>ART 33523</td>
<td>Painting II</td>
</tr>
<tr>
<td>ART 49024</td>
<td>Art Comprehensive</td>
</tr>
</tbody>
</table>

and 7 - 12 hours of independent study in advanced studio courses and/or internship.

**Recommended Courses:** All Applied Art classes and courses in writing, theatre, music, and computer information systems.

**Sculpture/Crafts/Design Emphasis**

**Required Major Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 13023</td>
<td>Art Fundamentals</td>
</tr>
<tr>
<td>ART 20623</td>
<td>Art History I</td>
</tr>
<tr>
<td>ART 20723</td>
<td>Art History II</td>
</tr>
<tr>
<td>ART 22023</td>
<td>Drawing and Composition I</td>
</tr>
<tr>
<td>ART 23023</td>
<td>Design I</td>
</tr>
<tr>
<td>ART 23523</td>
<td>Painting I</td>
</tr>
<tr>
<td>ART 23723</td>
<td>Ceramics I</td>
</tr>
<tr>
<td>ART 32023</td>
<td>Drawing and Composition II</td>
</tr>
</tbody>
</table>

**ART 13023 Art Fundamentals** An introduction to the visual arts. Through careful observation, discussion and analysis students interpret significant works of art. A prerequisite to all upper level art classes. 3 hrs.

— Continued on next page
ART 20222 Elementary Art Methods Various methods of teaching art to elementary students. Future teachers learn to plan, organize, manage and facilitate art activities. Prerequisite: ART 13023 Art Fundamentals. 2 hrs.

ART 20623 Art History I (Art in the Western World) A survey of the visual arts from the Paleolithic Era through the European Proto-Renaissance. Students practice formalist and contextualist analysis by interpreting visual art from personal, historic as well as cultural/global perspectives. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 20723 Art History II (Contemporary Art History) A survey of the visual arts from the European Renaissance to the Post-Modern Era. Students practice various forms of analysis by interpreting theories, schools, styles and also Modernist and Post-Modern approaches. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 22023 Drawing and Composition I An intermediate level drawing course. Previous drawing, sketching experience is recommended. Drawing by observation and intuition, expressing with a variety of media and studying composition all help in preparing a drawing portfolio. Prerequisite: ART 13023 Art Fundamentals as well as other drawing experiences. 3 hrs.

ART 23023 Design I The application of basic design concepts such as line, shape, and color acted on by principles such as harmony and contrast. Knowledge of psychology/perception, mechanical drawing, commercial art is helpful. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 23423 Graphic Art An intermediate level commercial art course. Basic printmaking techniques are studied and applied. Students prepare art work for reproduction, design logos, create symbols, adapt art for commercial use as well as develop computer aided designs. Prerequisite: ART 12303 Art Fundamentals and previous commercial art experience or ART 23023 Design I. 3 hrs.

ART 23523 Painting I An intermediate level painting course. Painting techniques using traditional media, such as watercolor, oil, tempera and acrylic are taught. Development of students’ ability to express ideas, painting skills, studio discipline and understanding of historic styles. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 23723 Ceramics I An introduction to working with clay. Both wheel thrown and hand-building techniques are practiced. Students use pottery wheels and a variety of hand tools to make vessels and sculpture. Introduction to glazing and firing techniques. Prerequisite: ART 13023 Art Fundamentals. 3 hrs.

ART 32023 Drawing and Composition II An advanced level drawing course that focuses on drawing to express particular ideas and emotions, working toward a style, relating one’s work to other artists, exhibiting work and preparing a portfolio. Prerequisite: ART 22023 Drawing and Composition I. 3 hrs.

ART 33023 Design II The study of 3D design concepts. Form and space are created and acted on by using a variety of media such as paper, wood and clay to produce three dimensional designs. Spans industrial and environmental design to sculpture in the fine arts tradition. Prerequisite: ART 23023 Design I. 3 hrs.

ART 33523 Painting II An advanced painting/studio course in which students with previous art and painting experience are encouraged to work in less traditional and more personal ways. Focus on studio maintenance, individual/stylistic and artistic growth, exhibition of works and ability to critique. Prerequisite: ART 23523 Painting I. 3 hrs.

ART 33723 Ceramics II An intermediate level studio pottery course. Students, with previous experience in throwing or manipulating clay, maintain studio space, produce works as part of a series or sequence, and learn a variety of glazing and firing techniques. Prerequisite: ART 23723 Ceramics I. 3 hrs.

ART 49024 Art Comprehensive Preparation of a portfolio(s) and/or exhibition of senior art students’ works. Students complete major works of art that represent their particular focus in art. Secondary Art Methods and Studio Arts majors prepare a resource file and lesson plans, as well as exemplars for teaching art. Prerequisite: Students must have all other studio courses completed before registering for this course. 4 hrs.
The major program in biology focuses upon the study of living organisms and their interaction. The curriculum seeks to make the student aware, through lecture and laboratory experiences, of the structure, function, and development of life as manifested on the cellular, organismic, and population levels. This major, with related science courses, provides one with the skills needed for success in science. In addition to ample laboratory space, a natural preserve study area and a greenhouse are also facilities open to biology students.

Students whose career goals include such areas as the health profession, teaching, or basic research will find that an undergraduate major in biology is an ideal preparation. Biology majors should note that a number of pre-professional programs, as well as programs in certification, will include many of the courses noted below. Thus, vocational opportunities and possibilities should be explored thoroughly with the faculty advisor as a student proceeds through the curriculum.

**Required Major Courses:** A minimum of 32 hours in Biology which must include:

- BIO 10043 Principles of Biology
- BIO 10042 Principles of Biology Lab
- BIO 20043 Organismic Biology
- BIO 20042 Organismic Biology Lab
- BIO 20343 Human Anatomy and Physiology
- BIO 20342 Human Anatomy and Physiology Lab
- BIO 30243 Microbiology
- BIO 30241 Microbiology Lab
- BIO 30643 Environmental Biology
- or 31143 Field Ecology
- BIO 40343 Vertebrate Structure and Development
- BIO 49041 Senior Integrative Survey

Other courses in the department will be required to reach the minimum of 32 hours in biology. Elective courses may depend upon the academic and career goals of the student. A maximum of 40 hours of biology coursework can count toward graduation.

**Teacher Certification Emphasis:** See Teacher Education Handbook and Biology advisor for Professional Education requirements.

**Courses Offered:**

- **BIO 10043 Principles of Biology** An introductory course concerned with the major biological processes occurring in animals and plants and the basic concepts underlying the field of biology. Three 1-hour lectures per week.

Corequisite: BIO 10042 Principles of Biology Lab. 3 hrs.

- **BIO 10042 Principles of Biology Lab** Two 3-hour labs per week. Corequisite: BIO 10043 Principles of Biology lecture. 2 hrs.

- **BIO 20043 Organismic Biology** An integrated study of the structure and function of plants and animals with special attention paid to the phylogenetic origins and relationships of taxonomic groups. Three 1-hour lectures per week. Prerequisite: BIO 10043 Principles of Biology. Corequisite: BIO 20042 Organismic Biology Lab. 3 hrs

- **BIO 20042 Organismic Biology Lab** Corequisite: BIO 20043 Organismic Biology. 2 hrs.

- **BIO 20343 Human Anatomy and Physiology** Function and anatomy of each system of the human body, including immunology. Laboratory designed to verify and supplement the lecture material. Three 1-hour lectures per week. Prerequisite: BIO 10043 Principles of Biology or its equivalent. Corequisite: BIO 20342 Human Anatomy and Physiology Lab. 3 hrs.

- **BIO 20342 Human Anatomy and Physiology Lab** Two 2-hour labs per week. Corequisite: BIO 20343 Human Anatomy and Physiology lecture. 2 hrs.

- **BIO 21443 Introduction to Nutrition** A study of the fundamental principles of nutrition. The nutritional requirements of the human are discussed for the major segments of the life span. Interrelationship of various nutrients is also discussed. Prerequisite: BIO 10043 Principles of Biology or CHE 10044 Concepts of Chemistry or equivalent. 3 hrs.

- **BIO 30243 Microbiology** An introduction to microbiology with an emphasis on the bacteria. Topics include prokaryote cell structure, metabolism, and growth; medically-significant bacteria, including epidemiology, pathogenicity, and control; and ecological/industrial roles of bacteria. Laboratory emphasizes skills in collection, culture, and identification of bacteria using common staining methods and culture media. Three 1-hour lectures per week. Prerequisite: BIO 10043 Principles of Biology and at least sophomore standing. Corequisite: BIO 30242 Microbiology Lab. 3 hrs.

- **BIO 30242 Microbiology Lab** Two 2-hr. labs per week. Corequisite: BIO 30243 Microbiology lecture. 2 hrs.

- **BIO 30643 Environmental Biology** The examination of the relationship between the human population and its environment. Topics include population growth, the use and misuse of essential natural resources, and pollution. The interactions of these environmental aspects of human ecology with social, economic, and political systems are explored. Prerequisite: at least sophomore standing. 3 hrs.

— Continued on next page
**BIO 31143 Field Ecology** An introduction to the relationships between organisms and their environment, including the role of natural selection, population and community ecology, and ecosystem-level processes. Emphasizes both simulation and experimentation in the testing of ecological hypotheses, and the use of microcomputers as a tool in data collection, analysis, and presentation. Lab is integrated with the lecture. Field trips to the O.U. Natural History Reservation and other local sites required. Prerequisite: BIO 20043 Organismic Biology. 3 hrs.

**BIO 31243 Genetics and Society** A nonlaboratory course covering both classical and modern genetics and discussion of selected readings on contemporary genetic issues. Prerequisite: BIO 10043 Principles of Biology. 3 hrs.

**BIO 32043 Immunology** A general introduction to the study of immunology with emphasis on the medical aspects. Course highlights adaptive and innate immunity, cells and processes of the immune system, antigen/antibody relationships, complement types of immunity, autoimmunity, transplant rejection, regulation of the immune response, and serology. Prerequisite: BIO 30243 Microbiology. 3 hrs.

**BIO 40143 Biochemistry** An introduction to the structure of biomolecules. Protein, carbohydrates, lipid structure, and metabolism are studied, as are enzyme kinetics, photosynthesis and protein synthesis. Prerequisites: BIO 10043 Principles of Biology, CHE 23043 Organic Chemistry I. 3 hrs.

**BIO 40343 Vertebrate Structure and Development** An integrated course in vertebrate embryology and comparative anatomy. Presentation includes lectures on and discussion of gametogenesis, fertilization, germ layer development, organogenesis, fetal/maternal relationships, and the adult anatomy with emphasis on phylogenetic relationships among the vertebrate groups. Lab is integrated with the lecture. Prerequisite: BIO 20043 Organismic Biology. 3 hrs.

**BIO 42543 Animal Behavior** An introduction to the biological basis of animal behavior with emphasis on the adaptive significance of behavioral phenomena. Specific topics include the genetic basis of behavior, perceptual and effectual systems, ethology, neurophysiology, learning, animal communication, sexual behavior, and the social systems. Prerequisites: BIO 20043 Organismic Biology and permission of the instructor. 3 hrs.

**BIO 49041 Senior Integrative Survey** An integrative study and review of the major concepts and principles of biology. Required of all majors. Prerequisites: Senior standing and permission of the department. 1 hr.
The major in Business Administration (OAD Organization Administration) is designed to provide basic concepts, principles, and information in the broad field of management studies. It provides an opportunity to develop skills of analysis and problem solving.

Students will find support here for a variety of management-related careers ranging from direct supervision of others for task achievement to staff functions of planning and control. The major is designed to be useful to private and public organizations, to profit and non-profit organizations. Through special projects in major courses and through internships, students may focus on a particular type of organization.

**Required Major Courses:** 26 hours from the following courses:

OAD 30563 Management
OAD 31063 Business Law
OAD 31863 Marketing
OAD 32563 Human Resources Administration
OAD 40064 Financial Administration
OAD 42564 Strategies and Policies

plus two of the following:

OAD 40363 Advertising Strategies
OAD 40563 Public Relations
ECO 30363 Money and Banking
ECO 31563 Quantitative Business Analysis
ECO 40863 International Business

**Required Supporting Courses:**

ACC 20364 Accounting for Business Operations
ACC 20464 Accounting for Financing and Investing Activities
ECO 20163 Macroeconomics
ECO 20263 Microeconomics
PSY 12053 Principles of Psychology
MAT 10643 College Algebra
MAT 32044 Statistics

**Recommended Courses:**

CIS Any programming language
ECO 21663 Investments
ENG 23723 Intermediate Writing

or

ENG 31023 Advanced Expository Writing
PSY 32153 Social Psychology
PSC 13354 American Government
SPH 11023 Speech Preparation and Delivery
SOC 10453 Introduction to Sociology

**Courses Offered:**

OAD 30563 Management Process for managing organizations including planning, organizing, leading, and evaluating. Examination of the administrative role in organizations and concepts relevant to its function. Historical development of administrative thought. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

OAD 31063 Business Law Introduction to the American legal system. Selected areas of substantive law such as contracts, commercial paper, sales, agency, property. Prerequisites: ACC 20364 Accounting for Business Operations and ECO 20163 Macroeconomics. 3 hrs.

OAD 31863 Marketing Analysis of consumer behavior and configuration of target market. Management of organization activities designed to satisfy target market planning, pricing, promotion and distribution of the product or service. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

OAD 32563 Human Resources Administration Processes in the management of the personnel function including task specialization, selection and placement, development and training, collective bargaining, appraisal, and compensation. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

OAD 40064 Financial Administration Financing of the organization from the administrative viewpoint. Consideration of internal financial management as well as external financing and capital structures. Prerequisites: ACC 20364 Accounting for Business Operations, and ACC 20464 Accounting For Financing and Investing Activities. 4 hrs.

OAD 40363 Advertising Strategies The study of advertising from a managerial viewpoint. Major areas of study include administration, advertising research, agency relationships, media selection, budget regulation, and campaign planning. Prerequisite: OAD 31863 Marketing. 3 hrs.

OAD 40563 Public Relations A survey of public relations, including goal setting, attitude and opinion research, planning, implementation, evaluation and change. Communication theory as an integral part of the public relations process. Prerequisite: Permission of the instructor and OAD 31863 Marketing. 3 hrs.

OAD 42564 Strategies and Policies Integration of the numerous theory courses in all phases of business management. Exploration of the roles and responsibilities of the top manager in any business enterprise. Prerequisites: ACC 20364 Accounting for Business Operations, OAD 30563 Management, OAD 31863 Marketing and OAD 32563 Human Resources Administration. Permission of instructor. OAD 40064 Financial Administration strongly recommended. 4 hrs.
Through cooperation with other departments in the college, OU provides a wide range of career opportunities for students interested in chemistry. For instance, students can combine chemistry and biology electives and proceed on to varied careers in health care and environmental science. Persons interested in continuing into research or graduate school in chemistry will need to begin their studies early and include as many science and related fields as possible as they pursue their goals. Other students can tailor programs to meet their individual interests through the use of elective courses.

**Graduate School Emphasis**

**Required Major Courses:** At least 39 hours of chemistry which must include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 12044</td>
<td>General Chemistry I and Lab</td>
</tr>
<tr>
<td>CHE 12144</td>
<td>General Chemistry II and Lab</td>
</tr>
<tr>
<td>CHE 23043</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CHE 23041</td>
<td>Organic Chemistry I Lab</td>
</tr>
<tr>
<td>CHE 23143</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>CHE 23141</td>
<td>Organic Chemistry II Lab</td>
</tr>
<tr>
<td>CHE 33043</td>
<td>Chemical Analysis</td>
</tr>
<tr>
<td>CHE 42243</td>
<td>Physical Chemistry I</td>
</tr>
<tr>
<td>CHE 42343</td>
<td>Physical Chemistry II</td>
</tr>
<tr>
<td>CHE 43043</td>
<td>Instrumental Analysis</td>
</tr>
<tr>
<td>CHE 43041</td>
<td>Instrumental Analysis Lab</td>
</tr>
<tr>
<td>CHE 49041</td>
<td>Senior Integrative Survey</td>
</tr>
</tbody>
</table>

and 6 hours of Independent Study in Chemistry.

(If a biological emphasis, substitute BIO 40143 Biochemistry for CHE 43043 Instrumental Analysis.)

**Required Supporting Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 12043</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>MAT 21044</td>
<td>Calculus I</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MAT 21144</td>
<td>Calculus II</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MAT 31044</td>
<td>Multivariable Calculus</td>
</tr>
<tr>
<td>MAT 32044</td>
<td>Statistics</td>
</tr>
<tr>
<td>PHY 22043</td>
<td>College Physics I</td>
</tr>
<tr>
<td>PHY 22041</td>
<td>College Physics I Lab</td>
</tr>
<tr>
<td>PHY 22143</td>
<td>College Physics II</td>
</tr>
<tr>
<td>PHY 22141</td>
<td>College Physics II Lab</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>PHY 24743</td>
<td>University Physics I</td>
</tr>
<tr>
<td>PHY 24741</td>
<td>University Physics I Lab</td>
</tr>
<tr>
<td>PHY 24843</td>
<td>University Physics II</td>
</tr>
<tr>
<td>PHY 24841</td>
<td>University Physics II Lab</td>
</tr>
</tbody>
</table>

**Industrial Emphasis**

**Required Major Courses:** At least 30 hours in chemistry which must include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 12044</td>
<td>General Chemistry I and Lab</td>
</tr>
<tr>
<td>CHE 12144</td>
<td>General Chemistry II and Lab</td>
</tr>
<tr>
<td>CHE 23043</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CHE 23041</td>
<td>Organic Chemistry I Lab</td>
</tr>
<tr>
<td>CHE 23143</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>CHE 23141</td>
<td>Organic Chemistry II Lab</td>
</tr>
<tr>
<td>CHE 33043</td>
<td>Chemical Analysis</td>
</tr>
<tr>
<td>CHE 33041</td>
<td>Chemical Analysis Lab</td>
</tr>
<tr>
<td>CHE 42243</td>
<td>Physical Chemistry I</td>
</tr>
<tr>
<td>CHE 42343</td>
<td>Physical Chemistry II</td>
</tr>
<tr>
<td>CHE 43043</td>
<td>Instrumental Analysis</td>
</tr>
<tr>
<td>CHE 43041</td>
<td>Instrumental Analysis Lab</td>
</tr>
<tr>
<td>CHE 49041</td>
<td>Senior Integrative Survey</td>
</tr>
</tbody>
</table>

and 6 hours of independent study in industrial chemistry.

**Required Supporting Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 21044</td>
<td>Calculus I</td>
</tr>
</tbody>
</table>

—Continued on next page
<table>
<thead>
<tr>
<th>Recommended Courses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 10043</td>
<td>Principles of Biology</td>
</tr>
<tr>
<td>BIO 10042</td>
<td>Principles of Biology Lab</td>
</tr>
<tr>
<td>BIO 20043</td>
<td>Organismic Biology</td>
</tr>
<tr>
<td>BIO 20042</td>
<td>Organismic Biology Lab</td>
</tr>
<tr>
<td>MAT 21144</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MAT 31044</td>
<td>Multivariable Calculus</td>
</tr>
</tbody>
</table>

**Courses Offered:**


**CHE 12044 General Chemistry I and Lab** Beginning course for science-related majors. Fundamental laws, electronic structure and bonding. Mole concept and stoichiometry. Periodicity, states of matter. Acid-base chemistry. Thermodynamics. Laboratory: Use of analytical balance, physical and chemical changes, making inferences from observations, development of reasoning from data, titration, illustration of basic laws, gases, colligative properties, basic laboratory skills, separation techniques. Prerequisites: High school chemistry and algebra or permission of the instructor. 4 hrs.

**CHE 12144 General Chemistry II and Lab** Continuation of CHE 14204 General Chemistry I. Kinetics, equilibria, electrochemistry, nuclear chemistry, selected nonmetals. Laboratory: Development of techniques, equilibrium, electrochemistry, descriptive chemistry, nuclear chemistry. Prerequisite: CHE 12044 General Chemistry I and Lab. 4 hrs.

**CHE 23043 Organic Chemistry I** Structure, properties and reactions of organic molecules. Includes optical isomerism, spectral properties of organic compounds and reaction mechanisms. Prerequisite: CHE 12144 General Chemistry II and Lab or its equivalent. Corequisite: CHE 23041 Organic Chemistry I Lab. 3 hrs.

**CHE 23041 Organic Chemistry I Laboratory** Laboratory course required for students who are enrolled in CHE 23043. One 3-hour laboratory per week. Laboratory: Techniques of organic chemistry-extraction, thin layer chromatography, reflux, melting points, and distillation as they apply to isolation and synthesis on organic compounds. Use of vapor phase chromatography, and ultraviolet and infrared spectrophotometry. Corequisite: CHE 23043 Organic Chemistry I. 1 hr.


**CHE 23141 Organic Chemistry II Laboratory** One 3-hour laboratory per week. Includes infrared analysis, classical synthesis, kinetics, natural product isolation, repetition of techniques from CHE 23041. Organic qualitative analysis. Corequisite: CHE 23143 Organic Chemistry II. 1 hr.

**CHE 33043 Chemical Analysis** Review of equilibria, pH and stoichiometry. Statistical treatment of data, precipitation analysis, titration, spectrometry, potentiometry, and electrochemistry. Prerequisite: CHE 23143 Organic Chemistry II or permission of instructor. Corequisite: CHE 3443041 Chemical Analysis Lab. 3 hrs.

**CHE 33041 Chemical Analysis Laboratory** Volumetric, gravimetric, spectrophotometric, and electrochemical techniques used in analysis. Corequisite: CHE 33043 Chemical Analysis. 1 hr.

**CHE 42243 Physical Chemistry I** Discussion of gas, crystalline and liquid states, solutions, thermodynamics, electrochemistry and equilibria. No laboratory included. Prerequisites: MAT 32044 Statistics, PHY 24843 University Physics II, CHE 33043 Chemical Analysis. 3 hrs.

**CHE 42343 Physical Chemistry II** A continuation of Physical Chemistry I. Includes topics in atomic structure, molecular structure, spectroscopy, quantum theory, photochemistry. No laboratory included. Prerequisites: CHE 42243 Physical Chemistry I. 3 hrs.

**CHE 43043 Instrumental Analysis** Includes the electrochemical methods: potentiometry, coulometry, and polarography. Optical methods including visible, ultraviolet and infrared spectrophotometry plus flame and emission spectroscopy. Separation methods including vapor phase and liquid chromatography. Prerequisite: CHE 33043 Chemical Analysis. Corequisite: CHE 443041 Instrumental Analysis Lab. 3 hrs.

**CHE 43041 Instrumental Analysis Laboratory** Use of infrared, ultraviolet, and visible spectrophotometers, polarograph, amperometer, and vapor phase chromatography. Two laboratories weekly. Corequisite: CHE 43043 Instrumental Analysis. 1 hr.

**CHE 49041 Senior Integrative Survey** Enables students to integrate knowledge and skills in major chemistry courses. Introduces student to professional aspects of his/her future vocation. Required of all chemistry majors. Prerequisite: Senior standing or permission from department. 1 hr.
The major in Computer Information Systems is designed to prepare the student for today’s complex information environment. Courses stress management techniques and technological skills. Graduates of the program will be prepared to assume roles in the business community or to seek advanced educational opportunities. The program is designed to be compatible with many other programs. The major has two possible emphases. The Business Systems emphasis is designed to prepare students for technical positions as programmers and/or analyst to support the needs of business organizations. The Management Information Systems emphasis is designed to prepare students to assume management-oriented positions within information systems departments of business organizations.

**Courses Offered:**

**CIS 12043 Introduction to Computers** Introduction to Windows-based software, including word processing, spreadsheets, and databases with inclusion of graphic images. An overview of operating systems and graphical user interface. 3 hrs

**CIS 14043 BASIC** Fundamental concepts of the programming language BASIC. Topics include I/O techniques, control structures, arrays, subprograms and structured programming methodology. Prerequisite: one course from CIS 12043 Introduction to Computers or equivalent. 3 hrs.

**CIS 15043 Introduction to Programming with PASCAL** An introductory course in program design and development. Topics include I/O techniques, control structures, data types, arrays, sub-programs and structured programming methodology. Applications are developed to solve problems frequently encountered in business organizations. Prerequisite: CIS 12043 Introduction to Computers. 3 hrs.

**CIS 20043 Database Systems** Basic concepts of database systems. Topics include survey of database models, file processing, SQL, database design, normalization, and database administration. The use of DBMS to support information needs of a business organization. Prerequisites: CIS 12043 Introduction to Computers or equivalent experience. 3 hrs.

**CIS 25043 Business Programming with COBOL** Students learn to solve business-oriented problems using structured programming concepts. Topics include I/O techniques, sequential and VSAM file structures, and general rules of the COBOL language. Students develop appropriate computer programs and analyze the results from the viewpoint of the computer manager. Prerequisite: CIS 15043 Introduction to Programming with PASCAL. 3 hrs.

**CIS 30043 Advanced Database Systems** The design and development of large-scale database applications on a scale appropriate to the needs of business organizations. Group projects required. Prerequisite: CIS 20043 Database Systems. 3 hrs.

**CIS 34243 Systems Programming** Introduction to systems programming using C and Assembly languages. Topics include machine organization, instruction set, addressing, data types, control structures and data structures. System tools are developed using C and Assembly Language. Prerequisite: CIS 15043 Introduction to Programming with PASCAL. 3 hrs.

**Required Major Courses:**

- CIS 15043 Introduction to Programming with PASCAL
- CIS 20043 Database Systems
- CIS 34243 Systems Programming
- CIS 38043 Systems Analysis
- CIS 48043 Management Information Systems

Select three of the following:

- CIS 25043 Business Programming with COBOL
- CIS 30043 Advanced Database Systems
- CIS 37043 Operating Systems
- CIS 42143 Data Communications
- CIS 45543 Topics in CIS

**Required Supporting Courses:**

- ACC 20364 Accounting for Business Operations
- ACC 20464 Accounting for Financing and Investing Activities
- MAT10643 College Algebra
- MAT32044 Statistics
- OAD 30563 Management

**Teacher Certification Requirements:** See Teacher Education Handbook for Professional Education requirements.

- CIS 12043 Introduction to Computers
- CIS 15043 Intro Programming with PASCAL
- CIS 20043 Database Systems
- CIS 30043 Advanced Database Systems
- CIS 34243 Systems Programming
- CIS 37043 Operating Systems
- CIS 38043 Systems Analysis
- CIS 42143 Data Communications

— Continued on next page
CIS 37043 Operating Systems  A study of microcomputer and minicomputer operating systems. Selected topics include batch processing, concurrent processing, memory management and processor scheduling. Prerequisite: CIS 15043 Introduction to Programming with PASCAL. 3 hrs.

CIS 38043 Systems Analysis  Introduction to the techniques and tools of business computer system development organized around the system development life cycle. Group project required. The use of CASE tools is an integral component of the course. Prerequisites: CIS 20043 Database Systems, CIS 25043 Business Programming with COBOL, OAD 30563 Management. 3 hrs.

CIS 42143 Data Communications  Topics include the ISO model, network topology, physical networks, error control, transmission and multiplexing, local and wide area networks and network security. Prerequisites: CIS 15043 Introduction to Programming with PASCAL, CIS 20043 Database Systems. 3 hrs.

CIS 45543 Topics in Computer Information Systems  Study of new software or software that is not typically offered in regularly scheduled courses. Prerequisite: Consent of instructor. 3 hrs.

CIS 47043 Computer Design and Organization  Introduction to the design and organization of hardware. Topics include data representation, logic circuit design, hardware components and architectural configurations of computer systems. Prerequisite: CIS 37043 Operating Systems. 3 hrs.

CIS 48043 Management Information Systems  Introduction to information systems which support management decision making and problem solving. Topics include information systems management, data processing systems, decision support systems, office automation, expert systems and organizational information systems. Prerequisites: CIS 38043 Systems Analysis and ACC 20364 Accounting for Business Operations. 3 hrs.
COMMUNICATION

The study of communication prepares students for a variety of professions including broadcasting, corporate communication, marketing, public relations, sales and telecommunications. Students may select an area of concentration from two distinct emphasis sequences: Broadcast or Business.

The Broadcast Communication emphasis includes the study of both theory and practical application in areas such as electronic journalism, audio production, broadcast station management, media law and regulation. KTJO-FM, the campus student-managed and operated radio station, serves as the educational laboratory for the emphasis.

The Business Communication emphasis incorporates study from three disciplines: Business administration, broadcast communication and speech communication. The curriculum provides the student with a balance of conceptual and practical experiences in the various areas of communication practiced in business and industry.

Broadcasting Communication Emphasis

Required Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 10063</td>
<td>Survey of Mass Communications</td>
</tr>
<tr>
<td>COM 21163</td>
<td>Broadcast Journalism</td>
</tr>
<tr>
<td>COM 22263</td>
<td>Broadcast Performance</td>
</tr>
<tr>
<td>COM 31063</td>
<td>Broadcast Copy Writing</td>
</tr>
<tr>
<td>COM 31263</td>
<td>Radio Practicum</td>
</tr>
<tr>
<td>COM 40363</td>
<td>Radio Station Operations</td>
</tr>
<tr>
<td>COM 49063</td>
<td>Senior Seminar in Media Issues</td>
</tr>
</tbody>
</table>

Required Supporting Courses: At least 12 semester hours of work from other disciplines which reflect and reinforce the student's academic and career interests and goals. Courses are selected by the student with the guidance and approval of the advisor. Select from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 20364</td>
<td>Accounting for Business Operations</td>
</tr>
<tr>
<td>COM 12163</td>
<td>Intro to Print Journalism I</td>
</tr>
<tr>
<td>COM 30163</td>
<td>Interpersonal and Small Group Communications</td>
</tr>
<tr>
<td>COM 31263</td>
<td>Radio Practicum</td>
</tr>
<tr>
<td>COM 4106</td>
<td>Internship in Communication</td>
</tr>
<tr>
<td>CIS 12043</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>ECO 20163</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ECO 20263</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ENG 23723</td>
<td>Intermediate Writing</td>
</tr>
<tr>
<td>ENG 31023</td>
<td>Advanced Expository Writing</td>
</tr>
<tr>
<td>OAD 32563</td>
<td>Human Resources Administration</td>
</tr>
<tr>
<td>PSC 13354</td>
<td>American Government</td>
</tr>
<tr>
<td>PSY 12053</td>
<td>Principles of Psychology</td>
</tr>
<tr>
<td>SOC 10453</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>UNV 20311</td>
<td>Newspaper Production</td>
</tr>
<tr>
<td>UNV 20411</td>
<td>Yearbook Production</td>
</tr>
</tbody>
</table>

Business Communication Emphasis

Required Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 10063</td>
<td>Survey of Mass Communications</td>
</tr>
<tr>
<td>COM 30163</td>
<td>Interpersonal and Small Group Communication</td>
</tr>
<tr>
<td>COM 40363</td>
<td>Radio Station Operations</td>
</tr>
<tr>
<td>ENG 23723</td>
<td>Intermediate Writing</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 31023</td>
<td>Advanced Expository Writing</td>
</tr>
</tbody>
</table>

Required Supporting Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 20364</td>
<td>Accounting for Business Operations</td>
</tr>
<tr>
<td>COM 12163</td>
<td>Introduction to Print Journalism I</td>
</tr>
<tr>
<td>COM 31063</td>
<td>Broadcast Copy Writing</td>
</tr>
<tr>
<td>COM 31263</td>
<td>Radio Practicum</td>
</tr>
<tr>
<td>COM 4106</td>
<td>Internship in Communication</td>
</tr>
<tr>
<td>CIS 12043</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>ECO 20163</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ECO 20263</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ENG 23723</td>
<td>Intermediate Writing</td>
</tr>
<tr>
<td>ENG 31023</td>
<td>Advanced Expository Writing</td>
</tr>
<tr>
<td>OAD 32563</td>
<td>Human Resources Administration</td>
</tr>
<tr>
<td>PSC 13354</td>
<td>American Government</td>
</tr>
<tr>
<td>PSY 12053</td>
<td>Principles of Psychology</td>
</tr>
<tr>
<td>SOC 10453</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>UNV 20311</td>
<td>Newspaper Production</td>
</tr>
<tr>
<td>UNV 20411</td>
<td>Yearbook Production</td>
</tr>
</tbody>
</table>

—Continued on next page
Courses Offered:
COM 10063 Survey of Mass Communications A study of the development, organization, and relationships of the print and electronic mass media, and of their impact on the individual and society. 3 hrs.
COM 10662, 10762, 10862, 10962, 11062, 11162, 11262, 11362 Radio Workshop This course is designed to give an opportunity to work with the campus radio station with an “on air” shift in order to learn radio operations. May register up to eight semesters. 2 hrs.
COM 12163 Introduction to Print Journalism I Instruction in basic print news gathering, reporting, and writing techniques. Work on the campus student newspaper and/or yearbook provides a laboratory component. 3 hrs.
COM 21163 Broadcast Journalism Survey of the techniques for effectively gathering, writing, and reporting news for the electronic media. Includes writing and delivery styles, sources, interview techniques, and legal and ethical considerations. Students participate in writing and producing a weekly news magazine program for the campus radio station. 3 hrs.
COM 22163 Introduction to Print Journalism II Continuation of COM 12163, Introduction to Print Journalism I. Instruction in intermediate and advanced news gathering, reporting, and writing techniques, elements of newspaper design and layout. Communication law and ethics. Work on the campus student newspaper and/or yearbook provides laboratory component. 3 hrs.
COM 22263 Broadcast Performance Study of the theory and techniques of effective broadcast announcing including basic on-air news and commercial deliveries. Introduction to control room equipment. Survey of the job market, resumes, cover letters and audition tapes. 3 hrs.
COM 30163 Interpersonal and Small Group Communications Examines the task and social dimensions of interpersonal and small group communication. Topics include the self, attitudes, beliefs, needs and values, verbal and nonverbal communication, gender and cultural communication, establishing and maintaining relationships, group building, decision making, conflict management, leadership, power, and ethics. 3 hrs.
COM 31063 Broadcast Copy Writing Theory and practice of the mechanics and style of writing for the electronic media. Emphasis on methods and strategies of writing commercials, public service announcements, professional material and all other scripted broadcast material except news. 3 hrs.
COM 3126/4126 Radio Practicum In-depth experience as a member of the student executive staff of the campus radio station, or as a staff assistant, or on a directed study basis in a specific area of broadcasting. Prerequisites: COM 10063 Survey of Mass Communications, and permission of the instructor. 3-6 hrs.
COM 31463 Radio Production Introduction to the theory, techniques and equipment in radio production and control and production room operation. 3 hrs.
COM 40363 Radio Station Operations Survey of commercial and noncommercial radio operations with emphasis on organization, management’s role in sales, programming and news, introduction to federal law and regulation, basic equipment and transmission types. Survey of the job market, resumes, cover letters, interview strategies. 3 hrs.
COM 49062 Senior Seminar in Media Issues A survey of current issues in the electronic media culminating in a project or paper fulfilling senior comprehensive examination requirements for the Broadcast Communication emphasis. Prerequisite: Senior classification, completion of or co-registration in COM 40363 Radio Station Operations, and permission of the instructor. 2 hrs.
Courses Offered:

**ECO 20163 Macroeconomics** The inflationary consequences of monetary and fiscal policies designed to eliminate poverty and unemployment, the significance of money and government deficits on the attainment of the goals of high employment and economic growth in a non-inflationary environment, and the international role of the dollar in international trade. 3 hrs.

**ECO 20263 Microeconomics** The role of prices in allocating and developing scarce resources to meet the needs and demands of consumers, the impact of the profit motive on business size and efficiency, the economic power of large-scale business firms, and the interplay of private and public choice through price controls, business regulation, and taxation. Prerequisite: ECO 20163 Macroeconomics. 3 hrs.

**ECO 21663 Investments** Comparison of the return vs. risk of United States Treasury bonds and bills, corporate bonds, common stock, stock options, mutual funds, annuities, life insurance, savings accounts, certificates of deposit, and other money market funds. Analysis of Modern Portfolio Theory, the economic environment and the psychology of market behavior. 3 hrs.

**ECO 30363 Money and Banking** The role of money and banking in U.S. economic development and in international finance. The significance of money, banking history and development, commercial banking operations and structure, central banking and monetary management, alternative international monetary systems, monetary theory and monetary policy. Prerequisite: ECO 20163 Macroeconomics. 3 hrs.

**ECO 31563 Quantitative Business Analysis** An application of economic theory and mathematical and statistical methods of business decision making. Prerequisites: MAT 10643 College Algebra and MAT 32044 Statistics. 3 hrs.

**ECO 40863 International Business** The principal topics of international economics (the balance of payments, exchange rates, free trade, managed trade, protectionism, economic development) are examined from the perspective of the business major. An appreciation of the world economic environment as it impinges on choices and decisions made by managers of all firms, large and small. Prerequisites: ECO 20163 Macroeconomics and ECO 20263 Microeconomics. 3 hrs.
The training of teachers has always been an integral part of the mission of Ottawa University. The University continues to prepare a large percentage of its graduates for careers in education. Ottawa University is accredited by the Kansas State Board of Education. The Education Department plays a coordinating role among all departments of the University for a variety of certification programs including:

**K-9:** Elementary Education

**K-12:** Physical Education

Music

Art

**Middle level:** Consult with the Director of Teacher Education

**Secondary:** Biology

Chemistry

Computer Studies

Drama

English

General Science

Mathematics

American History

World History

Political Science

Psychology

**Required Course Work for Certification**

The *Education Department Handbook* used in the course EDU 10933 Introduction to Teaching contains information regarding the course work required for certification and serves as the official document regarding specific requirements for certification. This book has been distributed to all academic advisors, and all students seeking certification should purchase it from the University Bookstore. Students seeking secondary level certification will have an academic major in a particular discipline (described in the catalog section dealing with that discipline), and should work closely with advisors in both their major field and in the Education Department.

**General Education Requirements**

The State of Kansas requires that each person seeking certification complete a program that includes course work in the area of general education. This work is designed to develop a broad understanding of the characteristics of the disciplines in the arts, humanities, natural sciences, and the social sciences. It is also designed to assist the student in becoming competent in written and oral communication and in the use of mathematical properties, processes and symbols. Some of the general education requirement is met through the satisfactory completion of Ottawa University’s general education courses. The remainder of this requirement is met by completing courses designated by the Education Department.

**Admission to Student Teaching**

In order to student teach a student must have a minimum overall 2.75 GPA, must have a 2.75 GPA in their professional education courses, have no grade lower than a “C” in either their teaching area courses or their professional education courses and must apply and be accepted for the student teaching semester. Students wishing to student teach must also have completed all coursework required for their certification program. Approval for student teaching must be granted by the Director of Teacher Education and the Teacher Education Committee. Student teaching represents the capstone experience for the professional training and comes at the very end of all coursework.

**Certification**

At the end of student teaching, students will complete an application for their teaching license. Students must have fulfilled all requirements of the program and completed successfully their student teaching experience.

*— Continued on next page*
Information concerning grade point averages, PPST scores and scores from the Professional Knowledge section of the NTE are supplied on the application form. This application, with a recommendation from the Certification Officer and accompanied by a small fee paid by the student, is sent to the Kansas State Board of Education in Topeka, Kansas. Teaching licenses are issued by the Kansas State Board of Education. Students who wish to obtain teaching licenses for states other than Kansas should consult with the Director of Teacher Education for information about requirements in those states.

**Pre-Professional Requirements**
- EDU 10933 Introduction to Teaching
- EDU 31133 Psychology of the Exceptional Child
- PSY 32353 Developmental Psychology

**Professional Education Requirements**
Required of all certification candidates. Must have been admitted to the program and have passing PPST scores, or permission of the Director of Teacher Education to enroll in the following:
- EDU 31233 Educational Psychology
- EDU 32333 Schools in a Multicultural Society
- EDU 31333 Elementary Methods and Materials
- or
- EDU 31433 Secondary Methods and Materials

**Student Teaching Semester**
- EDU 40731 Classroom Management Practicum
- EDU 40931 Student Teaching Seminar
- EDU 41037 Student Teaching
- 42037 Student Teaching

**Elementary School Certification Requirements**
- EDU 20833 Childrens Literature
- MAT 11243 Math for Elementary Teachers

Must have been admitted to the program and have passing PPST scores for the following:
- EDU 31733 Reading and Language Arts Methods I
- EDU 31833 Reading and Language Arts Methods II
- EDU 32133 Elementary Math Methods I
- EDU 32233 Elementary Math Methods II
- EDU 31033 Environmental Studies
- EDU 31933 Elementary Reading Practicum
- ART 20222 Elementary Art Methods
- PED 30833 Elementary Physical Education Methods
- MUS 2452 Elementary Music

Please note: a GPA of 3.00 is required for the elementary education coursework. All elementary majors must develop a twenty hour area of emphasis in a discipline outside the Department of Education. This concentration could be in math, language arts, social studies, or science.

**Secondary School Certification Requirements** (additional requirements for secondary level certification along with an academic major in a particular discipline):
- EDU 31632 Reading in the Content Area
- EDU 32332 Specialized Secondary Methods
- EDU 32532 Secondary and Middle School Practicum

**Courses Offered:**
- **EDU 10933 Introduction to Teaching** An investigation of the school and its relationship to society in the past, present, and future which includes historical, sociological, and philosophical perspectives. The roles of teachers, schools, and learners are explored in an off-campus classroom observation component. 3 hrs.
- **EDU 20833 Childrens Literature** Designed to acquaint future teachers, librarians, and parents with a wide variety of literature for children and the criteria for selecting literature. Emphasis on developing ways to make reading a lifetime involvement. 3 hrs.
- **EDU 30932 Adolescent Literature** Examines a wide range of literary works appropriate to readers of middle school and high school age. A study of the types and themes of adolescent literature and issues related to its use in school programs. Designed for teachers, librarians and parents. 2 hrs.
- **EDU 31033 Environmental Studies** Emphasizes content in social studies, health and science for grades K-9. Content focuses on understanding the world from each of the subject areas and how each area influences the others. Students learn about the traditional social sciences including geography and economics, as well as the scientific method. Course follows an integrated approach in planning, methodology and assessment, including assessment projects for social studies and science that have been developed for use in elementary schools. Projects focus on integrating all content areas. Prerequisites: EDU 31333 Elementary Methods and Materials. 3 hrs.
- **EDU 31133 Psychology of the Exceptional Child** With the child's normative development as a reference point, behavioral problems, emotional disorders, physical and health dysfunctions, and intellectual impairments are studied from a psychological perspective. Focus on etiology, alternative interventions, methods of dealing with parents, school administrators, and various agency personnel. Learning problems from different cultural or ethnic backgrounds are studied. Field experience required. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

— Continued on next page
EDU 31233 Educational Psychology  Psychological focus on the learning process and its relationship to a diverse student body, motivation, theories and strategies of effective teaching, lesson planning, individualization, classroom management, cooperative learning and appropriate assessment methods. Prerequisite: PSY 12053 Principles of Psychology. 3 hrs.

EDU 31333 Elementary Methods and Materials Designed to build on a variety of topics that represent basic knowledge for elementary teachers. Provides the foundation for courses that follow in which materials and strategies will become more specialized for subject and grade levels. Includes the use of technology in the classroom. Students develop resources for teaching, become familiar with current literature in their fields of teaching, and develop an awareness of major issues and trends in the field of education. Prerequisite: EDU 10933 Introduction to Teaching. 3 hrs.

EDU 31433 Secondary Methods and Materials Designed to build on a variety of topics that represent basic knowledge for secondary teachers. Provides the foundation for courses that follow in which materials and strategies will become more specialized for content areas. Includes the use of technology in the classroom. Students develop resources for teaching, become familiar with current literature in their fields of teaching, and develop an awareness of major issues and trends in the field of education. Prerequisite: EDU 10933 Introduction to Teaching. 3 hrs.

EDU 31632 Reading in the Content Area For prospective teachers wishing to teach in grades five to twelve. Topics include assessing readability of materials, evaluating student reading skills, teaching vocabulary, comprehension, and study skills, working with “at risk” students, and incorporating writing into the curriculum. Prerequisite: EDU 31433 Secondary Methods and Materials. 2 hrs.

EDU 31733 Reading and Language Arts Methods I Designed to assist prospective teachers in exploring and questioning how reading and language arts are taught in the modern elementary school. Students develop skills in a variety of methods and approaches to teaching language arts and reading. Whole language activities, phonics and other approaches are presented. Prerequisite: EDU 31333 Elementary Methods and Materials. 3 hrs.

EDU 31833 Reading and Language Arts Methods II Study of handwriting, listening, speaking, creative writing skills, as well as diagnosis, assessment and remediation techniques in the area of language development and reading. Field experience in tutoring children designated as at-risk in this area. Prerequisite: EDU 31333 Elementary Methods and Materials. Corequisite: EDU 31733 Reading and Language Arts Methods I. 3 hrs.

EDU 31933 Elementary Reading Practicum Provides students with an opportunity to practice and develop skills learned in previous courses. Students spend time in an elementary school classroom at least two hours per week under the supervision of a classroom teacher and the college instructor. Corequisites: EDU 31733/31833 Reading and Language Arts Methods I and II. 3 hrs.

EDU 32133 Elementary Math Methods I Focus on how to teach mathematics in classrooms K-9. Students work toward learning to value mathematics, to become confident in the ability to do mathematics, to become mathematical problem solvers, and to learn to communicate and reason mathematically. Emphasis on hands-on learning. Prerequisite: EDU 31333 Elementary Methods and Materials. 3 hrs.

EDU 32233 Elementary Math Methods II Students learn about diagnosis, assessment and remediation techniques to be used in the area of mathematics. Field experience with children, some of whom may have learning problems in the area of arithmetic. Prerequisite: EDU 31333 Elementary Methods and Materials. Corequisite: EDU 32133 Elementary Math Methods I. 3 hrs.

EDU 32333 Schools in a Multicultural Society Emphasis on understanding the organization and control of schools in this country, and the legal framework within which teachers and schools operate. Presentations by state and local level representatives. Field experience in multicultural settings. Prerequisite: EDU 10933 Introduction to Teaching. 3 hrs.

EDU 32532 Secondary and Middle School Practicum Provides the student with an opportunity to observe, develop and practice skills under the guidance of an effective classroom teacher in the student’s major area of interest. Prerequisites: EDU 31233 Educational Psychology and EDU 31433 Secondary Methods and Materials. Corequisite: EDU 3_ 32 Specialized Secondary School Methods. 2 hrs.

— Continued on next page
EDU 3_32 Specialized Secondary Methods Builds on generalized knowledge presented in EDU 33143 Secondary Methods and Materials. Introduces methods, strategies, and information pertinent to each content area in which students may be certified. Prerequisite: EDU 31433 Secondary Methods and Materials. Corequisite: EDU 32532 Secondary and Middle School Practicum. 2 hrs.

EDU 35032 Art
EDU 35132 Computer Studies
EDU 35232 Drama
EDU 35332 English
EDU 35532 Mathematics
EDU 35632 Music
EDU 35732 Physical Education
EDU 35832 Science (Biology, Chemistry, General Science)
EDU 35932 Social Studies Methods
EDU 36032 Speech

EDU 40731 Classroom Management Practicum Exploration of the various theories and related strategies for classroom management. Multiple case studies introduced. Because maintaining classroom discipline is such a necessary skill for teachers, students are given the opportunity to choose a strategy and to apply it to a specific case study situation during their student teaching. Corequisite: EDU 41037 and EDU 42037 Student Teaching. 1 hr.

EDU 40931 Student Teaching Seminar Part of the student teaching semester, this course provides an opportunity for student teachers to interact as a group, to provide support to each other, and to develop a deeper understanding of teaching. Seminars cover such topics as credentials, interviewing, child abuse, human sexuality, and obtaining a teaching certificate. Course meets 6-8 times during the semester. Corequisites: EDU 41037 and 42037. 1 hr.

EDU/E 41037-42037 Student Teaching/Elementary School The capstone field experience for elementary pre-service teachers. Students have the opportunity to observe and to teach in an elementary school setting. All professional education courses and courses in the major must be completed prior to enrollment in student teaching. Consult Education Department for placement information. 14 hrs.

EDU/S 41037-42037 Student Teaching/Secondary The capstone field experience for secondary pre-service teachers. Students have the opportunity to observe and to teach in a secondary school setting. All professional education courses and courses in the major must be completed prior to enrollment in student teaching. Consult Education Department for placement information. 14 hrs.
The study of English and American literature and language affords outstanding opportunities for both personal satisfaction and pre-professional education suitable to a wide variety of careers. Graduates with an English major may be found in law, journalism, advertising, public relations, publishing, communication, library science, free-lance writing, government, business and education. English study embodies an ideal of education, and it is particularly useful in helping students to clarify and express their own thoughts as well as to enlarge their abilities to comprehend complex issues. In addition to the departmental major, Ottawa University also offers an English education major and participates in some interdepartmental majors in which literature and language courses are components.

**Required Major Courses:** 36 - 40 hours which include:
- ENG 20323 American Literature I
- ENG 20423 American Literature II
- ENG 21923 Major British Writers I
- ENG 22023 Major British Writers II
- ENG 31023 Advanced Expository Writing
- ENG 32523 The English Language
- ENG 35023 Seminar in American Literature
- ENG 31823 Shakespeare Seminar
- or ENG 35123 Seminar in British Literature
- ENG 40123 Literary Criticism

**Recommended Courses:** Two courses in foreign language and two courses from the following:
- HIS 11054 The American Experience
- HIS 25353 World Civilization I
- HIS 25453 World Civilization II

Additional course work in other humanities courses (art, music, drama) is also encouraged.

**Teacher Certification Emphasis:** See Teacher Education Handbook for Professional Education requirements.

**Required Certification Courses — Secondary Level:**
- ENG 10223 Contemporary Literature
- or ENG 20123 World Literature
- ENG 20323 American Literature I
- ENG 20423 American Literature II
- ENG 21923 Major British Writers I
- ENG 22023 Major British Writers II
- ENG 31023 Advanced Expository Writing
- ENG 31723 Minority Literature
- ENG 31823 Shakespeare Seminar
- or ENG 35123 Seminar in British Literature
- ENG 32523 The English Language
- ENG 35023 Seminar in American Literature
- ENG 40123 Literary Criticism
- SPH 11023 Speech Preparation and Delivery
- EDU 30932 Adolescent Literature

**Recommended Courses:** Additional study in psychology, history, drama, philosophy, foreign languages, and participation in theatre, creative writing, and journalism.

**Courses Offered:**
- **ENG 10223 Contemporary Literature** Consists of analytical and reflective reading of contemporary (since 1945) American fiction, poetry, and drama. Attention to developing techniques for critical reading and writing. Basic course for literature majors and study in the humanities and liberal arts. 3 hrs.
- **ENG 20123 World Literature** Consists of critical readings of timeless and timely works of imaginative literature in translation. Essential to literature majors and also to liberal arts studies. Principal aim is to bring students into contact with their Western traditions. Substantial time spent on Greek mythology as well as such authors as Cervantes, Flaubert, Dostoevsky, Tolstoy, Hamsun, Ibsen, Chekhov, Camus, and Garcia Marquez. Course stresses the skills of perceptive, inferential reading and makes frequent use of the interpretive essay to incorporate insightful response, library research, and group problem solving. 3 hrs.
- **ENG 20323 American Literature I** A survey of important literature from colonial through mid-19th century. Emphasis on key American Renaissance writers: Hawthorne, Melville, Whitman and Dickinson. Alternate years. 3 hrs.
- **ENG 20423 American Literature II** A survey of major literature from late 19th century to 1945. May include such figures as Twain, James, Chopin, Hemingway, Anderson, and Faulkner. Alternate years. 3 hrs.
- **ENG 21923 Major British Writers I** A survey of major British authors from the beginnings through the 18th century. Helps students examine individual works and their relationship to their historical-cultural contexts. Alternate years. 3 hrs.

— Continued on next page
ENG 22023 Major British Writers II A survey of major British writers from the 19th century to the modern period. This course approaches the works of the various authors in their respective cultural-historical contexts. Alternate years. 3 hrs.

ENG 23723 Intermediate Writing Examines the steps of the writing process from sight to insight: perceive, identify, analyze, discover, write, re-write, and edit. Critical thinking, library research, peer conferencing, and the art of argument are integral to the course. Prerequisite: LAS 12513 Writing: Freedom and Responsibility or 1 year of First Year Composition. 3 hrs.

ENG 31023 Advanced Expository Writing Refinement of students' expository writing skills through analysis of models and through writing practice. 3 hrs.

ENG 31723 Minority Literature The study of works by African-American, Hispanic, Native American, female, and other minority authors specifically to address issues of culture, value, and self-development from the point of view of the minority author. The literature is representative of the critical issues that minorities face in this culture and others. Prerequisite: A Sophomore level English course or permission of the instructor. Alternate years. 3 hrs.

ENG 31823 Shakespeare Seminar Examines major dramas to discover questions and themes central to individual plays and to the work as a whole. Attention is given to the historical and cultural context of the plays, but the course is primarily concerned with assisting students in reading and exploring the texts. Prerequisite: A Sophomore level English course or permission of the instructor. Alternate years. 3 hrs.

ENG 32523 The English Language Treats the history and development of the English language with special attention to grammar, syntax, and phonetics. Various linguistic approaches are applied to the task of understanding the evolution and system of the language. Not designed to treat special problems in speaking or writing English. Only students with appropriate majors or special interest should register. Alternate years. 3 hrs.

ENG 32723 Creative Writing Course develops skills in writing drama, poetry, and fiction. Development of critical skills is an explicit part of the course as students are encouraged to develop tools to refine their expression. 3 hrs.

ENG 35023 Seminar in American Literature Analysis of major American literature with emphasis on genre, period or author, to gain understanding of the critical approaches necessary to a thorough investigation of literature. Prerequisite: A Sophomore level English course or instructor permission. Alternate years. 3 hrs.

ENG 35123 Seminar in British Literature Analysis of major British literature, with emphasis on genre, period or author, to gain understanding of the critical approaches necessary to a thorough investigation of literature. Prerequisite: A Sophomore level English course or instructor permission. Alternate years. 3 hrs.

ENG 40123 Literary Criticism Major trends in the history of critical thought from Plato to Derrida. Seeks to discover the position of literary criticism and to apply various critical theories. Library research and writing. Prerequisite: A Junior level English course. Alternate years. 3 hrs.

ENG 40323 Theory of Poetry Students reflect on the poetic mode as it is represented by some of our most important modern writers. Includes work in the craft of poetry, i.e., in analyzing and accounting for the particular structures of poems read. Students write frequent essays in response to course material and library assignments. Prerequisite: A Junior level English course. Alternate years. 3 hrs.
Courses Offered:

FRE 10124 Elementary French I  With a lab. Intensive introduction to present-day French: basic patterns, pronunciation, beginning vocabulary and idioms. Emphasis designed to develop balanced language skills as needed by a student who pursues an academic program in France or who wants an introduction and appreciation of the language and culture. Work in language laboratory required. Students with some previous knowledge of French should consult the instructor as to proper course enrollment. 4 hrs.

FRE 10224 Elementary French II  With a lab. Continuation of basic grammar, refinement of pronunciation, further vocabulary building, systematic practice in comprehension, use of normal conversational patterns, and increased emphasis on reading. Work in language laboratory required. Prerequisite: FRE 10124 Elementary French I or equivalent. 4 hrs.

FRE 20123 Intermediate French I  Systematic review of grammar and completion of basic structural patterns with expansion of vocabulary through grammar exercises and limited cultural or descriptive readings. Conversation and translation practice. Prerequisite: FRE 10224 Elementary French II or equivalent. 3 hrs.

FRE 20223 Intermediate French II  Completion of review of grammar with supplementary readings or practice in oral and written composition. Prerequisite: FRE 20123 Intermediate French I or equivalent. 3 hrs.

FRE 35523 Special Topics: Directed Readings  Study of French literature and civilization, individually or in small groups. Discussion and written work in French and in English. Topics determined on the basis of individual preference and/or shared needs. Prerequisite: FRE 20123 Intermediate French I or equivalent. 3 hrs.
HISTORY

History is the study of past human activity in all its variety. It is the interpretation of accomplishments and failures. History enables the student to understand public events, affairs, and trends of the time. It is the basis of a liberal education since it embraces all facets of human activity from religious and philosophical aspirations to political, social, and economic transactions. History deals with vital contemporary problems, including the interrelationship between society and its environment, issues of war and peace, critical thinking and sound decision-making. The study of history enhances basic communication skills, requires the ability to think clearly and critically, and provides one of the few substitutes for direct experience. History majors have become teachers, lawyers, stockbrokers, and doctors, and entered other endeavors which require a broad and disciplined mind. At Ottawa University there is a major in both American History and World History.

American History Emphasis

Required Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 11054</td>
<td>The American Experience</td>
</tr>
<tr>
<td>HIS 21854</td>
<td>The American West</td>
</tr>
<tr>
<td>HIS 25353</td>
<td>World Civilization I</td>
</tr>
<tr>
<td>HIS 25453</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>HIS 31654</td>
<td>Twentieth Century America</td>
</tr>
<tr>
<td>HIS 34254</td>
<td>The Civil War</td>
</tr>
<tr>
<td>HIS 34354</td>
<td>Seminar in American History and Government</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIS 34554</td>
<td>The Presidency</td>
</tr>
<tr>
<td>PSC 13354</td>
<td>American Government</td>
</tr>
</tbody>
</table>

Required Supporting Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 11023</td>
<td>Speech Preparation and Delivery</td>
</tr>
<tr>
<td>ENG 23723</td>
<td>Intermediate Writing</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENG 31023</td>
<td>Advanced Expository Writing</td>
</tr>
<tr>
<td>HIS 30353</td>
<td>World Geography</td>
</tr>
<tr>
<td>MAT 32044</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

and at least one course in Computer Information Systems, Economics, Sociology, and Psychology.

World History Emphasis

Required Major Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 11054</td>
<td>The American Experience</td>
</tr>
<tr>
<td>HIS 25353</td>
<td>World Civilization I</td>
</tr>
<tr>
<td>HIS 25453</td>
<td>World Civilization II</td>
</tr>
</tbody>
</table>

Required Supporting Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 20123</td>
<td>World Literature</td>
</tr>
<tr>
<td>ENG 23723</td>
<td>Intermediate Writing</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENG 31023</td>
<td>Advanced Expository Writing</td>
</tr>
<tr>
<td>PSC 22454</td>
<td>World Political Communities</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>PSC 33254</td>
<td>International Relations</td>
</tr>
</tbody>
</table>

and at least one course in Computer Information Systems, Economics, Sociology, Psychology and Religion.

Teacher Certification Emphasis: See Teacher Education Handbook for Professional Education requirements.

Required Certification Courses — Secondary Level

U.S. history, U.S. Government and World History:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 30353</td>
<td>World Geography</td>
</tr>
<tr>
<td>HIS 21052</td>
<td>Kansas History and Politics</td>
</tr>
<tr>
<td>HIS 25353</td>
<td>World Civilization I</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIS 25453</td>
<td>World Civilization II</td>
</tr>
<tr>
<td>HIS 31654</td>
<td>Twentieth Century America</td>
</tr>
<tr>
<td>HIS 34354</td>
<td>Seminar in American History and Government</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIS 34554</td>
<td>The Presidency</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIS 34254</td>
<td>The Civil War</td>
</tr>
<tr>
<td>HIS 35054</td>
<td>Seminar in World History I</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIS 35154</td>
<td>Seminar in World History II</td>
</tr>
<tr>
<td>PSC 13354</td>
<td>American Government</td>
</tr>
<tr>
<td>PSC 22454</td>
<td>World Political Communities</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>PSC 33254</td>
<td>International Relations</td>
</tr>
<tr>
<td>PSC 32254</td>
<td>Political Parties</td>
</tr>
<tr>
<td>SOC 10453</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>SOC 26053</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>SOC 30653</td>
<td>Ethnic Relations and Multiculturalism</td>
</tr>
<tr>
<td>BIO 30643</td>
<td>Environmental Biology</td>
</tr>
<tr>
<td>MAT 32044</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

— Continued on next page
Courses Offered:
HIS 11054 The American Experience. Introduction to the study of American history and its cultural, intellectual, political, economic, religious, racial, and diplomatic topics. Emphasis is placed upon development of the country from discovery through Reconstruction. 4 hrs.
HIS 21052 Kansas History and Politics A study of the settlement and development of Kansas from the time of Coronado’s travels to the present. The student is introduced to the study of Kansas government. Keyed to students seeking teaching certification. 2 hrs.
HIS 21854 The American West. Westward expansion as a key to the character of America. Use of primary sources and regional and local materials is encouraged. Prerequisite: One course in history or consent of the instructor. Even numbered years, spring semester. 4 hrs.
HIS 25353 World Civilization I. The beginnings and development of human culture and institutions, western and non-western. A basic introduction to historical study. 3 hrs.
HIS 25453 World Civilization II. The development of civilization, western and non-western, in the modern era. An analysis of the political, economic and cultural revolutions that have created contemporary culture and its tensions. 3 hrs.
HIS 30353 World Geography. An introduction to the study of geography. Learning of the earth’s natural resources as a limiting and conditioning influence upon the development of human culture and as a source of political and economic power. Study of developing environmental problems in the world and attempts to address those problems. 3 hrs.
HIS 31454 Russian History. A study of Russia with emphasis upon the Tsarist and Communist periods and the period since 1991. Prerequisite: HIS 25353 World Civilization I or HIS 25453 World Civilization II. 4 hrs.
HIS 31654 Twentieth Century America. A study of the political, social, intellectual, and other aspects of American civilization in this century. Special emphasis is placed on the nation since 1945. Prerequisite: One course in American history. 4 hrs.
HIS 34254 The Civil War A study of the Civil War with a special view of and from the perspective of Abraham Lincoln. Odd numbered years, spring semester. 4 hrs.
HIS 34354 Seminar in American History and Government A selection of readings and topics on American history and government. Common theme, assigned readings, individual projects. Inquire in advance for information on selected topics. Credit in either history or political science. Prerequisites: Junior or senior standing and one course in history or political science. Even numbered years, spring semester. 4 hrs.
HIS 34554 The Presidency An examination of the American presidency from the perspectives of history and political science. Study of the institution and some of the men who have held the office. Particular emphasis on the development of the modern presidency, the period since 1933, the last presidential campaign and election, and the current nomination campaign. Offered every four years (presidential year), spring semester. 4 hrs.
HIS 35054 Seminar in World History I A selection of readings and topics in world history. Common theme, assigned readings, and individual projects. Inquire in advance for information on assigned topics. Prerequisites: Junior or senior standing and one course in history or political science. 4 hrs.
HIS 35154 Seminar in World History II A selection of readings and topics in world history. Common theme, assigned readings, and individual projects. Inquire in advance for information on assigned topics. Prerequisites: Junior or senior standing and one course in history or political science. 4 hrs.
HIS 36054 Asian History A study of the major nations of Asia, with special emphasis upon modern development and economic, social, and cultural factors. Prerequisite: HIS 25353 World Civilization I or HIS 25453 World Civilization II. 4 hrs.
HUMAN SERVICES

The Human Services major is designed for those who plan to commit their professional lives to serving people. The program is developed through the guidance of the National Organization for Human Services Education to meet the demands for skills and knowledge by professionals in the field. Major coursework includes a core of classes focusing on skills, knowledge, and values of the profession. The major requires a solid foundation in the liberal arts which emphasizes the need to think critically about issues and diversity in our world. Students are required to consider and select a focus area within Human Services such as advocacy, children and families, corrections, gerontology, or mental health. An internship requirement provides students with educationally focused opportunities that integrate academic content with field experience. Internship provides a valuable learning experience while preparing students to make significant contributions to the community and to those with whom they will work.

Students in Human Services are preparing for careers in organizations such as, but not limited to: welfare agencies, church ministries, community development programs, youth and adult group homes, nursing homes, senior centers, retirement centers, poverty assistance programs, governmental agencies, law enforcement agencies, courts and probation offices and community correction programs.

Focus Area (one required)

Advocacy
HUS 20153  Issues in Child Welfare
or
HUS 30153  Issues in Gerontology
HUS 25553  Special Topics: Advocacy
HUS 21253  The Family

Children and Families
HUS 21253  The Family
HUS 20153  Issues in Child Welfare
EDU 31133  Psychology of the Exceptional Child
EDU 20833  Children’s Literature
or
EDU 30932  Adolescent Literature

Corrections
SOC 40753  Sociology of Deviance
HUS 21253  The Family
HUS 20153  Issues in Child Welfare

Gerontology
BIO 21443  Introduction to Nutrition
HUS 30153  Issues in Gerontology
HUS 25553  Special Topics: Case Management

Mental Health
HUS 20153  Issues in Child Welfare
HUS 25553  Special Topics: Case Management
PSY 40553  Counseling Theories and Dynamics

Required Major Courses:
HUS 11853  Social Welfare as a Social Institution
HUS 20053  Values and Explorations in Human Services
HUS 30053  Human Services and Community
HUS 40553  Skills and Techniques in Human Services
HUS 4105_  Internship in Human Services
HUS 4205_  Internship in Human Services

Required Supporting Courses:
COM 30163  Interpersonal and Small Group Communications
PHL 31023  Ethics and Society
PSY 12053  Principles of Psychology
PSY 30353  Psychology of Abnormal Behavior
PSY 32353  Developmental Psychology
SOC 10453  Introduction to Sociology
SOC 25553  Special Topics in Sociology
SOC 30653  Ethnic Relations and Multiculturalism

Recommended Courses:
CIS 12043  Introduction to Computers
ENG 23723  Intermediate Writing
ENG 31723  Minority Literature
HIS 11054  The American Experience
MAT 32044  Statistics
MUS 10323  Jazz in America
OAD 30563  Management
OAD 40563  Public Relations
PAC 11231  Nontraditional Team Sports I
PHL 11023  Basic Issues in Philosophy
PSY 32153  Social Psychology
PSY 32253  Research Design and Analysis
SOC 11753  Social Problems and American Values
SOC 26053  Cultural Anthropology
SOC 45553  Special Topics in Sociology
THE 11421  Applied Theatre
SPA 10124  Elementary Spanish I
SPH 11023  Speech Preparation and Delivery

—Continued on next page