



IOWA WESLEYAN
UNIVERSITY | 1842

MANUAL FOR ADVISORS

2017 - 2018

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GENERAL INFORMATION

Assignments of academic advisors are overseen by the Academic Affairs. Division Chairs and the Registrar assign advisors and the Vice President for Academic Affairs will review these assignments in an effort to make them equitable. **Faculty members should not exchange advisees when students change majors without first notifying the Academic Affairs and Registrar.** A Change of Advisor form, available from the Registrar, will need to be completed.

This manual is being provided to assist you in your advising responsibilities. It includes information from various divisions and administrative offices. Please read the information in this manual carefully. There is no excuse for inaccurate advising. **If you are uncertain about some information please call the relevant division or office for clarification.**

Note:

Division chairs and advisors sometimes decide what Wesleyan Studies courses will be accepted for transfer students and give students incorrect information. **The Registrar is the only person who can make these designations.** Check the student's degree audit in the portal. If questions arise, contact the Registrar.

First-Year Student Advisors:

Please require first year students to check catalog requirements and keep an advising folder which will include all registration documents, degree audits and check sheets of course sequences and Wesleyan Studies requirements. Give students a list of all materials they should bring to advising sessions and a list of those things they should keep throughout their University careers.

Four-Week Grade Reports: First-year students receive grade reports at the fourth week of the semester. Please contact your first-year student advisees to acknowledge good work or to suggest supports if the report indicates the student is struggling.

Mid-Term Grade Reports: Please contact your first-year student advisees to review their mid-term grade reports and to acknowledge good work or to offer suggestions for supports if the report indicates the student is struggling.

COMMON SCHEDULING PITFALLS

Students should be advised ONLY by their assigned academic advisor. They should not go to staff members or other students for advice on scheduling. Inappropriate advising may lead to a delay in completion of the degree.

Alternate Year Courses: Be aware that some courses are offered in alternate years only. Students must plan to take courses in the prescribed sequence.

Double Majors: Students pursuing a double major should consult with advisors in both majors.

English: Students at sophomore level or above who have not successfully completed English 109 and 110 should consult with their advisor or the instructor of the course before registering for any other English or

Writing Intensive course.

AGS Online Courses: Do not assume that because a course is not offered during the day it can be taken at online without charge. If there is any question, please contact the Registrar. Take note that the combined credit-hour loads can result in creating full time or overload status.

Students may register for online courses through the Portal, except for consortia classes. *Consortia courses must be registered through the Registrar.* For a list of consortia courses, contact the Registrar.

Overload: Nineteen hours starts the overload charge.

Summer Sessions: Summer sessions are standard academic terms but all tuition is assessed on a per credit hour basis. The maximum load is 18 credit hours. Note that most students do not have financial aid available for summer tuition.

Transfers in Professional Programs: Some students come to Wesleyan planning to transfer after one or two years to enter a professional program not offered here. In such cases the student should work with the Registrar and Academic Dean in addition to the advisor to create a program that is appropriate for transfer.

GRADUATION REQUIREMENTS COMPILATION

- Completion of Wesleyan Studies (General Education) requirements
- Minimum of **120** hours earned
- Minimum of **30** hours earned at Iowa Wesleyan numbered 300 or above
- Last 30 credit hours of degree must be taken at Iowa Wesleyan
- GPA of 2.0 or above in the Major; final institutional cumulative GPA of 2.0 or above;
 - Certain majors have specific GPAs—refer to the appropriate section for each major
- Completion of the Major requirements: refer to the appropriate section for each major

REGISTRAR'S NOTES

Wesleyan Studies Courses: The Registrar verifies the completion of Wesleyan Studies courses. Communication of this tracking with students and with advisors is via email. Be sure to use that information. The Registrar's errors on the matter of required courses tend to be of omission. Thus if a course looks like it ought to work, advisors should call the Registrar. Advisors should NOT make Wesleyan Studies course determinations.

AA Degrees: An AA or AS degree generally satisfies the course requirements of the first two years of the Wesleyan Studies curricula. Do not confuse an AAS (Associate of Applied Science) degree or a completion certificate with the AA or AS. A student may earn a large number of credit hours at a community college without earning an AA and be required to complete the Wesleyan Studies courses. AA and AS degree holders who matriculated prior to Fall 2011 would complete junior and senior 300 level Literature, Religion 300 and Global Issues. Under the Wesleyan Studies curriculum an AA or AS degree holder meets all but the following: Global Issues course, Service Learning course requirements, Safety/Survival (depending on catalog year), 30 credit hours at 300 level or above, and Writing Intensive course requirements. The AA and AS degree holder must also complete the internship.

Transfers without the AA: The most difficult transfers are non-AA students, students with an AAS or students from four year schools as course by course matching is required. The students with an AAS will be given up to 30 technical credits as a block; transfers up to 60 credit hours. The AAS does not satisfy Wesleyan Studies requirements. The Registrar may refer to the appropriate divisions for determination.

All students must meet the Service Learning, Writing Intensive, and Internship requirements.

Quarter Hour Transcripts: Quarter hour transcripts are received infrequently. We allow 4 quarter hours, which convert to 2.6 semester hours, to equal 3 semester hours for course matching. However, 3 quarter hours, which convert to 2 semester hours, do not equal 3 semester hours for course matching.

Overload/Petition Requirement:

- Students with a GPA below 2.0 can take a maximum of 15 credit hours per semester. Each student below a 2.0 must take ARC 105. The 15 credit hours include ARC 105 (2 credits).
- Students with a GPA of 2.0 or greater may take a maximum of 18 hour before incurring overload charges.
- All students must petition for permission to enroll in 19 or more hours per semester, or more than 9 credit hours per AGS term.

Adding/Dropping Classes: A day (face to face) class may be added during the first five class days. A class may be dropped (disappear from transcript) in the first ten class days. After that, until the deadline (10 class days after mid-session), a student may withdraw (receive a grade of W). Faculty should fix this date in mind each term and advise students to withdraw on time if withdrawal is appropriate. A “W” does not impact a student’s GPA, but may impact financial aid or athletic eligibility.

An online class may be added during the first three days of class and may be dropped by Friday (Day 5) of the first week of class. After that, until the deadline (of Friday of the fifth week of class) a student may withdraw. The student will receive a grade of W.

Retaking Classes: Students may repeat courses in which grades of "C" or below have been received. When a course is repeated, both grades will remain on the student's transcript, however, the most recent grade will be calculated into the cumulative grade point average. A course may be repeated only once. The second grade (provided it is a "C-" or above) can be counted toward the major. Federal and state financial aid is not available to students that are required to retake all of the coursework for a term.

OFFICE OF ACADEMIC SUPPORT AND INCLUSIVE SERVICES (OASIS)

Chadwick Library, 3rd Floor, SW Corner

The purpose of the Office of Academic Support and Inclusive Services (OASIS) is to provide assistance to students in the development of skills that enhance learning in a liberal arts University. The goal is for students to become independent learners and to not only succeed in their studies, but excel in areas of academic interest. To promote the Life Skill emphasis of the University, the OASIS offers academic support services as needed. While drop-ins are welcome, if an individual conference with the OASIS Director is needed, it is best to call for an appointment. The OASIS also arranges tutoring and group study. Students can receive tutoring by appointment or on a drop-in basis.

The OASIS offers several courses for academic credit:

- ARC 105: University Learning and Reading Efficiency (3 hrs.) (Fall)
 - ARC 105 B and C are for students on probation
- ARC 101: English Language Skills (3 hrs.) (Fall). This course is designed for international students and students who are non-native speakers
- ARC102: English Language Skills II (3 hrs.) (Spring)

Additional courses offered by the OASIS include: ARC 200: Introduction to Peer Tutoring (one credit and approval of instructor needed), and ARC 201: Advanced Peer Tutoring (one credit)

While there are several areas of support available from the OASIS, it is important that the student take the initiative and responsibility to come to the OASIS for help. Students may also be referred to the OASIS by course professors. Once the student chooses our assistance, it is up to the student to continue to work hard and take responsibility to make the best use of the services given.

To serve a student with a diagnosed learning disability and make appropriate accommodations within the courses, the OASIS Director must have a copy of that student's IEP (Individualized Educational Plan) or documentation from other appropriate professionals. Education majors must also submit such documentation to the Chair of the Teacher Education Division. Any student desiring assistance should contact the staff in the OASIS at the Chadwick Library, 3rd Floor, SW Corner (385-6334)

The Academic Resource Center may be of help by providing:

- | | |
|--|---|
| 1) Tutors (free to Iowa Wesleyan Students) | 8) Enrichment books for math, reading, etc. |
| 2) Individual help | 9) Study skills course/assistance |
| 3) Quiet study area | 10) Educational counseling |
| 4) Time management schedule | 11) Assistance with accommodations |
| 5) Studying Resources | 12) Learning style assessment |
| 6) Computers | 13) Materials to improve reading |
| 7) Writing Skills Assistance | 14) English Language Learning Skills |

Tutors/Tutoring or Review/Study Sessions

The OASIS encourages all students to seek the help of a tutor in any subject with which they have difficulty. The Peer Tutoring Program in the OASIS is undergoing certification by the University Reading and Learning Association. With the help of faculty, the OASIS attempts to recruit tutors for all subject areas. To work as a tutor in the OASIS, students must have the recommendation of the faculty member who teaches the course being tutored, have received a grade of A or B in the course, and have a minimum grade point average of 3.0. Depending on the situation, tutors can be compensated through work study or campus employment with the Financial Aid Office, or volunteering. Also, the OASIS will help organize review/study sessions if needed.

Make-Up Testing Service

The OASIS is NOT a testing center and should not serve as a substitute for in-class exams. Testing is offered at the OASIS in specific circumstances, usually in conjunction with the requirements of a student's documented disability. Also, students who have a documented learning disability are allowed the choice to take their tests in the OASIS after asking permission of the professor.

ACCESS TO AND RELEASE OF STUDENT DATA AND INFORMATION

Iowa Wesleyan University has the responsibility for effectively supervising any access to and/or release of official data/information about its students. Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students must be used only for clearly-defined academic purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection

and retention no longer exists.

In this regard, the University is committed to protecting, to the maximum extent possible, the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of such records is restricted to the students concerned, to others with the student's written consent, to officials within the University, to a court of record, and to other agencies required by law.

For purposes of access to records at Iowa Wesleyan University, students enrolled (or formerly enrolled) for academic credit or audit shall have access to their official records.

The name and position of the official responsible for the maintenance of each type of educational record may be obtained from the Registrar. A request for access to official data maintained in a particular office may be made to the administrative head of that office (Registrar's Office or Office of Student Development).

When a student (or former student) appears at the appropriate office (Registrar or Office of Student Development) and requests, in writing, access to the University's records about herself or himself,

1. The student must provide proper identification verifying that he/she is the person whose records are being accessed.
2. The designated staff person(s) must supervise the review of the contents of the record with the student.
3. Inspection and review shall be permitted within a period not to exceed 45 days from the date of the student's request.
4. The student will be free to make notes, or for a reasonable administrative fee may be charged for providing copies of items in the file, but no material will be removed from the record at the time.

Record keeping personnel and members of the faculty and staff with an administrative assignment may have access to records and files for internal educational purposes as well as for routinely necessary clerical, administrative and statistical purposes as required by the duties of their jobs.

Release of Information

Except with the prior written consent of the student (or former student) concerned, or parents of dependent students, or as required by federal and state law, no information in any student file may be released to any individual (including parents, spouse, or other students) or organization with the exception of information defined as "public information."

Unless the student has officially filed a request with the Office of Student Development that disclosure not be made without his written permission, the following items are considered public information.

1. Student's name.
2. Local address, phone number, and e-mail address.
3. Home address (permanent).
4. Date and place of birth.
5. Parents' or guardians' names and addresses.
6. Classification (year in school).
7. Curriculum (majors) and (minors).
8. Affirmation of whether currently enrolled.
9. Dates of enrollment.
10. Degrees received.
11. Honor(s) received.

12. The most recent previous educational agency or educational institution attended by the student.
13. Participation in recognized organizations, activities, and sports.
14. Weight and height of members of athletic teams.

When disclosure of any personally identifiable data/information from University records about a student is demanded pursuant to court order or lawfully issued subpoena, the staff member receiving such order shall immediately notify the student concerned, in writing, prior to compliance with such order of subpoena.

Information from University records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

Student Evaluations

Candid appraisals and evaluations of performance and potential are an essential part of the educational process. Clearly, the provision of such information to prospective employers, to other educational institutions, or to other legitimately concerned outside individuals and agencies is necessary and in the interest of the particular student.

Data/information which was a part of the University records prior to January 1, 1975, and which was collected and maintained as confidential information, will not be disclosed to students. Should a student desire access to a confidential letter of appraisal received prior to January 1, 1975, the student shall be advised to have the writer of that appraisal notify, in writing, the concerned records custodian of the decision as to whether or not the writer is willing to have the appraisal made available for the student's review. Unless a written response is received approving a change of status in the letter, the treatment of the letter as a confidential document shall continue.

Documents of appraisal relating to students collected by the University on or after January 1, 1975, will be maintained confidentially only if a waiver of the right of access has been executed by the student. In the absence of such a waiver, all such documents will be available for student inspection and review.

Challenges to the Record

Every student shall have the opportunity to challenge any item in the file that he/she considers to be inaccurate, misleading, or otherwise inappropriate data. A student shall initiate a challenge by submitting a request, in writing, for the deletion or correction of the particular item. The request shall be made to the custodian of the particular record in question.

If the custodian and the student involved are unable to resolve the matter to the satisfaction of both parties, the written request for deletion or correction shall be submitted by the student to the Vice President for Academic Affairs, who shall serve as the hearing officer. The student shall be given the opportunity for a hearing, at which the student may present oral or written justification for the request for deletion or correction. The hearing officer may obtain such other information as he deems appropriate for use in the hearing and shall give the student a written decision on the matter within 30 days from the conclusion of the meeting.

Grades may be challenged under this procedure only on the basis of the accuracy of their transcription.

Financial Implications of Course Load

If you have any question about the **financial implications** of a student's course load or distribution **please** call the Business Office before proceeding to register the student. Students should not be surprised with sizeable bills that result from inaccurate advising.

ADVISING INTERNATIONAL STUDENTS

General Information

Staying In Status

International students must meet certain criteria during their registration in order to maintain their immigration status. Below are some guidelines to follow:

1. International students must have a minimum of 12 credit hours each semester
 - a. At least 9 of those credit hours must be face to face (not online)
 - b. International students may take less than 12 credit hours their final semester, but **MUST** have permission from the academic advisor AND international programs advisor
2. International students may **NOT** work off campus without proper work permission. Examples of work permission:
 - a. Curricular Practical Training (CPT): International students with an F-1 visa may be eligible for curricular practical training. Curricular practical training includes cooperative education, internships, and practicum, which can be done before completion of studies. To be considered for curricular practical training student and advisor must contact the International Programs Advisor.
 - b. Optional Practical Training (OPT): Optional Practical Training (OPT) is designed to provide you with an opportunity to gain actual employment experience, related to your chosen field of study, for a maximum of one year. Its purpose is to complement your academic work during or upon completion of undergraduate, graduate and/or doctoral degree levels of education.
3. Must never let their passport or I-20 expire

International Student Protocol:

1. As of January 2016, all incoming international students must take an English placement test before the start of classes.
 - a. **Note:** Please do not change the English class once they have been assigned unless given permission from the VICE PRESIDENT FOR ACADEMIC AFFAIRS.
 - b. International students will be placed in one of the five classes according to their results of the English test:
 - i. ARC 101
 - ii. ARC 102
 - iii. ENG 100
 - iv. ENG 109
 - v. ENG 110
2. New international students are **NOT** allowed to take online classes their first semester at Iowa Wesleyan University.

International Students and Transferring credits:

International students who want to transfer credit from one U.S. institution to another must complete the

following tasks:

1. Inform the International Programs Advisor that they are transfer students
2. Have their official transcripts sent to the registrar (hopefully this is done by the start of school, but not always)
3. Work with their Academic Advisors and the Registrar to see which classes transfer

International students who want to transfer credit from an institution OUTSIDE the U.S. to IW must complete the following tasks:

1. Inform the Advisor
 - a. Send the international student to the International Office
2. Work with the International Programs Advisor on completing a WES Credential Evaluation.
 - a. The results take 1-2 months to get back from WES
3. Once the results have come to the International Office, they need to work with the registrar and Academic Advisor to see which classes have transferred.

Things to Remember when Advising International Students:

1. Sometimes the language barrier can be a challenge with international students; even international students who are native English speakers may have difficulties with some vocabulary differences (i.e. toilet, commode, mobile, etc.)
 - a. Be patient
 - b. Talk at a normal pace; if a student looks like they do not understand, then speak slower or reword your sentence.
2. In many countries, the perception of plagiarism is virtually non-existent. If a student plagiarizes:
 - a. Contact the International Programs Advisor
 - b. Schedule a meeting with the student and International Programs Advisor to decide the next step
 - c. Complete the same process for Academic Dishonesty as with domestic students.
3. Different cultures have different expectations of teachers and classrooms
 - a. Some are taught to fear the teacher and to stay silent in class
 - b. Some see teachers as equals and are very casual with teachers and speak up
 - c. Some cultures have a very high respect for teachers and will not ask many questions.
 - d. Some will ask many questions.

During the first few months international students may deal with culture shock; some have a harder time dealing with this than others. If you notice rapid weight loss, depression (sadness, irritability, etc.), see students struggling in class, acting out a lot or any other concerns, contact the International Programs Advisor immediately. The international office is to help the students as well as answer questions faculty may have regarding international students.

DIVISIONAL REQUIREMENTS

Division of Education

Teacher Education: Students interested in pursuing teacher education should meet with someone in that program for advising the first semester on campus. This will assure that they understand all requirements.

Iowa law mandates that any student accepted into a teacher education program must, first, have achieved passing scores on a standardized test of basic skills offered by the program to which the student is applying. Students have several ways to demonstrate their basic skills proficiency. They may choose from three basic skills tests: CAAP, CBASE, or Praxis Core. When a student is unable to successfully pass a basic skills test after three attempts, s/he meets with his/her academic advisor to discuss career options. Among these options are changing to a different major or graduating without licensure with an Educational Foundation major, a degree offered through the Division. Students are asked to contact the Teacher Education Office to learn more about minimum scores and tests locations, times, and dates.

In order for a student to receive special accommodations, a student with a documented learning disability must submit a current IEP or 504 Plan along with a written request to the Director of the Office of Academic Success and Inclusive Support (O.A.S.I.S.). This must be done prior to registering to take the CAAP test.

Students interested in applying for admission into the Teacher Education Program (TEP) must complete the following steps, concluding with step 6, application for admission into the TEP:

1. Successful passage of all 3 modules of a basic skills exam.
2. Pass 4 prerequisite courses (EDIC 110: Introduction to Teacher Education, EDUC 294: Foundations of Education, EDUC 295: Curriculum Development and Evaluation (for El Ed and PE), and EDUC 296: Educational Psychology) with a grade of C- or above.
3. Successful completion of EDU 261: Early Experience in the Schools (or equivalent transfer/waiver).
4. Disposition evaluation for EDUC 261 on file (EDUC 261 disposition form from employer for waiver with determination of acceptance by the Field Experience Committee, as well as faculty recommendation regarding dispositions at Teacher Education Committee (TEC) vote for admission into the TEP).
5. Minimum 2.75 cumulative GPA earned at Iowa Wesleyan (at least 6 credit hours earned at IW).
6. Submission of Application for Admission to TEC for consideration.

Division of Nursing

Nursing Program: The student who is interested in Nursing must meet with the Chair of the Nursing Division prior to being accepted into the program.

Key Concerns for the Nursing Major

1. Prerequisites for entry to nursing clinical courses are completion of ENG 109 Composition with a C or better. In addition, CHEM 175 General Chemistry I with lab, BIO 241 Human Anatomy and Physiology I and BIO 242 Human Anatomy & Physiology II with a grade of 80% or higher. **All pre-licensure nursing students must have these prerequisites completed prior to entering the nursing program.** Freshmen students who plan to declare nursing as their major must take both Anatomy and Physiology courses and Chemistry successfully in the freshman year or they will

extend their nursing education to five years.

2. Students with Associate of Arts degrees have met many of the Wesleyan Studies requirements. Refer to evaluation from the Registrar for specific courses needed to complete the Wesleyan Studies requirements. Note that the Associate of Arts is not the degree that Licensed Practical Nurses routinely earn. Their degree is a Diploma in Practical Nursing.
3. A student entering as Licensed Practical Nurse (LPN) will take NUR 213 Basic Concepts of Pathophysiology, NUR 214 Basic Concepts of Pharmacology, and NUR 208 Physical Assessment in addition to all 300 and 400 NUR courses. Escrow credit (maximum of 10 hours) is given for NUR 201 Introduction to Health Care Terminology (1 shr), NUR 205 Fundamentals of Nursing I (3 shrs) and NUR 206 Fundamentals of Nursing II (6 shrs) after completion of NUR 305 Nursing Care of Adults I with a B- or higher grade.

Math and English Placements

Language and Literature Placement

English 100 Placement and Description

Placement: Students are placed in English 100 when their ACT scores (English and composite) and high school GPA and additional measures reviewed, when available, suggest that they may lack readiness for English 109. English 100 is a semester-long course that offers four hours of credit. **Students must pass English 100 with a C- in order to advance to the ENG109-ENG110 sequence.**

Occasionally, a student not recommended for placement in English 100 expresses a wish to enroll in English 100 nonetheless. If the student expresses an unusual lack of confidence in his/her writing skills, we will accommodate that student in English 100. Rarely, a student placed in English 100 may express real anger or frustration (not just disappointment). In such a case, please refer the student to the English faculty member who is the coordinator for the first year writing program and to the ENG100 instructor for a review of the situation.

English 100 is carefully articulated with English 109 so that students who complete English 100 with some success should have reasonable prospects for success in English 109. Because of the slow and careful progression in the study of sentences, paragraphs, and essays in ENG100, it is important the English 100 student not be placed in other courses that include sophisticated writing assignments for which the students will not be prepared.

Communication 147

Freshmen are encouraged to take COMM 147. This means they do **NOT** need to wait until Spring semester to take the course. If they have an open slot in their Fall semester schedules, they may register for the fall offering of COMM 147.

Rationale for Insisting that Students Complete the First-Year Writing Requirement

As an all school requirement, the first-year writing requirement is part of the foundation for the Wesleyan Seminar curricula and for students' coursework in their majors. Consequently, most 300 level courses, and

some 200 level courses, assume proficiency in the thinking, research, and composition skills which inform academic writing. And as an all-school requirement it is a tacit prerequisite to upper-level courses. It is imperative, therefore, that all first year students take the English 109-110 sequence or complete the equivalent. Those courses have been designed, if the student applies self-discipline, to encourage academic success. If at some time during the first year a student should request dropping or withdrawing from either 109 or 110, you should advise that student to remain in the course as a prerequisite to academic success, unless the student has spoken with the instructor and it is clear that a passing grade is not possible.

First-time, first year students are placed in the composition sequence based on a writing test evaluated by English program faculty; the results of this test are reviewed in addition to admission materials to establish placement. If the student has a question about or wishes to challenge this placement, please contact the coordinator of first year writing or the coordinator of the English program to review the placement. The Registrar reviews transfer students' transcripts for composition course placement and, as necessary, consults with either or both coordinators. If there is a question about a transfer student's placement, please contact the Registrar to begin the review.

Note:

- Students must earn at least a C-, in ENG 100 in order to advance to ENG 109.
- Students must earn at least a C-, in ENG 109 in order to advance to ENG 110.
- In order to fulfill the first year writing requirement, a student must complete ENG 110 with at least a C- to receive credit for the course.

Mathematics Placement

In determining mathematics placement refer to the following:

Math 162 – For students with a mathematics ACT score of over 18 or students who need or want to take **Math 231 Calculus** with a weak mathematics background or feel that their algebra and trigonometry skills need to be strengthened. This course is not open to students who have completed **Calculus, University Algebra and Trigonometry**, or **Pre-calculus** with a grade of C or better, except with consent of the instructor.

Math 231 – Students who have had a course in trigonometry (**University Algebra and Trigonometry, Pre-calculus** or **Advanced Mathematics**) with a grade of C or better, should be able to take this course. *Science majors* and any other student who wants or needs to take **Math 231 Calculus**, should take this course as soon as possible after taking the prerequisite **Math 162** or the equivalent.

INTERNSHIP ADVISING

Why Internships are Important:

The Internship requirement gives students hands-on experience in their field of study. It tests the student's knowledge and skill in professional work settings and helps to insure each student makes a successful transition from campus to career. Teacher Education and Nursing students complete their internship requirement in placements arranged through their respective divisions. All other students complete one or more placements at a site arranged through the Director for Career Development, Internships, and Service Learning.

The Internship requirement is an integral part of each major. Accordingly, placement approval and evaluation of the Internship is done by faculty (the Divisional Liaison and Advisor) in the student's division or major. Each student is required to earn at least 6 credits of Internship in order to graduate. These 6 credits are usually earned with a single placement of 6 credits, but may (depending on the student's major) be earned with two or more placements of 2-3 credits each. The credits are pegged to the number of hours a student invests in a placement. To earn 1 academic credit, the student invests 40 hours. This means an Internship earning 6 credits must include at least 240 hours of on-site work. Consult the Director for Career Development and Internships for additional requirements specific to each major.

Generally, students will complete an Internship during their junior or senior year so as to serve as a transition from campus to career. Students may arrange an Internship placement for the regular fall or spring semester in conjunction with other coursework. Students may also arrange an internship for the summer term. Summer internships can be helpful to students, despite the limited financial aid for summer, because summer credits are charged a reduced rate per hour and students registering only for internship credits do not have to pay student fees in summer. Additionally, completing internship during summer can either reduce a student's credit load during the academic year or potentially shorten a student's time to graduation.

All students are required to complete an internship, but the placement process is individualized and takes into account the career aspirations and academic major of each student. Students are responsible for identifying prospective placements and preparing resumes, cover letters or application materials required for placement. The Director for Career Development and Internships will provide additional support with cover letter/resume writing, placement inquiries, and any other help needed. Students are expected to be proactive in completing research and interviews prior to placement. Students who do not take sufficient responsibility for their internship will likely delay their graduation.

Internships and Double Majors:

Students who elect to complete more than one major might satisfy the internship requirement with a single placement if the placement relates directly to each of the majors the student is pursuing. This placement must satisfy the requirements of each of the majors and must be approved by faculty in each major.

Students with double majors can also opt to undertake more than one internship. Some academic departments view a separate internship for each major to be professionally beneficial. Students should check with their academic advisor and the Director for Career Development, Internships, and Service Learning about their options.

The Advisor's Role in Relation to Internships:

The Advisor is crucial to the arrangement of a successful Internship. As the educator who tracks the student's progress through her/his degree program, the advisor is in the best position to help the student determine what kind of a placement to complete and when to complete it. Also, the advisor is in the best position to engage the student in continuing discussions of career aspirations. The advisor can also help to insure that career plans are realistic in light of academic performance and the student's skill set.

As an academic advisor, you should:

- 1. Notify students about the Internship requirement by the first semester of their freshman year.** Your briefing should familiarize your advisee(s) with the Internship requirements specific to the student's major.
- 2. Direct the student to the Director for Career Development and Internships:** During an initial appointment with the Director for Career Development and Internships, the student receives a Program Guide and an Internship Agreement Form.
- 3. Review the completed Internship Agreement Form:** Once the student completes the form, they should review it with you. During this discussion, you can review the student's academic progress, chart out future academic schedules and determine when the student can be available for an Internship. This determination is extremely important. Whether a student completes a local or a remote placement has implications for financial aid, travel and housing arrangements. An Internship that delays a student's completion of required coursework does not ease the transition from campus to career. A careful review of the entire form is crucial. By discussing the student's interests and ambitions early in the placement process, subsequent problems might be avoided. Be sure the student revises the Agreement Form to reflect concerns that come to light during the review. Your signature at the bottom of the form means that you are satisfied the student is ready to begin an Internship placement.
- 4. Forward Completed Internship Agreement Form to the Internship Faculty Liaison(s) in your Division.** A member or members of each Division serves as liaison to the Director for Career Development and Internships. This faculty member keeps track of students preparing for placement, confers with the Director for Career Development and Internships about placements and is responsible for issuing grades to students who complete the Internship. The Liaison reviews the form, approves it and forwards it to the Director for Career Development and Internships. It is also important that the student meet with the liaison personally.

Issues to Address with Students in Advising Sessions Re: Internships:

- 1. Career goals:** It is important that students not elude difficult questions about their career choices. If an advisee is naive or conflicted about her/his choices, make a referral to the Director for Career Development and Internships.
- 2. Local or Remote Placement:** Try to get a clear indication of the student's preference for a local placement or one outside of commuting distance from Iowa Wesleyan University. It is convenient to complete an Internship locally but there may be other opportunities in urban or out of state placements. Students may prefer a placement near their hometown. One important factor in this determination is

where the student intends to start a career.

3. **Recent Placements:** To give students some idea of possible placements, tell them what you know of recent placements. You can request updates on Internship opportunities in your major from the Director for Career Development and Internships. You can also refer your advisee to students or alums who recently completed an Internship.
4. **Internship Registration:** The Internship credit must be registered during the same term as the student is performing the work.
5. **Student Responsibilities:** It is important that students leave the advising session with a firm grasp of their responsibilities in the placement process. The process is designed to teach students basic job search skills. Students must:
 - a. Supply the Director for Career Development and Internships with a copy of their résumé.
 - b. Compose and produce cover letters.
 - c. Complete basic research about companies or agencies under consideration.
 - d. Follow-up with placement contacts.
 - e. Note that for placements with Henry County Health Center in Mount Pleasant the student should not contact the site directly. Placements at HCHC are coordinated through the Biology major liaison, Director of Internships, and Science Division Chair.

Make sure students know about these responsibilities. The Director for Career Development and Internships will provide guidance to students in their pursuit of these responsibilities.

Internships and Financial Aid:

Students may pre-register for their Internship. If a confirmed placement has not been made by the first day of the enrollment period the Director for Career Development and Internships will contact the Registrar to have the Internship hours dropped. The Director for Career Development and Internships will then have the add/drop period (usually ten days) to try and find a placement. The student should be directed to the Financial Aid Office so they can be informed about their enrollment options and how each would affect their financial aid.

SERVICE LEARNING ADVISING

Academic Service Learning is a: “course-based, credit-bearing, experience in which students participate in an organized service activity that meets identified community needs and reflects on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility” (Bringle & Hatcher, 1996, p.2).

The Center for Service-Learning & Civic Engagement is charged with coordination and monitoring of this graduation requirement. Students complete academic service-learning (identified in university documents as “SL”) courses as part of their graduation requirements.

Traditional Day Students

The number of SL courses a degrees-seeking student must complete varies, based on each his or her classification upon entrance to the University.

A student entering IW as a...	...with this many earned hours...	...must complete this many IW courses.
Freshman	0 – 24	4
Sophomore	24 – 55	3
Junior	56 – 87	2
Senior	88 or more	1

Adult and Graduate Studies Students

These student are required to complete a single SL course, WS320 Leadership and Service¹, to meet this requirement.

Classes that have a Service Learning component are noted with “SL” or “SL#” in the course schedule. Please note that the “#” indicates the Service Learning component to that course is optional. If students expect to earn the “SL” credit for that course then they need to satisfactorily complete the Service Learning project.

The Role of the Advisor:

It is important for the advisor to know and explain the service requirement’s tiered system and express the importance of engaging in and successfully completing the Service Learning component of the SL course they are taking. It may be helpful to explain that the SL requirement for traditional day students mirrors that of the University’s Writing Intensive (WI) requirement (i.e. completing 4, 3, 2, or 1 WI courses depending on their start as a degree-seeking candidate).

SL will be reflected on each student’s transcript. Please pay attention to the number of SL notations on the transcript when registering students for future semesters.

The Role of the Faculty Teaching SL Courses:

Faculty members teaching academic courses with a Service-Learning Component will communicate with the Director of Service Learning and Academic Support about course goals and objectives, the service project, and reflection prior to the beginning of the course. At the end of the semester these faculty will note which students completed the SL project in their course and send the registrar an email.

Further information regarding the Service Learning requirement and other non-academic volunteer

¹ Taught online.

opportunities and activities can be discussed with the Director of Service Learning and Academic Support or found online at <https://www.iw.edu/service-learning-civic-engagement/>

Fred Miller

Director of Service Learning and Academic Support

Email: fred.miller@iw.edu

Phone: 319-385-6422

CAREER DEVELOPMENT

The Career Development office is well equipped to help students answer the key questions involved in the career decision-making process. The first step is **assessment**. A number of “tools” are available to students including John Holland’s Self-Directed Search and numerous online assessments. These assessment tools, in combination with individual career counseling appointments, help students evaluate their interests, skills and values.

Another critical step in the career decision-making process is **research**. The Career Development office can help students research and explore careers by arranging a job shadow, lining up an informational interview, providing information through print and internet resources and informing students about career fairs and networking contacts.

Additionally, the Career Development office helps students with the **action** steps necessary to achieve their career goals. Employment information is available for professional, part-time and summer job opportunities. Classroom presentations may be scheduled on resume and cover letter writing, the job search process, interviewing and professional workplace conduct. Information is also provided on career fairs and interview days.

Students intending to enter graduate school can also be assisted by the Career Development office. Test information is available on the GRE, MCAT, LSAT and GMAT. Assistance is also provided in planning for graduate school and guiding students through the application process.

Students who may be struggling with their career choice, talking of changing their major or feeling overwhelmed by the job search process or acceptance to graduate school may be referred to the Career Development office for assistance.

Optional Checklists
(Brought to you by the Science Division)

ADVISING MEETING PREPARATION

A Pre-Checklist for the Student

For All Majors

The **student** is responsible for tracking and ensuring the fulfillment of all graduation requirements. An academic advisor is available to help answer questions or to provide guidance in planning a course of study. To prepare for a meeting with an academic advisor, please complete the below steps.

1. Update your **Major Degree Requirements Form** by adding classes that you have completed since the last advising session. Helpful tip: Hold on to this form, so that you don't have to fill out a new one each semester.
2. Identify classes that you still need. In other words, identify the requirements that need fulfilled on the form. Also identify electives that you would be interested in taking.
3. After compiling a list of potential classes, think about your time commitments and how demanding each class will be. Consult the **Plan of Study** document for help determining when to take specific courses.
4. Decide which classes you would like to take. Consult the **Class Schedule** (found on IW's website) to determine the time each class is offered. Make sure that none of the classes overlap. Check the **IW Catalog** for course descriptions, any needed prerequisites, and how often the course is offered (example: Spring alternating years). The Catalog can be viewed at the IW website.
5. Once you've identified the courses you will take during the next semester, make an appointment to meet with your academic advisor. Bring your Major Degree Requirements Form and proposed Class Schedule.

It is important that you read the Catalog so you understand all graduation requirements. Planning ahead is crucial to ensure that all requirements fit in your schedule.

**This could be used when sending your advisees a reminder email about registration.

Optional: Advising Check Sheet

First Time Student

Student Name: _____

Catalog used: _____

Freshman Year

Summer Orientation

- Discussed Catalog—what it is, where to find it, and review Wes Studies & Major
- Discussed Advising Forms—Major Checklist, Plan of Study, & Prep for Future Advising
- Discussed Wes Studies: SL, WI, Wes Sem, & Eng 109 (optional: Eng 100, ARC 105, and WIN)
- Registered for Freshmen Major Courses
- Student Completed Major Checklist for his/her records

4th Week Grade Check

- Discussed academic resources, adjustment to IW, and extra-curricular involvement
- Reviewed Grades
- Made sure student understands withdrawal option and deadline
- Filled out Student Responsibility Worksheet and sent it to the Registrar

1st Semester Registration

- Has copy of completed checklist and working checklist
- Reviewed Midterm Grades
- Discussed Minor Options; Possible minor(s): _____
- Registered for Wesleyan Studies Courses and Major courses for the 2nd Semester

2nd Semester Registration

- Reviewed Midterm Grades
- Discussed first year
- Discussed career options—courses, involvement on campus, etc.
- Registered for Wesleyan Studies Courses and Major courses for the next year

Sophomore Year

1st Semester Registration

- Reviewed Midterm Grades
- On track with WI
- Registered for Wesleyan Studies Courses and Major courses for the 2nd Semester

2nd Semester Registration

- Reviewed Midterm Grades
- Introduced Field Experience & Discussed Timeline
- On track with SL requirement
- Discussed Global Issues, Travel Courses, Study Abroad options
- Discussed career and graduate school options
- Registered for Wesleyan Studies Courses and Major courses for the next year

Junior Year

- Met with Student Development Offices about Internship

- Submitted Internship Paperwork
- Registered for Wesleyan Studies Courses and Major courses for the next year

Senior Year

- Degree Audit from Registrar
- Submitted Graduation Application

Career Interest(s):

Notes:

**Optional Advising Check Sheet
TRANSFERS**

Student Name: _____

Catalog used: _____

Transfers—Junior Year

Summer Orientation

- Discussed Catalog—what it is, where to find it, and review Wes Studies & Major, take note that some courses offered alternating years
- Discussed Advising Forms—Major Check Sheet, Plan of Study, & Prep for Future Advising
- Discussed Wes Studies: SL, WI, and Global Awareness
- Discuss if student has an AA or AS. If they do not, talk about what Wesleyan Studies courses they still need to take.
- Student Completed Major Checklist for his/her records

4th Week Grade Check

- Discussed academic resources, adjustment to IW, and extra-curricular involvement
- Reviewed Grades
- Made sure student understands withdrawal option and deadline
- Filled out Student Responsibility Worksheet and sent it to the Registrar

1st Semester Registration

- Discussed academic resources, adjustment to IW, and extra-curricular involvement
- Reviewed Midterm Grades, made sure student aware of withdrawal deadline
- Has copy of completed checklist and working checklist
- Followed up with any transfer credit questions
- Discussed Minor Options; Possible minor(s): _____
- Introduced Field Experience & Discussed Timeline
- On track with SL requirement
- Discussed Global Issues, Travel Courses, Study Abroad options
- Registered for Wesleyan Studies Courses and Major courses for the 2nd Semester

2nd Semester Registration

- Discussed career options—courses, involvement on campus, etc.
- Met with Student Development Offices about Internship
- Submitted Internship Paperwork
- Registered for Wesleyan Studies Courses and Major courses for the next year

Senior Year

- Degree Audit from Registrar
- Submitted Graduation Application

Career Interest(s):

Notes:

WESLEYAN STUDIES

WESLEYAN STUDIES

Wesleyan Studies is the general education curriculum at IW. Wesleyan Studies encourages exploration of the liberal arts and sciences and their practical application. This education will enhance students' abilities to achieve their potential and foster students' capability to respond to the transitions most will encounter after graduation due to changes in careers, the re-shaping of daily life by new technologies, and in response to the call made to be responsible local and global citizens. The requirements and courses comprising Wesleyan Studies:

RHETORICAL FOUNDATIONS 10 credit hours total

WS 100 Wesleyan Seminar (1 hr.)

Grade of C- or higher required in both English courses:

COMM 147 Introduction to Public Speaking (3 hrs.) **ENG 109** College Composition (WI; 3 hrs.)

ENG 110 College Research (WI; 3 hrs.)

QUANTITATIVE AND SCIENTIFIC REASONING 8 credit hours total

Math pool

Choose 1 course (each course is 4 hrs.)

MATH 162 College Algebra & Trigonometry

MATH 171 Elementary Statistics

MATH 231 Calculus I

Science pool

Choose 1 course (each course is 4 hrs.)

BIO 201 General Botany (Fall)

BIO 211 General Zoology (Fall)

BIO 241 Human Anatomy & Physiology I (Fall)

BIO 260 Ecology & Conservation

CHEM 175 Principles of Chemistry I (Fall)

PHYS 210 General Physics I (Fall)

CREATIVITY 6 credit hours total

Theory pool

Choose 1 course (each course is 3 hrs.)

ART 203 Art Appreciation

ART 381 History of Art I

ART 382 History of Art II

MUS 225 Survey of Music Literature

MUS 353 History of Music (to 1750)

MUS 354 History of Music (1750 to present)

Performance pool

Choose 3 credit hours (each course is .5 - 3 hrs.)

DMD 109 Survey of Multimedia (3 hrs.)

ART 201 Basic Studio & Design 2-D (3hrs)

ART 215 Painting I (3 hrs.)

ART 216 Ceramics I (3 hrs.)

ART 219 Drawing I (3 hrs.)

ENG 247 Imaginative Writing (3 hrs.)

PE 107 Dance & Movement (3 hrs.)

PE 108 Dance & Movement for Music Majors (2hrs.)

MUS 101/2*Ensembles (1 hr.)

MUS 103/4 Concert Choir (1 hr.)

MUS 105/6* SE IA Community Band (1 hr.)

MUS 107/8 Jazz Big Band (1 hr.)

MUS 109/110* SE Iowa Symphony (1 hr.)

MUS 120 Guitar (1 hr.)

MUS 121/2 Private Instruction (.5 hr.)

MUS 131/2 Beginning Piano (1 hr.)

MUS 221/2 Private Instruction (.5 hr.)

*=audition required

UNDERSTANDING SELF AND SOCIETY

12 hours required (or 11 credit hours if choosing EDUC/WS 357 for 2 credits without SL)

Religion/Philosophy/History Pool

6 credit hours total

Choose 1 course from 2 different groups below (A, B, C & D)

(each course is 3 hrs.):

- A. **REL 101** Introduction to the Bible as Literature
REL 150 Introduction to World Religions
REL 265 War and Peace
REL 300 Religion in West Civilization
- B. **PHIL 201** Introduction to Philosophy
PHIL 215 Ethics for Life & Career
PHIL 130 Critical Reasoning
PHIL 306 Philosophy of Religion
- C. **HIST 125** U.S. History Survey, 1607-1877

HIST 126 U.S. History Survey, 1877-present
HIST 173 Western Civilization to 1350
HIST 174 Western Civilization since 1350
ENG 201 Survey of Literature
ENG 206 Introduction to Poetry
200 or 300 level English literature course (except ENG 341)
- D. **ECN 101** Microeconomics
ECN 102 Macroeconomics

Individuals and Society/Groups Pool

3 credit hours total

Choose 1 course from the following

(each course is 3 hrs.):

- SOC 100** Introduction to Sociology
SOC 243 Social Problems
SOC/PSYC 205 The Family
SOC 310 Race and Ethnicity
PSYC 131 General Psychology
PSYC 251 Developmental Psychology
EDUC 296 Educational Psychology
EDUC 301 Education of Exceptional Person
SM 102 Sport and Society

Global Awareness Pool

3 or 2 credit hours

Choose 1 course from the following:

- WS 300** Global Issues (3 hrs.)
WS 315 Social Justice and Service (3 hrs.)
ENG 341 Masters of World Literature (3hrs)
EDUC/WS 357 Human Relations w/ Global Perspective for Educators (2 hrs. SL-3)

36 Credit hours total. Additional requirements for graduation include completion of academic service learning (SL) courses and writing intensive courses (WI), with several opportunities for these to be completed within Wesleyan Studies.

To assist with transition to the new first-year English sequence:

- a. Students who are using a Catalog year prior to the 2017-18 Catalog (including those who change to a 2017-18 or later Catalog) will be considered to have met the Rhetorical Foundations requirements if they have completed the COMM 147 and earned a C- or better in the ENG 105 course prior to Fall 2017.
- b. Students in catalog years prior to 2017-18 who have not completed ENG 105 prior to fall 2017 will need to complete ENG 109 and 110 and COMM 147 to fulfill the Wesleyan studies Rhetorical Foundations requirement. Such students do not have to change to the 2017-18 Catalog in order to use ENG 109 and 110 to fulfill their Rhetorical Foundations requirement.

WRITING INTENSIVE COURSE REQUIREMENT

The goals of Writing Intensive Courses (designated in course schedules by “WI”) are to aid students’ understanding of how to establish an effective writing process and to support student writing as it develops within courses and majors. Students must complete Writing Intensive Courses with a grade of C- or higher to graduate.

A Writing Intensive Course will require a minimum of 10 pages of formal academic writing as defined by the relevant discipline as well as a key emphasis within the course on helping students learn to improve their writing skills. This writing may be produced through one or more assignments. *The WI designation must be listed in the course schedule prior to the course beginning for it to count as a WI course.* Instructors must contact the Assistant Dean of Wesleyan Studies for courses to be approved as WI prior to the course being listed at WI in the CAMS registration system.

Some WI Courses are included in the Wesleyan Studies requirements, including English 109, English 110, and Global Issues. Additional courses may be listed as WI as determined each semester by the academic divisions in consultation with the Assistant Dean of Wesleyan Studies.

The Writing Intensive Course requirement is tiered as follows:

- Students who enter Iowa Wesleyan University as a Freshman must complete four (4) WI courses.
- Students who enter Iowa Wesleyan as a Sophomore must complete three (3) WI courses.
- Students who enter Iowa Wesleyan as a Junior must complete two (2) WI courses.
- Students who enter Iowa Wesleyan as a Senior must complete one (1) WI course.
- Note: Transfer students do not receive “retroactive” credit for a WI course; for example, a junior student who transfers to IW and receives credit for ENG109 and ENG 110 still needs to take 2 WI courses at IW.

Wesleyan Studies Checklist 2017-18

Page 1 of 2

Course	Hours	Need	Completed	Approved Substitute
<u>Rhetorical Foundations- 10 hours required</u>				
Complete all of the following:				
WS 100 Wesleyan Seminar	1	_____	_____	_____
ENG 109 College Composition (WI)	3	_____	_____	_____
ENG 110 College Research (WI)	3	_____	_____	_____
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
<u>Quantitative and Scientific Reasoning- 8 hours required</u>				
Math: Select one course from the following:				
MATH 162 College Algebra and Trigonometry	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
MATH 231 Calculus I	4	_____	_____	_____
Science: Select one course from the following:				
BIO 201 General Biology	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Human Anatomy and Physiology I	4	_____	_____	_____
BIO 260 Ecology and Conservation	4	_____	_____	_____
CHEM 175 Principles of Chemistry I	4	_____	_____	_____
PHYS 210 General Physics I	4	_____	_____	_____
<u>Creativity- 6 hours required</u>				
Theory: Select one course from the following:				
ART 203 Art Appreciation	3	_____	_____	_____
ART 381/382 History of Art I/II	3	_____	_____	_____
MUS 225 Survey of Musical Literature	3	_____	_____	_____
MUS 353/354 History of Music	3	_____	_____	_____
Performance: Select three credits from the following:				
DMD 109 Survey of Multimedia	3	_____	_____	_____
ART 201 Basic Studio and Design 2-D	3	_____	_____	_____
ART 215 Painting I	3	_____	_____	_____
ART 216 Ceramics I	3	_____	_____	_____
Art 219 Drawing I	3	_____	_____	_____
ENG 247 Imaginative Writing: Poetry and Prose	3	_____	_____	_____
PE 107/108 Dance and Movement	3/2	_____	_____	_____
MUS 101-110* Band/Choir	1	_____	_____	_____
MUS 120 Guitar Class	1	_____	_____	_____
MUS 121/2 Music- Private Instruction	0.5	_____	_____	_____
MUS 131/2 Beginning Piano Class	1	_____	_____	_____
MUS 221/2 Music- Private Instruction	0.5	_____	_____	_____

Note: * Audition Required for MUS 101/2, MUS 105/6, MUS109/110

Wesleyan Studies Checklist 2017-18

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Understanding Self and Society- 11/12 hours required

Rel/Phil/Hist/Eng/Econ: Select two courses from the following four groups.

No two courses may be from the same group.

GROUP 1:

REL 101 Introduction to the Bible as Literature	3	_____	_____	_____
REL 150 Introduction to World Religions	3	_____	_____	_____
REL 265 War and Peace	3	_____	_____	_____
REL 300 Religion in Western Civilization	3	_____	_____	_____

GROUP 2:

PHIL 201 Introduction to Philosophy	3	_____	_____	_____
PHIL 306 Philosophy of Religion	3	_____	_____	_____
PHIL 215 Ethics for Life and Career	3	_____	_____	_____
PHIL 130 Critical Reasoning	3	_____	_____	_____

GROUP 3:

HIST 125 U.S. History Survey 1607-1877	3	_____	_____	_____
HIST 126 U.S. History Survey 1877-present	3	_____	_____	_____
HIST 173 Western Civilization to 1350	3	_____	_____	_____
HIST 174 Western Civilization Since 1350	3	_____	_____	_____
ENG 201 Survey of Literature	3	_____	_____	_____
ENG 206 Introduction to Poetry	3	_____	_____	_____
200 or 300 English Literature Course- Except ENG 347	3	_____	_____	_____

GROUP 4:

ECN 101 Microeconomics	3	_____	_____	_____
ECN 102 Macroeconomics	3	_____	_____	_____

Individuals and Groups/Societies: Select one course from the following:

PSYC 131 General Psychology	3	_____	_____	_____
PSYC 251 Developmental Psychology (SL)	3	_____	_____	_____
EDUC 296 Educational Psychology	3	_____	_____	_____
EDUC 301 Education of Exceptional Persons (SL#)	3	_____	_____	_____
SOC 100 Introduction to Sociology	3	_____	_____	_____
SOC 243 Social Problems	3	_____	_____	_____
PSYC/SOC 205 The Family	3	_____	_____	_____
SOC 310 Race and Ethnicity	3	_____	_____	_____
SM 102 Sport and Society	3	_____	_____	_____

Global Awareness: Select one course from the following:

WS 300 Global Issues	3	_____	_____	_____
WS 315 Social Justice and Service (SL)	3	_____	_____	_____
ENG 341 masters of World Literature	3	_____	_____	_____
EDUC/WS 357 Human Relations w/a Global Perspective for Educators (WI)	3	_____	_____	_____

Service Learning (SL) Courses:

Freshmen 4 Sophomore 3 Junior 2 Senior 1

AGS only: Service Learning WS 320

Writing Intensive (WI) Courses:

Freshmen 4 Sophomore 3 Junior 2 Senior 1

30 Credit Hours at 300 Level or Above _____ Internship _____ 120 Total Credits _____

Notes to Advisors:

Students who started at Iowa Wesleyan University prior to fall 2011 must follow the Shared Experience curriculum requirements for graduation. The only exception would be those students who requested a change of catalog to 2011 -2012 or later. Such changes should be noted in advising files. When in doubt, call the Registrar.

For freshmen and transfer students entering IW prior to fall 2017, refer to respective advisor manuals from previous years.

**BUSINESS DIVISION
ACADEMIC PROGRAM WORKSHEETS**

**BUSINESS ADMINISTRATION MAJOR
ACCOUNTING CONCENTRATION**

(To be used only for freshmen & entering in the Fall 2017 and thereafter)

Course	Hours	Need	Completed	Approved Substitute
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
BA 340 Corporate Financial Management	3	_____	_____	_____
BA 350 Business Information Systems	3	_____	_____	_____
BA 419 Business Strategy	3	_____	_____	_____
BA 498 Field Experience	6	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____
<u>Required Support Courses</u>				
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Statistics	4	_____	_____	_____
PHIL 215 Ethics: Life & Career	3	_____	_____	_____
<u>Professional Development</u>				
BA 101 A Microsoft Outlook Certification	1	_____	_____	_____
BA 101 B. Microsoft Word Certification	1	_____	_____	_____
BA 101 C Microsoft Excel Certification	1	_____	_____	_____
BA 101 D Microsoft PowerPoint Certification	1	_____	_____	_____
BA 101 E Microsoft Access Certification	1	_____	_____	_____
BA 102A Resume Writing	0	_____	_____	_____
BA 102B Job Search Success	0	_____	_____	_____
BA 102 C Interviewing Skills	0	_____	_____	_____
BA 102 D Dress for Success	0	_____	_____	_____
BA 102 E Dining Etiquette	0	_____	_____	_____
BA 102 F Life After College	0	_____	_____	_____
<u>Major Concentration</u>				
ACTG 320 Intermediate Accounting I	3	_____	_____	_____
ACTG 321 Intermediate Accounting II	3	_____	_____	_____
ACTG 322 Cost Accounting	3	_____	_____	_____
ACTG 340 Introduction to Federal Tax	3	_____	_____	_____
ACTG 360 Accounting Information Systems	3	_____	_____	_____
ACTG 431 Auditing, Principles & Procedures	3	_____	_____	_____
Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**BUSINESS ADMINISTRATION MAJOR
CRIMINAL JUSTICE CONCENTRATION**
(To be used only for freshmen & entering in the Fall 2017 and thereafter)

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
BA 340 Corporate Financial Management	3	_____	_____	_____
BA 350 Business Information Systems	3	_____	_____	_____
BA 419 Business Strategy	3	_____	_____	_____
BA 498 Field Experience	6	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____
<u>Required Support Courses</u>				
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Statistics	4	_____	_____	_____
PHIL 215 Ethics: Life & Career	3	_____	_____	_____
<u>Professional Development</u>				
BA 101 A Microsoft Outlook Certification	1	_____	_____	_____
BA 101 B. Microsoft Word Certification	1	_____	_____	_____
BA 101 C Microsoft Excel Certification	1	_____	_____	_____
BA 101 D Microsoft PowerPoint Certification	1	_____	_____	_____
BA 101 E Microsoft Access Certification	1	_____	_____	_____
BA 102A Resume Writing	0	_____	_____	_____
BA 102B Job Search Success	0	_____	_____	_____
BA 102 C Interviewing Skills	0	_____	_____	_____
BA 102 D Dress for Success	0	_____	_____	_____
BA 102 E Dining Etiquette	0	_____	_____	_____
BA 102 F Life After College	0	_____	_____	_____
<u>Major Concentration</u>				
CJ 231 Introduction to Criminal Justice	3	_____	_____	_____
CJ 260 Criminal Law & Individual Rights	3	_____	_____	_____
CJ 307 Criminology	3	_____	_____	_____
CJ 355 Law Enforcement	3	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
CJ Elective _____	3	_____	_____	_____
CJ Elective _____	3	_____	_____	_____

<u>Electives</u>	<u>Hours</u>	<u>Total Hours Needed</u>	<u>Total Hours Completed</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BUSINESS ADMINISTRATION MAJOR
ENTERTAINMENT BUSINESS CONCENTRATION
 (To be used only for freshmen & entering in the Fall 2017 and thereafter)

Course	Hours	Need	Completed	Approved Substitute
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
BA 340 Corporate Financial Management	3	_____	_____	_____
BA 350 Business Information Systems	3	_____	_____	_____
BA 419 Business Strategy	3	_____	_____	_____
BA 498 Field Experience	6	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____
<u>Required Support Courses</u>				
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Statistics	4	_____	_____	_____
PHIL 215 Ethics: Life & Career	3	_____	_____	_____
<u>Professional Development</u>				
BA 101 A Microsoft Outlook Certification	1	_____	_____	_____
BA 101 B. Microsoft Word Certification	1	_____	_____	_____
BA 101 C Microsoft Excel Certification	1	_____	_____	_____
BA 101 D Microsoft PowerPoint Certification	1	_____	_____	_____
BA 101 E Microsoft Access Certification	1	_____	_____	_____
BA 102A Resume Writing	0	_____	_____	_____
BA 102B Job Search Success	0	_____	_____	_____
BA 102 C Interviewing Skills	0	_____	_____	_____
BA 102 D Dress for Success	0	_____	_____	_____
BA 102 E Dining Etiquette	0	_____	_____	_____
BA 102 F Life After College	0	_____	_____	_____
<u>Major Concentration</u>				
BA 372 Producing/Touring with Live Entertainment	3	_____	_____	_____
BA 382 Business of Live and Performing Arts	3	_____	_____	_____
BA 383 Booking and Presenting Live Entertainment	3	_____	_____	_____
BA 433 Entertainment Law	3	_____	_____	_____
BA 481 Talent Management	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**BUSINESS ADMINISTRATION MAJOR
HUMAN SERVICES CONCENTRATION**
(To be used only for freshmen & entering in the Fall 2017 and thereafter)

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
BA 340 Corporate Financial Management	3	_____	_____	_____
BA 350 Business Information Systems	3	_____	_____	_____
BA 419 Business Strategy	3	_____	_____	_____
BA 498 Field Experience	6	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____
<u>Required Support Courses</u>				
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Statistics	4	_____	_____	_____
PHIL 215 Ethics: Life & Career	3	_____	_____	_____
<u>Professional Development</u>				
BA 101 A Microsoft Outlook Certification	1	_____	_____	_____
BA 101 B. Microsoft Word Certification	1	_____	_____	_____
BA 101 C Microsoft Excel Certification	1	_____	_____	_____
BA 101 D Microsoft PowerPoint Certification	1	_____	_____	_____
BA 101 E Microsoft Access Certification	1	_____	_____	_____
BA 102A Resume Writing	0	_____	_____	_____
BA 102B Job Search Success	0	_____	_____	_____
BA 102 C Interviewing Skills	0	_____	_____	_____
BA 102 D Dress for Success	0	_____	_____	_____
BA 102 E Dining Etiquette	0	_____	_____	_____
BA 102 F Life After College	0	_____	_____	_____
<u>Major Concentration</u>				
CJ 231 Introduction to Criminal Justice	3	_____	_____	_____
CJ 260 Criminal Law & Individual Rights	3	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 361 Abnormal Psychology	3	_____	_____	_____
SOC 243 Social Problems	3	_____	_____	_____
SOC 310 Race and Ethnicity	3	_____	_____	_____
<u>CHOOSE ONE:</u>				
PSYC 205 The Family	3	_____	_____	_____
PSYC 209 Social Psychology	3	_____	_____	_____
PSYC 326 Introduction to Counseling	3	_____	_____	_____
PSYC372 Positive Psychology	3	_____	_____	_____
Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____

**BUSINESS ADMINISTRATION MAJOR
MANAGEMENT CONCENTRATION**
(To be used only for freshmen & entering in the Fall 2017 and thereafter)

Course	Hours	Need	Completed	Approved Substitute
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
BA 340 Corporate Financial Management	3	_____	_____	_____
BA 350 Business Information Systems	3	_____	_____	_____
BA 419 Business Strategy	3	_____	_____	_____
BA 498 Field Experience	6	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____
<u>Required Support Courses</u>				
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Statistics	4	_____	_____	_____
PHIL 215 Ethics: Life & Career	3	_____	_____	_____
<u>Professional Development</u>				
BA 101 A Microsoft Outlook Certification	1	_____	_____	_____
BA 101 B. Microsoft Word Certification	1	_____	_____	_____
BA 101 C Microsoft Excel Certification	1	_____	_____	_____
BA 101 D Microsoft PowerPoint Certification	1	_____	_____	_____
BA 101 E Microsoft Access Certification	1	_____	_____	_____
BA 102A Resume Writing	0	_____	_____	_____
BA 102B Job Search Success	0	_____	_____	_____
BA 102 C Interviewing Skills	0	_____	_____	_____
BA 102 D Dress for Success	0	_____	_____	_____
BA 102 E Dining Etiquette	0	_____	_____	_____
BA 102 F Life After College	0	_____	_____	_____
<u>Major Concentration</u>				
ECN 240 Applied Statistics	3	_____	_____	_____
BA 311 Small Business Management	3	_____	_____	_____
BA 312 Organizational Behavior	3	_____	_____	_____
BA 360 Human Resource Management	3	_____	_____	_____
BA 370 Operations Management	3	_____	_____	_____
ACTG 322 Cost Accounting	3	_____	_____	_____
Or				
ACTG 360 Accounting Information Systems	3	_____	_____	_____
Or				
BA 341 Investments	3	_____	_____	_____
Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____

**BUSINESS ADMINISTRATION MAJOR
MARKETING CONCENTRATION**

(To be used only for freshmen & entering in the Fall 2016 and thereafter)

Course	Hours	Need	Completed	Approved Substitute
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
BA 340 Corporate Financial Management	3	_____	_____	_____
BA 350 Business Information Systems	3	_____	_____	_____
BA 419 Business Strategy	3	_____	_____	_____
BA 498 Field Experience	6	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____
<u>Required Support Courses</u>				
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Statistics	4	_____	_____	_____
PHIL 215 Ethics: Life & Career	3	_____	_____	_____
<u>Professional Development</u>				
BA 101 A Microsoft Outlook Certification	1	_____	_____	_____
BA 101 B. Microsoft Word Certification	1	_____	_____	_____
BA 101 C Microsoft Excel Certification	1	_____	_____	_____
BA 101 D Microsoft PowerPoint Certification	1	_____	_____	_____
BA 101 E Microsoft Access Certification	1	_____	_____	_____
BA 102A Resume Writing	0	_____	_____	_____
BA 102B Job Search Success	0	_____	_____	_____
BA 102 C Interviewing Skills	0	_____	_____	_____
BA 102 D Dress for Success	0	_____	_____	_____
BA 102 E Dining Etiquette	0	_____	_____	_____
BA 102 F Life After College	0	_____	_____	_____
<u>Major Concentration</u>				
BA 321 Consumer Behavior	3	_____	_____	_____
BA 322 Principles of Advertising	3	_____	_____	_____
BA 325 Social Media	3	_____	_____	_____
BA 371 Business Analysis	3	_____	_____	_____
ECN 240 Applied Statistics	3	_____	_____	_____
DMD 109 Introduction to Digital Communications	3	_____	_____	_____
DMD 204 Graphic Layout & Design	3	_____	_____	_____
DMD 321 Web Design	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BUSINESS ADMINISTRATION MAJOR
MUSIC BUSINESS CONCENTRATION
 (To be used only for freshmen & entering in the Fall 2016 and thereafter)

Course	Hours	Need	Completed	Approved Substitute
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
BA 340 Corporate Financial Management	3	_____	_____	_____
BA 350 Business Information Systems	3	_____	_____	_____
BA 419 Business Strategy	3	_____	_____	_____
BA 498 Field Experience	6	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____
<u>Required Support Courses</u>				
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Statistics	4	_____	_____	_____
PHIL 215 Ethics: Life & Career	3	_____	_____	_____
<u>Professional Development</u>				
BA 101 A Microsoft Outlook Certification	1	_____	_____	_____
BA 101 B. Microsoft Word Certification	1	_____	_____	_____
BA 101 C Microsoft Excel Certification	1	_____	_____	_____
BA 101 D Microsoft PowerPoint Certification	1	_____	_____	_____
BA 101 E Microsoft Access Certification	1	_____	_____	_____
BA 102A Resume Writing	0	_____	_____	_____
BA 102B Job Search Success	0	_____	_____	_____
BA 102 C Interviewing Skills	0	_____	_____	_____
BA 102 D Dress for Success	0	_____	_____	_____
BA 102 E Dining Etiquette	0	_____	_____	_____
BA 102 F Life After College	0	_____	_____	_____
<u>Major Concentration</u>				
MUS 141 Elementary Harmony	2	_____	_____	_____
MUS 142 Elementary Harmony	2	_____	_____	_____
MUS 143 Elementary Sight Singing	1	_____	_____	_____
MUS 144 Elementary Sight Singing	1	_____	_____	_____
MUS 241 Advanced Harmony	2	_____	_____	_____
MUS 243 Advanced Sight Singing	1	_____	_____	_____
MUS 353 Music History	3	_____	_____	_____
Or				
MUS 354 Music History	3	_____	_____	_____
MUS 357 Instrumental Conducting	2	_____	_____	_____
Or				
MUS 358 Choral Conducting	2	_____	_____	_____
MUS__ Ensembles	1	_____	_____	_____
MUS__ Ensembles	1	_____	_____	_____
MUS__ Ensembles	1	_____	_____	_____
MUS__ Applied Lessons	1	_____	_____	_____
MUS__ Applied Lessons	1	_____	_____	_____
MUS__ Applied Lessons	1	_____	_____	_____

MUS__ Instrument Classes	1	_____	_____	_____
MUS__ Instrument Classes	1	_____	_____	_____
MUS__ Instrument Classes	1	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**BUSINESS ADMINISTRATION MAJOR
SPORT MANAGEMENT CONCENTRATION**
(To be used only for freshmen & entering in the Fall 2016 and thereafter)

Course	Hours	Need	Completed	Approved Substitute
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
BA 340 Corporate Financial Management	3	_____	_____	_____
BA 350 Business Information Systems	3	_____	_____	_____
BA 419 Business Strategy	3	_____	_____	_____
BA 498 Field Experience	6	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____
<u>Required Support Courses</u>				
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Statistics	4	_____	_____	_____
PHIL 215 Ethics: Life & Career	3	_____	_____	_____
<u>Professional Development</u>				
BA 101 A Microsoft Outlook Certification	1	_____	_____	_____
BA 101 B. Microsoft Word Certification	1	_____	_____	_____
BA 101 C Microsoft Excel Certification	1	_____	_____	_____
BA 101 D Microsoft PowerPoint Certification	1	_____	_____	_____
BA 101 E Microsoft Access Certification	1	_____	_____	_____
BA 102A Resume Writing	0	_____	_____	_____
BA 102B Job Search Success	0	_____	_____	_____
BA 102 C Interviewing Skills	0	_____	_____	_____
BA 102 D Dress for Success	0	_____	_____	_____
BA 102 E Dining Etiquette	0	_____	_____	_____
BA 102 F Life After College	0	_____	_____	_____
<u>Major Concentration</u>				
SM 101 Introduction to Sport Management	3	_____	_____	_____
SM 102 Sport and Society	3	_____	_____	_____
SM 211 Athletic Facility and Event Management	3	_____	_____	_____
SM 223 Sport Marketing and Sales	3	_____	_____	_____
SM 232 Sport Information and Communication Practices	3	_____	_____	_____
SM 398 Experiential Learning Practicum	0-3	_____	_____	_____
SM 362 Sport Governance and Organizational Strategy	3	_____	_____	_____
PE 212 Coaching Authorization	4	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BUSINESS ADMINISTRATION MINOR

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Business Division Core Requirements</u>				
ACTG 210 Introduction to Financial Accounting	3	_____	_____	_____
ACTG 211 Managerial Accounting	3	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
BA 310 Principles of Management	3	_____	_____	_____
BA 320 Principles of Marketing	3	_____	_____	_____
BA 330 Business Law	3	_____	_____	_____
ECN 101 Principles of Micro Economics	3	_____	_____	_____
ECN 102 Principles of Macro Economics	3	_____	_____	_____

**EDUCATION AND
PHYSICAL EDUCATION
ACADEMIC PROGRAM WORKSHEETS**

IOWA WESLEYAN UNIVERSITY
(#102) ELEMENTARY EDUCATION CHECKSHEET (K-6)

STUDENT _____ CATALOG YEAR _____
 ADVISOR _____ ENDORSEMENT/CONCENTRATION AREA _____

Courses listed are required for students to be recommended for an initial license in elementary education.
 Transfer credits are approved in consultation with the Chair of the Division of Education and content-specialty faculty.

TEACHER EDUCATION PREREQUISITE COURSES

Courses MUST be taken prior to admission into TEP and methods courses.

Grade of C- or above is required in courses in the major.

	<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
EDUC 110 Introduction to Teacher Education	(1)	_____	_____	_____
EDUC 261 Early Experience in the Schools	(1)	_____	_____	_____
EDUC 294 Foundations of Education	(2)	_____	_____	_____
EDUC 295 Curriculum Development and Evaluation	(3)	_____	_____	_____
EDUC 296 Educational Psychology (WI)	(3)	_____	_____	_____

TEACHER EDUCATION PROFESSIONAL AND METHODS COURSES

Grade of C- or above is required in courses in the major.

EDUC 215 Technological Applications in the Classroom	(2)	_____	_____	_____
EDUC 262 Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 263 Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 301 Education of Exceptional Persons	(3)	_____	_____	_____
EDUC 302 Classroom Management	(2)	_____	_____	_____
EDUC 305 Elementary School Science Methods	(3)	_____	_____	_____
EDUC 323 Elementary School Math Methods	(3)	_____	_____	_____
EDUC 324 Primary Literacy Methods	(3)	_____	_____	_____
EDUC 331 Elementary School Social Studies Methods	(3)	_____	_____	_____
EDUC 338 Children's Literature	(2)	_____	_____	_____
EDUC 342 Intermediate Literacy Methods	(3)	_____	_____	_____
EDUC 357 Human Relations/Global Perspective/Educators (WI)	(2/3 (SL))	_____	_____	_____
EDUC 390 Elementary Specials Methods (Art, Music, PE/Health/Wellness)	(3)	_____	_____	_____
EDUC 402 Seminar for Student Teachers	(1)	_____	_____	_____
EDUC 442 & 443 Practicum in Elementary School	(14)	_____	_____	_____

TEACHER EDUCATION PROGRAM REQUIRED SUPPORT COURSES

One grade of D is allowed in support courses.

MATH 150 Mathematics for Elementary Teachers	(3)	_____	_____	_____
MATH 171 (or MATH 162 / MATH 231)	(4)	_____	_____	_____
PSYC 251 Developmental Psychology	(3)	_____	_____	_____
Physical Science: SCI 206 /CHEM 175/PHYS 210	(4)	_____	_____	_____
Earth/Space Science: SCI 206 / SCI 205	(4)	_____	_____	_____
Life Science: BIO 260 /BIO 201/BIO 211/BIO 241	(4)	_____	_____	_____
HIST 125 or 126 US History Survey	(3)	_____	_____	_____
COMM 147 Introduction to Public Speaking	(3)	_____	_____	_____
ENG 109 College Composition (WI)	(3)	_____	_____	_____
ENG 201 College Research (WI)	(3)	_____	_____	_____

REQUIRED AREA OF CONCENTRATION

	(12)	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Iowa Wesleyan University WESLEYAN STUDIES / GENERAL EDUCATION COURSES – SEE BACK

(The only Wesleyan Studies requirements for transfer students holding the A.A. Degree: WS 300/357-WI, SL Course/s, and one additional WI course.)

Revised 06.08.17

IOWA WESLEYAN UNIVERSITY
TEACHER EDUCATION PROGRAM
ELEMENTARY EDUCATION (K-6) only – FRESHMAN ENTRY
Students are advised to seek one or more add-on endorsements.

FALL

First Year

ENG 109 College Composition (WI)	3
HIST 125 US History Survey	3
MATH 150 Math for Elem. Teachers	3
SCI 206 Physical Science	4
WS 100 Wesleyan Seminar (SL)	1

Take basic skills exam.

SPRING

BIO 260 Ecology & Conservation	4
ED 110 Introduction to Teacher Education	1
ED 261 Early Experience in the Schools	1
ED 294 Foundations of Education	2
ENG 110 College Research (WI)	3
MATH 171 Elementary Statistics	4

Sophomore

COMM 147 Intro. to Public Speaking	3
ED 295 Curriculum Dev. & Evaluation	3
ED 296 Educational Psychology (WI)	3
PSYC 251 Dev. Psychology (SL)	3
REL/PHIL/ECON Wesleyan Studies	3

EARLIEST ADMISSION TO TEP.

ED 215 Technological App. in the Classroom	2
ED 301 Education of Exceptional Persons	3
ED 324 Primary Literacy Methods	3
ED 338 Children's Literature	2
3 hr. Area of Concentration/endorsement	3
3 hr. elective	3

Junior

Creative Activity Wesleyan Studies	3
ED 262 Participation & Analysis	1
ED 323 Elem. Sch. Math Methods	3
ED 331 Elem. Sch. Social Studies Meth.	3
ED 342 Intermediate Literacy Methods	3
ED 390 Elem. Specials Methods	3

Creative Theory Wesleyan Studies	3
ED 305 Elem. School Science Methods	3
ED 357 Human Relation: Glob Perspec (WI) (SL)	3
3 hr. Area of concentration/endorsement	3
Elective w/ (SL)	3

Senior

ED 263 Participation & Analysis	1
ED 302 Classroom Management	2
3-hr. Area of Concentration/endorse	3
3-hr. Area of Concentration/endorse	3
6-hr. electives	6

ED 402 Senior Seminar for Student Teachers	1
ED 442 Practicum in Elementary Education	7
ED 443 Practicum in Elementary Education	7

Basic skills exam must be passed in order to be admitted into Teacher Education Program and to progress according to this sequence.
05/01/2017

IOWA WESLEYAN UNIVERSITY
EDUCATIONAL FOUNDATIONS – non-licensure

A student not seeking a teaching license may complete a program leading to a Bachelor of Science Degree with an Educational Foundations Major. A field experience must be approved by the Iowa Wesleyan Director of Career Services, Internships, and Service Learning and the Teacher Education Program Director of Educational Field Experiences, and completed for this major. Courses required for this major are outlined below.

STUDENT _____ **Catalog Year** _____
ADVISOR _____

REQUIRED PROFESSIONAL EDUCATION COURSES:

		<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
EDUC 110	Introduction to Teacher Education	(1)	_____	_____	_____
EDUC 215	Technological Applications in the Classroom	(2)	_____	_____	_____
EDUC 261	Early Experience in the Schools in the Schools	(1)	_____	_____	_____
EDUC 294	Foundations of Education	(2)	_____	_____	_____
EDUC 296	Educational Psychology (WI)	(3)	_____	_____	_____
EDUC 301	Education of Exceptional Persons	(3)	_____	_____	_____
EDUC 302	Classroom Management	(2)	_____	_____	_____
EDUC 357	Human Relations/Global Persp/Educators(WI)	(2/3(SL))	_____	_____	_____
EDUC 498	Field Experience	(6)	_____	_____	_____

REQUIRED SUPPORT COURSES: Students must complete Support Courses as described below.

MATH 171	Elem Stats <u>or</u> PSYC 271 Stats for Behav.Sci.	(4/3)	_____	_____	_____
COMM 147	Introduction to Public Speaking	(3)	_____	_____	_____
ENG 311	Expository Writing	(3)	_____	_____	_____
PSYC 251	Developmental Psychology	(3)	_____	_____	_____
PSYC/CJ 347	Research Methods in psychology or Criminal Justice	(3)	_____	_____	_____

SELECTED EMPHASIS COURSES:

Students must complete 15 semester hours from among the following with 9 of the 15 being 300 level courses or above (may not be required support courses or course used to fulfill another major or minor).

ART 201	Basic Studio and Design 2-D	(3)	PSYC 324	Child Psychopathology	(3)
BA 100	Survey of Business	(3)	PSYC 326	Introduction to Counseling	(3)
CJ 231	Introduction to Criminal Justice	(3)	PSYC 336	Motivation & Emotion	(3)
CJ 260	Criminal Law/Individual Rights	(3)	PSYC 361	Abnormal Psychology	(3)
CJ 308	Juvenile Delinquency	(3)	PSYC 367	Cognitive Psychology	(3)
CJ 316	Introduction to Corrections	(3)	REL 150	Introduction to World Religions	(3)
CJ 322	Probation and Parole	(3)	SOC 243	Social Problems	(3)
EDUC 338	Children's Literature	(2)	SOC 310	Race & Ethnicity	(3)
HLTH 300	Health & Nutrition	(3)	SOC 320	Social Organization	(3)
HLTH 344	Community and Consumer Health	(3)	SPED 297	Career Dev/Trans, Students w/Disabilities	(3)
PHIL 215	Ethics for Life & Career	(3)	SPED 306	Collaboration and the Family	(3)
PSYC 205	The Family	(3)	SPED 341	Characteristics of Special Educ. Students	(3)

Selections (5) _____

Iowa Wesleyan University WESLEYAN STUDIES / GENERAL EDUCATION COURSES – SEE BACK

(The only Wesleyan Studies requirements for transfer students holding the A.A. Degree: WS 300/357-WI, SL Course/s, and one additional WI course.) Revised 06.08.17

IOWA WESLEYAN UNIVERSITY
TEACHER EDUCATION PROGRAM
EDUCATIONAL FOUNDATIONS – non-licensure

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	MATH 171 Elem. Statistics	4
COMM 147 Public Speaking	3	3 hr. Selected Emphasis course	3
Creative Activity Wesleyan Studies	3	ED 110 Intro. to Teacher Education	1
Elective	3	ED 294 Foundations of Education	2
		Elective	3

Sophomore

REL/PHIL/HIST/ECN Wesleyan Studies	3	Creativity Theory Wesleyan Studies	3
ED 296 Educational Psychology (WI)	3	ED 301 Education of Exceptional Persons	3
ED 215 Technological App in Schools	2	WS/ED 357 Human Relations: Glob.Perspec. For Educ (WI) (SL)	3
ED 261 Early Experience in the Schools	1	3 hr. Selected Emphasis course	3
Lab Science	4	Elective w/ (SL)	3
PSYC 251 Dev Psychology (WI)	3	Elective	3

Junior

ENG 311 Expository Writing(WI)(support)	3	PSYC/CJ 347 Research Methods	3
3 hr. Selected Emphasis course	3	3 hr. Selected Emphasis course	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	Electives	9
ED 302 Classroom Management	2		
Electives	6		

Senior

3 hr. Selected Emphasis course	3	6 hr. Field Experience	6
Self/Society/Groups Wesleyan Studies	3	Electives	9
Elective w/ (SL)	3		
Electives	6		

IOWA WESLEYAN UNIVERSITY

(#146/147) PHYSICAL EDUCATION K-12 TEACHING MAJOR

STUDENT _____ CATALOG YEAR _____
 ADVISOR _____ ADDITIONAL ENDORSEMENT _____

Courses listed are required for students to be recommended for an initial license in Physical Education.
 Transfer credits are approved in consultation with the Chair of the Division of Education and the Physical Education faculty.

TEACHER EDUCATION PREREQUISITE COURSES

	<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
Courses MUST be taken prior to admission into TEP and methods courses.				
Grade of C- or above is required in courses in the major.				
EDUC 110	Introduction to Teacher Education	(1)	_____	_____
EDUC 261	Early Experience in the Schools	(1)	_____	_____
EDUC 294	Foundations of Education	(2)	_____	_____
EDUC 295	Curriculum Development and Evaluation	(3)	_____	_____
EDUC 296	Educational Psychology (WI)	(3)	_____	_____

PHYSICAL EDUCATION K-12 CONTENT / METHODS COURSES

Grade of C- or above is required in courses in the major.				
PE 107	Dance & Movement	(3)	_____	_____
PE 109	Functional Fitness & Personal Wellness	(2)	_____	_____
PE 221	Team Sports	(3)	_____	_____
PE 223	Individual Sports	(3)	_____	_____
PE 225	Introduction to Physical Education	(3)	_____	_____
PE 231	First Aid (includes CPR training/certification)	(1)	_____	_____
PE 250	Motor Learning	(2)	_____	_____
PE 341	Movement & Adaptive Physical Education	(3)	_____	_____
PE 352	Kinesiology (WI)	(3)	_____	_____
PE 356	Principles, Assessment & Research in PE	(3)	_____	_____
PE 484	Physiology of Exercise	(3)	_____	_____
PE 493	Organization, Administration, Curriculum Development of Secondary PE & Athletics	(3)	_____	_____
BIO 241	Human Anatomy and Physiology I	(4)	_____	_____
EDUC 332	Elem School PE and Health Methods & Curriculum	(3)	_____	_____
EDUC 396K	Secondary School Special Methods	(3)	_____	_____

At the time of licensure, a current certificate of CPR training is required in addition to the coursework requirements.

TEACHER EDUCATION PROFESSIONAL COURSES

Grade of C- or above is required in courses in the major.				
PSYC 251	Developmental Psychology	(3)	_____	_____
EDUC 215	Technological Applications in the Classroom	(2)	_____	_____
EDUC 262	Participation & Analysis in the Schools	(1)	_____	_____
EDUC 263	Participation & Analysis in the Schools	(1)	_____	_____
EDUC 301	Education of Exceptional Persons	(3)	_____	_____
EDUC 302	Classroom Management	(2)	_____	_____
EDUC 327	Reading in the Secondary Content Areas Methods	(3)	_____	_____
EDUC 357	Human Relations: Global Perspective for Educators (WI)	(2/3 (SL))	_____	_____
EDUC 404	Senior Seminar for Student Teachers	(1)	_____	_____
EDUC 482 & 483	Practicum in K-12 Education	(14)	_____	_____

Iowa Wesleyan University WESLEYAN STUDIES / GENERAL EDUCATION COURSES – SEE BACK- (The only Wesleyan Studies requirements for transfer students holding the A.A. Degree: WS 300/357-WI, SL Course/s, and one additional WI course.) Revised 05.01.17

IOWA WESLEYAN UNIVERSITY
(#137/138) HEALTH (K-8) (5-12) ENDORSEMENT CHECKSHEET

To complete the Health Endorsement the candidate must either have a teaching license or completing requirements toward it.
 The Health Endorsement may be either/both a K-8 or 5-12 emphasis. The required courses for each are listed below.

STUDENT _____ **CATALOG YEAR** _____
ADVISOR _____ **GRADE LEVEL** _____

<u>K-8 HEALTH ENDORSEMENT:</u>		<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
BIO 241	Anatomy and Physiology I	(4)	_____	_____	_____
HLTH 200	Substance Abuse	(2)	_____	_____	_____
HLTH 300	Health & Nutrition	(3)	_____	_____	_____
HLTH 344	Community & Consumer Health	(3)	_____	_____	_____
PE 231	First Aid	(1)	_____	_____	_____
PE 352	Kinesiology OR PE 484: Physiology of Exercise	(3)	_____	_____	_____
PSYC 251	Developmental Psychology I	(3)	_____	_____	_____
SPEd 306	Collaboration & the Family OR PSYC 205: The Family	(3)	_____	_____	_____
EDUC 332	Elementary School PE & Health Methods & Curriculum	(3)	_____	_____	_____
EDUC 482	(As part of student teaching practicum)	(7)	_____	_____	_____
Sub total hours		_____			

<u>5-12 HEALTH ENDORSEMENT:</u>		<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
BIO 241	Anatomy and Physiology I	(4)	_____	_____	_____
HLTH 200	Substance Abuse	(2)	_____	_____	_____
HLTH 300	Health & Nutrition	(3)	_____	_____	_____
HLTH 344	Community & Consumer Health	(3)	_____	_____	_____
PE 231	First Aid	(1)	_____	_____	_____
PE 352	Kinesiology OR PE 484: Physiology of Exercise	(3)	_____	_____	_____
PSYC 251	Developmental Psychology I	(3)	_____	_____	_____
SPEd 306	Collaboration & the Family OR PSYC 205: The Family	(3)	_____	_____	_____
EDUC 396H	Secondary School Special Methods -Health	(3)	_____	_____	_____
EDUC 483	(As part of student teaching practicum)	(7)	_____	_____	_____
Sub total hours		_____			

Revised 05.01.17

Iowa Wesleyan University
 Plan of Study for K-12 Physical Education Major
 with K-12 Health Endorsement

<u>Fall</u>		<u>Spring</u>	
Freshman		Freshman	
ENG 109 College Comp (WI)	3	PE 223 Individual Sport	3
WES 100 Wes Sem (SL)	3	ED 294 Foundations of Ed	2
HLTH 200 Substance Abuse	2	ED 110 Intro to Ed	1
PE 221 Team Sport	3	MATH 171 Statistics	4
PE 225 Intro to PE	3	Creativity Theory Pool	3
HIST 125 US History	3	ENG 110 College Research(WI)	3
Sophomore		Sophomore	
ED 261 P & A	1	PE 250 Motor Learning	2
PE 107 Dance and Movement	3	HLTH 344 Comm/Consumer Hlth	3
ED 295 Curr, Dev and Eval	3	PE 341 Movement/Adapted PE	3
ED 296 Educational Psych (WI)	3	COMM 147 Intro to Public Speaking	3
BIO 241 Human Ana & Phys	4	SPED 306 Coll. Family/PSYC 205	3
PSYC 251 Dev Psych (SL)	3	Religion/Philosophy Pool	3
Junior		Junior	
PE 352 Kinesiology (WI)	3		
PE 356 Principles/Assess	3	ED 396K Secondary Sch Meth (SL)	3
ED 332 Elem PE/Hlth Meth(SL)	3	ED 396H Special Health Meth	3
ED 262 P & A	1	PE 484 Physiology of EX	3
ED 301 Ed of Excep Persons	3	PE 493 Organ, Admin, Curr	3
ED 215 Tech App	2	HLTH 300 Nutrition	3
PE 109 Functional Fitness	2	ED 327 Reading Sec. Content	2
Senior		Senior	
PE 231 First Aid	1	ED 404 Senior Lab	1
ED 357 Global/Hum Rel (WI)(SL)	3	ED 482 Practicum in ED K-12	7
ED 263 P & A	1	ED 483 Practicum in ED k-12	7
ED 302 Classroom Mgt.	2		
Electives	6		

IOWA WESLEYAN UNIVERSITY
EXERCISE SCIENCE & WELLNESS MINOR – non-licensure

STUDENT _____ **Catalog Year** _____

ADVISOR _____

REQUIRED COURSES FOR THE MINOR:

		<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
PE 125A	Introduction to Exercise Science & Wellness	(3)	_____	_____	_____
PE 212	Coaching Authorization	(4)	_____	_____	_____
PE 260	Scientific Aspects of Strength Development	(2)	_____	_____	_____
PE 352	Kinesiology (WI)	(3)	_____	_____	_____
PE 381	Fitness Evaluation and Training	(3)	_____	_____	_____
PE 398	Practicum in Exercise Science	(3)	_____	_____	_____
PE 484	Physiology of Exercise	(3)	_____	_____	_____

REQUIRED SUPPORT COURSES:

BIO 241	Anatomy and Physiology I	(4)	_____	_____	_____
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Iowa Wesleyan University

(#144/145) BACHELOR OF ARTS MAJOR IN MUSIC w/K-12 TEACHER LICENSURE

STUDENT _____ **Catalog Year** _____

ADVISOR _____ **ADDITIONAL ENDORSEMENT** _____

Courses listed are required for students to be recommended for an initial license in Music with Licensure.

Transfer credits are approved in consultation with the Chair of the Division of Education and the Music faculty.

TEACHER EDUCATION PREREQUISITE COURSES

Hours EARNED NEEDED COMMENTS

Courses MUST be taken prior to admission into TEP and methods courses.

Grade of C- or above is required in courses in the major.

EDUC 110	Introduction to Teacher Education	(1)	_____	_____	_____
EDUC 261	Early Experience in the Schools	(1)	_____	_____	_____
EDUC 294	Foundations of Education	(2)	_____	_____	_____
EDUC 296	Educational Psychology (WI)	(3)	_____	_____	_____

MUSIC w/K-12 LICENSURE CONTENT / METHODS COURSES

Grade of C- or above is required in courses in the major.

MUS 100	Music Lab (every semester at Wesleyan)	(2-4)	_____	_____	_____
MUS 113	Strings Class	(1)	_____	_____	_____
MUS 115	Brass Class	(1)	_____	_____	_____
MUS 117	Woodwinds I Class	(1)	_____	_____	_____
MUS 118	Woodwinds II Class	(1)	_____	_____	_____
MUS 119	Percussion Class	(1)	_____	_____	_____
MUS 120	Guitar Class	(1)	_____	_____	_____
MUS 123	Diction for Singers I	(1)	_____	_____	_____
MUS 124	Diction for Singers II	(1)	_____	_____	_____
MUS 142	Elementary Harmony	(2)	_____	_____	_____
MUS 143	Aural Skills I	(1)	_____	_____	_____
MUS 144	Aural Skills II	(1)	_____	_____	_____
MUS 241	Advanced Harmony: Part Writing/Keyboard	(2)	_____	_____	_____
MUS 243	Aural Skills III	(1)	_____	_____	_____
MUS 244	Aural Skills IV	(2)	_____	_____	_____
MUS 328	Materials of Music	(3)	_____	_____	_____
MUS 353	History of Music	(3)	_____	_____	_____

MUS 354	History of Music	(3)	_____	_____	_____
MUS 355	Elementary Music Methods & Curriculum	(2)	_____	_____	_____
MUS 356	Choral Methods & Curriculum	(2)	_____	_____	_____
MUS 357	Instrumental Conducting	(2)	_____	_____	_____
MUS 358	Choral Conducting	(2)	_____	_____	_____
MUS 386	Instrumental Methods and Curriculum	(2)	_____	_____	_____
MUS 481	Arranging	(2)	_____	_____	_____
Applied		(7)	_____	_____	_____
Piano		(2)	_____	_____	_____
Choir and Instrumental Ensembles (every semester)		(2)	_____	_____	_____

TEACHER EDUCATION PROFESSIONAL COURSES

Grade of C- or above is required in courses in the major.

PSYC 251	Developmental Psychology	(3)	_____	_____	_____
EDUC 262	Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 263	Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 301	Education of Exceptional Persons	(3)	_____	_____	_____
EDUC 302	Classroom Management	(2)	_____	_____	_____
EDUC 327	Reading/Secondary Content Areas Methods	(3)	_____	_____	_____
EDUC 357	Human Relations/Global Perspective/Educators (WI)	(2/3 (SL))	_____	_____	_____
EDUC 404	Senior Seminar for Student Teachers	(1)	_____	_____	_____
EDUC 482 & 483	Practicum in K-12 Education	(14)	_____	_____	_____

Iowa Wesleyan University WESLEYAN STUDIES / GENERAL EDUCATION COURSES – SEE BACK

(The only Wesleyan Studies requirements for transfer students holding the A.A. Degree: WS 300/357-WI, SL Course/s, and one additional WI course.)

IOWA WESLEYAN UNIVERSITY
(#103) EARLY CHILDHOOD (Preschool-Kindergarten) ENDORSEMENT CHECKSHEET

To complete the Early Childhood Endorsement the candidate must either have a teaching license or be completing requirements toward it. The required courses for each are listed below.

STUDENT _____ CATALOG YEAR _____
 ADVISOR _____ GRADE LEVEL _____

PRE-SCHOOL-KINDERGARTEN ENDORSEMENT:

	<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
EDUC 263 Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 268 Care and Development of the Preschool Child	(3)	_____	_____	_____
EDUC 279 Introduction to Early Childhood Education	(3)	_____	_____	_____
EDUC 296 *Educational Psychology (WI)	(3)	_____	_____	_____
*Course MUST be taken prior to EDUC 355				
SPED 306 Collaboration and the Family	(3)	_____	_____	_____
EDUC 355 Methods & Materials for Early Childhood Education	(3)	_____	_____	_____
PSYCH 251 Developmental Psychology	(3)	_____	_____	_____
SOC 100 Introduction to Sociology	(3)	_____	_____	_____
HLTH 300 Health and Nutrition	(3)	_____	_____	_____
EDUC 421 Preschool Practicum	(3)	_____	_____	_____
EDUC 422 Kindergarten Practicum	(3/7)	_____	_____	_____

Sub total hours _____

IOWA WESLEYAN UNIVERSITY
(#260/261) INSTRUCTIONAL STRATEGIST I: MILD/MODERATE (K-8) (5-12)
ENDORSEMENT CHECKSHEET

To complete the Instructional Strategist I Endorsement the candidate must either have a teaching license
or completing requirements toward it.

The Instructional Strategist I Endorsement may be either/both a K-8 or 5-12 emphasis. The required courses for each are listed below.

STUDENT _____ **CATALOG YEAR** _____
ADVISOR _____ **GRADE LEVEL** _____

K-8 INSTRUCTIONAL STRATEGIST ENDORSEMENT:

	<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
EDUC 263 Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 301 Education of Exceptional Persons	(3)	_____	_____	_____
EDUC 302 Classroom Management	(2)	_____	_____	_____
EDUC 451 *Diagnostic and Assessment Reading Methods	(3)	_____	_____	_____
EDUC 452 *Remedial Reading Methods	(3)	_____	_____	_____
SPED 306 Collaboration and the Family	(3)	_____	_____	_____
SPED 341 Characteristics of Special Education Students	(3)	_____	_____	_____
SPED 342 Diagnosis & Assessment of Students with Disabilities	(3)	_____	_____	_____
SPED 344 Methods & Teaching Strategies for Students with Disabilities	(3)	_____	_____	_____
SPED 442 Practicum in Special Education	(3 or 7)	_____	_____	_____
*Prerequisite EDUC 324: Primary Literacy Methods				
Sub total hours	_____			

5-12 INSTRUCTIONAL STRATEGIST ENDORSEMENT:

	<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
EDUC 263 Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 301 Education of Exceptional Persons	(3)	_____	_____	_____
EDUC 302 Classroom Management	(2)	_____	_____	_____
EDUC 327 Reading in the Secondary Content Areas Methods	(2)	_____	_____	_____
EDUC 451 *Diagnostic and Assessment Reading Methods	(3)	_____	_____	_____
EDUC 452 *Remedial Reading Methods	(3)	_____	_____	_____
SPED 297 Career Development & Transition for Students with Disabilities	(3)	_____	_____	_____
SPED 341 Characteristics of Special Education Students	(3)	_____	_____	_____
SPED 342 Diagnosis and Assessment of Students with Disabilities	(3)	_____	_____	_____
SPED 344 Methods & Teaching Strategies for Students with Disabilities	(3)	_____	_____	_____
SPED 492 Practicum in Special Education	(3)	_____	_____	_____
*Prerequisite EDUC 324: Primary Literacy Methods				
Sub total hours	_____			

PLEASE SEE ADDITIONAL INFORMATION AND REQUIRED COURSE LISTING ON REVERSE SIDE OF FORM.

Revised 05.01.17

IOWA WESLEYAN UNIVERSITY

(#148/149) READING (K-8) (5-12) ENDORSEMENT CHECKSHEET

To complete the Reading Endorsement the candidate must either have a teaching license or completing requirements toward it.
 The Reading Endorsement may be either/both a K-8 or 5-12 emphasis. The required courses for each are listed below.

STUDENT _____ CATALOG YEAR _____
 ADVISOR _____ GRADE LEVEL _____

K-8 ELEMENTARY READING ENDORSEMENT:

	<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
EDUC 263 Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 324 Primary Literacy Methods	(3)	_____	_____	_____
EDUC 342 Intermediate Literacy Methods	(3)	_____	_____	_____
EDUC 338 Children's Literature	(2)	_____	_____	_____
EDUC 451 *Diagnostic and Assessment Reading Methods	(3)	_____	_____	_____
EDUC 452 *Remedial Reading Methods	(3)	_____	_____	_____
COMM 147 Introduction to Public Speaking	(3)	_____	_____	_____
ENG 109 College Composition (WI)	(3)	_____	_____	_____
ENG 110 College Research (WI)	(3)	_____	_____	_____
SPED 341 Characteristics of Special Education Students (may be taken concurrently with reading practicum)	(3)	_____	_____	_____
EDUC 453 Reading Practicum	(3)	_____	_____	_____
*Prerequisite EDUC 324: Primary Literacy Methods	Sub total hours _____			

5-12 READING ENDORSEMENT:

	<u>Hours</u>	<u>EARNED</u>	<u>NEEDED</u>	<u>COMMENTS</u>
EDUC 263 Participation & Analysis in the Schools	(1)	_____	_____	_____
EDUC 324 Primary Literacy Methods	(3)	_____	_____	_____
EDUC 327 Reading in the Secondary Content Areas	(2)	_____	_____	_____
EDUC 451 *Diagnostic and Assessment Reading Methods	(3)	_____	_____	_____
EDUC 452 *Remedial Reading Methods	(3)	_____	_____	_____
ENG 109 College Composition (WI)	(3)	_____	_____	_____
ENG 110 College Research (WI)	(3)	_____	_____	_____
EDUC 348 Readings in Literature for Adolescents	(3)	_____	_____	_____
EDUC 382 Modern English Grammars	(3)	_____	_____	_____
COMM 147 Introduction to Public Speaking	(3)	_____	_____	_____
SPED 341 Characteristics of Special Education Students (may be taken concurrently with reading practicum)	(3)	_____	_____	_____
EDUC 454 Reading Practicum	(3)	_____	_____	_____
*Prerequisite EDUC 324: Primary Literacy Methods	Sub total hours _____			

IOWA WESLEYAN UNIVERSITY

(#101) ATHLETIC COACH ENDORSEMENT CHECKSHEET

To complete the Athletic Coach Endorsement the candidate must either have a teaching license or completing requirements toward it. The Athletic Coach Endorsement is a K-12 emphasis. The required courses are listed below.

STUDENT _____ CATALOG YEAR _____
ADVISOR _____ GRADE LEVEL _____

Table with 5 columns: Course, Description, Hours, EARNED, NEEDED, COMMENTS. Rows include PE 212 Coaching Authorization, PE 352 Kinesiology, PE 482 Prevention, Care & Treatment of Injuries, PSYC 251 Developmental Psychology I, and a Sub total hours row.

Revised 05.01.17

**HUMANITIES
ACADEMIC PROGRAM WORKSHEETS**

**Digital Media and Design Major
2017-18**

Course	Hours	Need	Completed	Approved Substitute
<u>Digital Media Design Major Requirements</u>				
ART 215 Painting I	3	_____	_____	_____
ART 219 Drawing I	3	_____	_____	_____
DMD 109 Survey of Multimedia	3	_____	_____	_____
DMD 201 Foundations of Studio/Design	3	_____	_____	_____
DMD 204 Graphic Layout and Design	3	_____	_____	_____
DMD 207 Photography I	3	_____	_____	_____
DMD 260 Basic Video and Audio	3	_____	_____	_____
DMD 309 Multimedia Development (Gaming)	3	_____	_____	_____
DMD 310 Digital Illustration	3	_____	_____	_____
DMD 321 Web Design and Programming	3	_____	_____	_____
DMD 369 Interactive Media	3	_____	_____	_____
ART 381 History of Art I or ART 382 History of Art II	3	_____	_____	_____
ART 499 A Senior Seminar I	1	_____	_____	_____
ART 499 B Senior Seminar II	1	_____	_____	_____
ART 498 Internship or ART 440 and ART 441 Career App.	6	_____	_____	_____

**Digital Media and Design Minor
2017-18**

Course	Hours	Need	Completed	Approved Substitute
<u>Digital Media Design Minor Requirements</u>				
DMD 109 Survey of Multimedia	3	_____	_____	_____
DMD 201 Foundations of Studio/Design	3	_____	_____	_____
DMD 204 Graphic Layout and Design	3	_____	_____	_____
DMD 207 Photography I	3	_____	_____	_____
DMD 369 Interactive Media	3	_____	_____	_____
DMD 309 Multimedia Development or DMD 310 Digital Illustration	3	_____	_____	_____

**Studio Art Minor
2017-18**

Course	Hours	Need	Completed	Approved Substitute
<u>Studio Art Minor Requirements</u>				
ART 201 Basic Studio and Design 2-D	3	_____	_____	_____
ART 215 Painting I	3	_____	_____	_____
ART 216 Ceramics I	3	_____	_____	_____
DMD 207 Photography I	3	_____	_____	_____
ART 219 Drawing I	3	_____	_____	_____
ART 381 History of Art I or ART 382 History of Art II	3	_____	_____	_____
3 Credit hours of Art Electives	3	_____	_____	_____

IOWA WESLEYAN UNIVERSITY

Digital Media Design Major

FALL

First Year

ENG 109 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1
DMD 109 Survey of Multimedia	3
Individual and Society Wesleyan Studies	3
ART 201 Foundations of Studio/Design	3

SPRING

ENG 110 College Research (WI)	3
Math Wesleyan Studies	4
DMD 260 Basic Video and Audio	3
ART 219 Drawing	3
COMM 147 Public Speaking	3

Sophomore

Science Wesleyan Studies	4
DMD 341 Advanced Video and Audio	3
ART 204 Graphic Layout and Design I	3
ART 215 Painting I	3
DMD 369 Interactive Media	3

DMD 207 Photography I	3
ART 216 Ceramics	3
DMD 309 Multimedia Dev (Gaming)	3
PHIL 215 Ethics for Life and Career	3
Elective	3

Junior

BA 320 Marketing	3
Elective	3
ART 381 or ART 382 Art History I or II	3
Elective	3
Global Awareness Wesleyan Studies	3

BA 322 Advertising	3
BA 325 Social Media	3
DMD 221 Web Design and Programming	3
DMD 310 Digital Illustration	3
REL/PHIL/HIST/ECN Wesleyan Studies	3

Senior

Elective	3
ART 498 Internship	6
ART 499A Senior Seminar A	1
ART Elective	3

ART 359 Printmaking	3
ART 499B Senior Seminar B	3
Elective	3
Elective	3
Elective	3

**MUSIC MAJOR
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Music Major Requirements: Instrumental Courses</u>				
Each of the following courses must be taken once. At least four of these courses must be taken for 1 credit each. No more than 6 total credits may be earned from these courses.				
MUS 113 String Class	0-1	_____	_____	_____
MUS 115 Brass Class	0-1	_____	_____	_____
MUS 117 Woodwind I	0-1	_____	_____	_____
MUS 118 Woodwind II	0-1	_____	_____	_____
MUS 119 Percussion Class	0-1	_____	_____	_____
MUS 120 Guitar Class	0-1	_____	_____	_____
<u>Music Major Requirements: Diction Courses</u>				
MUS 123 Diction for Singers I	0-1	_____	_____	_____
MUS 124 Diction for Singers II	0-1	_____	_____	_____
<u>Music Major Requirements: Music Theory Courses</u>				
MUS 142 Elementary Harmony	2	_____	_____	_____
MUS 143 Aural Skills I	1	_____	_____	_____
MUS 144 Aural Skills II	1	_____	_____	_____
MUS 241 Advanced Harmony	2	_____	_____	_____
MUS 243 Aural Skills III	1	_____	_____	_____
MUS 244 Aural Skills IV	2	_____	_____	_____
MUS 328 Materials of Music	3	_____	_____	_____
MUS 481 Arranging	2	_____	_____	_____
<u>Music Major Requirements: Music Literature and History Courses</u>				
MUS 353 History of Music (to 1750)	3	_____	_____	_____
MUS 354 History of Music (1750 to present)	3	_____	_____	_____
<u>Music Major Requirements: Conducting Courses</u>				
MUS 357 Instrumental Conducting	3	_____	_____	_____
MUS 358 Choral Conducting	3	_____	_____	_____
<u>Music Major Requirements: Field Experience</u>				
MUS 498 Internship	6	_____	_____	_____
OR				
ED 482/3 and 492/3 Practicum in Elementary and Secondary Edu	12-14	_____	_____	_____
<u>Music Major Requirements: Private Instruction</u>				
*Must be taken every IW fall and spring semester				
MUS 100 Music Lab	*	_____	_____	_____
MUS ENS Major music Ensemble	*	_____	_____	_____
MUS Private Instruction	*	_____	_____	_____

IOWA WESLEYAN UNIVERSITY

Music Major

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Math Wesleyan Studies	4
MUS 100 Music Lab	0.5	MUS 100 Music Lab	0.5
MUS 121 A-H Private Lessons	0.5	MUS 122 A-H Private lessons	0.5
MUS 141/3 Fundamentals & Aural Skills I	3	MUS 142/4 Elem Harmony and Aural Skill II	3
MUS 101-110 Ensembles	1	MUS 101-110 Ensembles	1
MUS 119 Instrument Class	1	MUS 120 Instrument Class	1
MUS 131 Piano Class and/or Voice	1	MUS 132 Piano Class and/or Voice	1
Individual and Groups Wesleyan Studies	3	REL/PHIL/HIST/ECN Wesleyan Studies	3

Sophomore

MUS 100 Music Lab	0.5	MUS 100 Music Lab	0.5
MUS 221 A-H Private Lessons	0.5	MUS 222 A-H Private lessons	0.5
MUS 241/3 Fund & Aural Skills III	3	MUS 244 Aural Skills IV	2
MUS 101-110 Ensembles	1	MUS 101-110 Ensembles	1
MUS 113 Instrument Class	1	MUS 115 Instrument Class	1
MUS 123 Diction I	1	MUS 124 Diction II	1
COMM 147 Wesleyan Studies	3	Science Wesleyan Studies	4
MUS 357 or 358 Conducting	1	MUS 328 Materials of Music	3
Elective	3		

IOWA WESLEYAN UNIVERSITY

Music Major

FALL

SPRING

Junior

MUS 100 Music Lab	0.5	MUS 100 Music Lab	0.5
MUS 321 A-H Private Lessons	0.5	MUS 322 A-H Private lessons	0.5
MUS 353 History of Music (WI)	3	Elective 300 Level	3
MUS 101-110 Ensembles	1	MUS 101-110 Ensembles	1
MUS 117 Instrument Class	1	MUS 118 Instrument Class	1
MUS 357 or 358 Conducting	2	MUS 354 History of Music (WI)	3
Elective 300 Level	3	Elective 300 Level	3
Elective	3	Elective	3

Senior

MUS 100 Music Lab	0.5	MUS 100 Music Lab	0.5
MUS 421 A-H Private Lessons	0.5	MUS 422 A-H Private lessons	0.5
MUS481 Arranging School Music	2	Elective 300 Level	3
MUS 101-110 Ensembles	1	MUS 101-110 Ensembles	1
Global Awareness Wesleyan Studies	3	SL 300 Service Learning	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	Internship	6
Elective	3		

**MUSIC MAJOR with K-12 TEACHING LICENSURE
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Music Major Requirements: See Above Requirements. All requirements must be fulfilled</u>				
<u>K-12 Music Licensure Requirements</u>				
EDUC 110 Introduction of teacher Education	1	_____	_____	_____
EDUC 261 Early Experience in the Schools	1	_____	_____	_____
EDUC 262 Participation and Analysis in Schools	1	_____	_____	_____
EDUC 263 Participation and Analysis in Schools	1	_____	_____	_____
EDUC 294 Foundations of Education	3	_____	_____	_____
EDUC 296 Educational Psychology	3	_____	_____	_____
EDUC 301 Education for Exceptional Persons	3	_____	_____	_____
EDUC 302 Classroom Management	2	_____	_____	_____
EDUC 327 reading in the Secondary Content Areas	2	_____	_____	_____
EDUC 357 Human Relations for the Teachers	1	_____	_____	_____
EDUC 404 Senior Lab for Secondary Students	1	_____	_____	_____
EDUC 482 or 483 Practicum in Elementary School Education		12-14	_____	_____
EDUC 492 or 493 Practicum in Secondary School Education		12-14	_____	_____
MUS 355 Elementary Music Methods and Curriculum	2	_____	_____	_____
MUS 356 Secondary Music Methods and Curriculum	2	_____	_____	_____
MUS 386 Instrumental Methods and Curriculum	2	_____	_____	_____
PSYC 251 Developmental Psychology	3	_____	_____	_____
<u>K-12 Music Licensure Requirements: Required Support Courses</u>				
Choose one of the following:				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 260 Ecology and Conservation	4	_____	_____	_____
CHEM 175 General Chemistry with Lab	4	_____	_____	_____
Choose one of the following:				
HIST 125 U.S. History Survey 1607 to 1877	3	_____	_____	_____
HIST 126 U.S. History Survey 1877 to present	3	_____	_____	_____
GOV 105 American Government	3	_____	_____	_____

IOWA WESLEYAN UNIVERSITY

Music Major K-12 Licensure

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	COMM 147 Wesleyan Studies	3
MUS 100 Music Lab	0.5	MUS 100 Music Lab	0.5
MUS 121 A-H Private Lessons	0.5	MUS 122 A-H Private lessons	0.5
MUS 141/3 Fundamentals & Aural Skills I	3	MUS 142/4 Elem Harmony and Aural Skill II	3
MUS 101-110 Ensembles	1	MUS 101-110 Ensembles	1
MUS 119 Instrument Class	1	MUS 120 Instrument Class	1
MUS 131 Piano Class and/or Voice	1	MUS 132 Piano Class and/or Voice	1
Math Wesleyan Studies	4	EDUC 110 Introduction to teacher Education	1

Sophomore

MUS 100 Music Lab	0.5	MUS 100 Music Lab	0.5
MUS 221 A-H Private Lessons	0.5	MUS 222 A-H Private lessons	0.5
MUS 241/3 Fund & Aural Skills III	3	MUS 244 Aural Skills IV	2
MUS 101-110 Ensembles	1	MUS 101-110 Ensembles	1
MUS 113 Instrument Class	1	MUS 115 Instrument Class	1
MUS 123 Diction I	1	MUS 124 Diction II	1
EDUC 294 Foundations of Education	2	Science Wesleyan Studies	4
MUS 357 or 358 Conducting	1	MUS 328 Materials of Music	3
PSYC 251 Developmental Psychology	3	EDUC 296 Educational Psychology	3

IOWA WESLEYAN UNIVERSITY

Music Major K-12 Licensure

FALL

SPRING

Junior

MUS 100 Music Lab	0.5	MUS 100 Music Lab	0.5
MUS 321 A-H Private Lessons	0.5	MUS 322 A-H Private lessons	0.5
MUS 353 History of Music (WI)	3	Elective 300 Level	3
MUS 101-110 Ensembles	1	MUS 101-110 Ensembles	1
MUS 117 Instrument Class	1	MUS 118 Instrument Class	1
MUS 357 or 358 Conducting	2	MUS 354 History of Music (WI)	3
MUS 355 Elem Music Methods	2	EDUC 302 Classroom Management	2
EDUC 301 Ed. For Exceptional Persons	3	REL/PHIL/ECN Wesleyan Studies	3
HIST 125/126 US History	3	Elective	3

Senior

MUS 100 Music Lab	0.5	EDUC 401 Seminar for Secondary Teachers	1
MUS 421 A-H Private Lessons	0.5	EDUC 482/3 Practicum K-12	12-14
MUS 481 Arranging School Music	2	EDUC 492/3 Practicum K-12	12-14
MUS 101-110 Ensembles	1		
Global Awareness Wesleyan Studies	3		
MUS 386 Inst. Methods and Curriculum	2		
EDUC 327 Reading in Secondary Content	3		
Elective	3		

**MUSIC MINOR
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Music Major Requirements: Instrumental Courses</u>				
At least two of these courses must be taken for 1 credit each. No more than 6 total credits may be earned from these courses.				
MUS 113 String Class	0-1	_____	_____	_____
MUS 115 Brass Class	0-1	_____	_____	_____
MUS 117 Woodwind I	0-1	_____	_____	_____
MUS 118 Woodwind II	0-1	_____	_____	_____
MUS 119 Percussion Class	0-1	_____	_____	_____
MUS 120 Guitar Class	0-1	_____	_____	_____
<u>Music Major Requirements: Music Theory Courses</u>				
MUS 141 Music Fundamentals	2	_____	_____	_____
MUS 142 Elementary Harmony	2	_____	_____	_____
MUS 143 Aural Skills I	1	_____	_____	_____
MUS 144 Aural Skills II	1	_____	_____	_____
<u>Music Major Requirements: Music Literature and History Courses</u>				
MUS 225 Survey of Musical Literature	3	_____	_____	_____
MUS 353 History of Music (to 1750)	3	_____	_____	_____
OR				
MUS 354 History of Music (1750 to present)	3	_____	_____	_____
<u>Music Major Requirements: Conducting Courses</u>				
MUS 357 Instrumental Conducting	3	_____	_____	_____
OR				
MUS 358 Choral Conducting	3	_____	_____	_____
<u>Music Major Requirements: Private Instruction</u>				
*Must be taken every IW fall and spring semester				
MUS ENS Major music Ensemble	*	_____	_____	_____
**Four hours of Private Lessons				
MUS Private Instruction	**	_____	_____	_____

**CHRISTIAN STUDIES MAJOR
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Christian Studies Major Requirements</u>				
REL 150 World Religions	3	_____	_____	_____
REL 201 Intro to Hebrew Bible	3	_____	_____	_____
REL 202 Intro to New Testament	3	_____	_____	_____
PHIL 201 Intro to Philosophy	3	_____	_____	_____
PHIL 215 Ethics: Life and Career	3	_____	_____	_____
REL 302 Church History	3	_____	_____	_____
REL 304 Contemporary Theology	3	_____	_____	_____
PHIL 306 Philosophy of Religion	3	_____	_____	_____
REL Religion Elective	3	_____	_____	_____
REL 499 Senior Seminar in Religion	3	_____	_____	_____
Language (Biblical Hebrew)	3	_____	_____	_____
Language (Biblical Greek)	3	_____	_____	_____
Internship in Religion	6	_____	_____	_____

<u>Electives</u>	<u>Hours</u>	<u>Total Hours Needed</u>	<u>Total Hours Completed</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CHRISTIAN STUDIES MINOR
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Christian Studies Minor Requirements</u>				
REL 150 World Religions	3	_____	_____	_____
REL Religion Elective	3	_____	_____	_____
REL Religion Elective	3	_____	_____	_____
REL Religion Elective	3	_____	_____	_____
PHIL Philosophy Elective	3	_____	_____	_____
PHIL Philosophy Elective	3	_____	_____	_____

IOWA WESLEYAN UNIVERSITY

Christian Studies Major

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Quant/Science Pool Wesleyan Studies	4
REL 150 Intro to World Religions	3	Elective	3
Quant/Science Pool Wesleyan Studies	4	Elective	3
PHIL 130 Critical Reasoning	3	COMM 147 Public Speaking	3

Sophomore

REL 201 Intro to the Hebrew Bible	3	REL 202 Intro to New Testament	3
REL 380 Biblical Hebrew	3	REL 380 Biblical Greek	3
PHIL 201 Intro to Philosophy	3	PHIL 215 Ethics for Life and Career	3
Creativity/Theory Pool Wesleyan Studies	3	Creativity/Perf. Pool Wesleyan Studies	3
Elective	3	Elective	3

Junior

REL 302 Church History	3	REL 304 Contemporary Theology (SL)	3
ENG 311 Expository Writing (WI)	3	PHIL 306 Philosophy of Religion	3
Individual and Society Wesleyan Studies	3	Individual and Society Wesleyan Studies	3
Elective	3	Elective	3
Elective	3	Elective	3

Senior

REL 498 Internship	6	REL 499 Senior Seminar	3
WS 300 Global Issues	3	REL Religion Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
		Elective	3

**HUMANITIES MAJOR
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Humanities Major Requirements</u>				
(No more than 6 hours can count for both Wesleyan Studies and Humanities Core)				
HUM 101 Introduction to the Humanities	1	_____	_____	_____
ENG 201 Survey of Literature	3	_____	_____	_____
ENG 311 Expository Writing	3	_____	_____	_____
PHIL 201 Intro to Philosophy	3	_____	_____	_____
ART 203 Art Appreciation	3	_____	_____	_____
MUS 225 Survey of Music Literature	3	_____	_____	_____
REL 201 Introduction to the Hebrew Bible	3	_____	_____	_____
OR				
REL 202 Introduction to the New Testament	3	_____	_____	_____
HUM 498 Internship	6	_____	_____	_____
HUM 499 Capstone in Humanities	3	_____	_____	_____
Nine Credits from one Emphasis:				
Emphasis ART/ENG/MUS/REL-PHIL	3	_____	_____	_____
Emphasis ART/ENG/MUS/REL-PHIL	3	_____	_____	_____
Emphasis ART/ENG/MUS/REL-PHIL	3	_____	_____	_____

<u>Electives</u>	<u>Hours</u>	<u>Total Hours Needed</u>	<u>Total Hours Completed</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**HUMANITIES MINOR
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Humanities Minor Requirements</u>				
(No more than 6 hours can count for both Wesleyan Studies and Humanities Core)				
ART (any, e.g.: 201, 207, 215/25, 216/26, 219/29, 381/2, 359)	3	_____	_____	_____
ENG (any, e.g.: 224, 327, 328, 344, 352, 365)	3	_____	_____	_____
MUS (any, e.g.: Private, Instrument, Ens., 141/3, 328, 353/4, 357/8)	3	_____	_____	_____
REL/PHIL (any, e.g.: PHIL 215, 306; REL 201/2, 302, 305)	3	_____	_____	_____
HUM 499 Capstone in Humanities	3	_____	_____	_____
Emphasis ART/ENG/MUS/REL-PHIL	3	_____	_____	_____
Emphasis ART/ENG/MUS/REL-PHIL	3	_____	_____	_____

IOWA WESLEYAN UNIVERSITY

Humanities Major

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Quant/Science Pool Wesleyan Studies	4
HUM 101 Intro to Humanities	1	MUS 225 Survey of Music Literature	3
Quant/Science Pool Wesleyan Studies	4	Elective	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	COMM 147 Public Speaking	3

Sophomore

REL 201 or REL 202	3	ENG 201 Survey of Literature	3
Creativity/Perf. Pool Wesleyan Studies	3	ART 203 Art Appreciation	3
PHIL 201 Intro to Philosophy	3	ART/ENG/MUS/PHIL-REL Emphasis	3
Elective	3	Individual and Society Wesleyan Studies	3
Elective	3	Elective	3

Junior

ART/ENG/MUS/PHIL-REL Emphasis	3	ART/ENG/MUS/PHIL-REL Emphasis	3
ENG 311 Expository Writing (WI)	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3

Senior

HUM 498 Internship	6	HUM 499 Senior Seminar	3
Global Awareness Wesleyan Studies	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3

**INTERNATIONAL STUDIES MINOR
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>International Studies Requirements</u>				
Choose One Track to Complete Minor				
Track 1: Study aboard approach for 18 credit hours (sharing no more than 1 course with a student's major)				
ISM 100 Introduction to International Studies	3	_____	_____	_____
ISM 101 Life and Culture or one additional course from Track 2	3	_____	_____	_____
ISM 400 International Studies Capstone or International Internship	3	_____	_____	_____
Study Aboard for an Academic Semester or Year (include 3 culture, language, or history courses)	9	_____	_____	_____
OR				
Track 2: Mapped studies approach for 18 credit hours (sharing no more than 1 course with Wesleyan Studies)				
ISM 100 Introduction to International Studies	3	_____	_____	_____
ISM 101 Life and Culture	3	_____	_____	_____
SOC 105 Introduction to Anthropology or SOC 310 race and Ethnicity	3	_____	_____	_____
REL 300 Religion in Western Civilization or REL 265 War and Peace	3	_____	_____	_____
ENG 341 Masters of World Literature	3	_____	_____	_____
ISM 400 International Studies Capstone or International Internship	3	_____	_____	_____
Or				
May Term or Summer Session of Study Abroad	*	_____	_____	_____

**NURSING
ACADEMIC PROGRAM WORKSHEETS**

**NURSING MAJOR
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Nursing Core Requirements</u>				
All Nursing Core Courses Require a 80% or Higher				
NUR 200 Introduction to Health Care Terminology	1	_____	_____	_____
NUR 205 Fundamentals of Nursing I	4	_____	_____	_____
NUR 206 Fundamentals of Nursing II	6	_____	_____	_____
NUR 208 Physical Assessment	3	_____	_____	_____
NUR 213 Basic Concepts of Pathophysiology	4	_____	_____	_____
NUR 214 Basic Concepts of Pharmacology	3	_____	_____	_____
NUR 305 Care of Adults I	5	_____	_____	_____
NUR 306 Nursing Care of Mental Health Clients	5	_____	_____	_____
NUR 309 Nursing Care of Childbearing Families and Children	5	_____	_____	_____
NUR 310 Nursing Care of Adults II	5	_____	_____	_____
NUR 405 Nursing Care in the Community	4	_____	_____	_____
NUR 407 Nursing Care of Adults III	5	_____	_____	_____
NUR 408 Nursing Care of Adults IV	6	_____	_____	_____
NUR 410 Nursing Leadership and Management	3	_____	_____	_____
NUR 411 Nursing Internship	2	_____	_____	_____
NUR 413 Nursing Research	3	_____	_____	_____
<u>Nursing Electives</u>				
NUR 180 Integration: Human Diseases and Disorders	3	_____	_____	_____
This course is required, if not CNA certified:				
BIO 180 Foundations of Nursing Assisting	3	_____	_____	_____
<u>Required Support Courses</u>				
Science Courses Require a 80% or Higher				
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
Rest of Required Support Courses Require a C or Higher				
ENG 109 College Composition	3	_____	_____	_____
ENG 110 College Research	3	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 251 Developmental Psychology	3	_____	_____	_____
SOC 100 Introduction to Sociology	3	_____	_____	_____

<u>Electives</u>	<u>Hours</u>	<u>Total Hours Needed</u>	<u>Total Hours Completed</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Nursing Major

FALL	SH/ Theory/ Lab	SPRING	SH/ Theory/ Lab
<u>First Year</u>			
ENG 109 College Research (WI)	3 3 0	ENG 110 College Research (WI)	3 3 0
WS 100 Wesleyan Seminar (SL)	1 1 0	MATH 171 Elementary Statistics	4 3 1
BIO 241 Anatomy and Physiology I	4 3 1	BIO 242 Anatomy and Physiology II	4 3 1
SOC 100 Introduction to Sociology	3 3 0	PSYC 131 General Psychology	3 3 0
CHEM 175 General Chemistry I	4 3 1	COMM 147 Public Speaking	3 3 0

Sophomore

Must earn 80% or higher in every nursing course and maintain a 2.75 GPA or higher. ATI Standardized Testing: NUR 206

NUR 200 Health Care Terminology	1 1 0	NUR 206 Fundamentals of Nursing II	6 4 2
NUR 205 Fundamentals of Nursing I (WI)	4 3 1	NUR 214 Concepts of Pharmacology (SL)	3 3 0
NUR 208 Physical Assessment	3 2 1	BIO 350 Microbiology	4 3 1
NUR 213 Concepts of Pathophysiology	4 4 0	PSYC 251 Developmental Psychology	3 3 0
Creativity/Theory Pool Wesleyan Studies	3 3 0		

Junior

Must earn 80% or higher in every nursing course and maintain a 2.75 GPA or higher. ATI Standardized Testing: NUR 305, 306, 309

NUR 305 Nursing Care of Adults I (WI)	5 3 2	NUR 306 Nursing Care of Mental Health (SL)	5 3 2
NUR 309 Childbearing Families & Child	5 4 1	NUR 310 Nursing Care of Adults II	5 3 2
REL/PHIL/HIST/ECN Wesleyan Studies	3 3 0	Global Awareness Wesleyan Studies	3 3 0
REL/PHIL/HIST/ECN Wesleyan Studies	3 3 0	Creativity/Theory Pool Wesleyan Studies	3 3 0

Senior:

Must earn 80% or higher in every nursing course and maintain a 2.75 GPA or higher. ATI Standardized Testing: NUR 405, 408, 410

NUR 405 Nursing Care in Community	4 3 1	NUR 408 Nursing Care of Adults IV	6 5 1
NUR 407 Nursing Care of Adults III	5 3 2	NUR 410 Nursing Leadership	3 3 0
NUR 413 Nursing Research	3 3 0	NUR 411 Nursing Internship	2 0 2
		Elective	3 3 0

**LPN to BSN COMPLETION PROGRAM
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Nursing Core Requirements</u>				
All Nursing Core Courses Require a 80% or Higher				
NUR 208 Physical Assessment	3	_____	_____	_____
NUR 213 Basic Concepts of Pathophysiology	4	_____	_____	_____
NUR 214 Basic Concepts of Pharmacology	3	_____	_____	_____
NUR 305 Care of Adults I	5	_____	_____	_____
NUR 306 Nursing Care of Mental Health Clients	5	_____	_____	_____
NUR 309 Nursing Care of Childbearing Families and Children	5	_____	_____	_____
NUR 310 Nursing Care of Adults II	5	_____	_____	_____
NUR 405 Nursing Care in the Community	4	_____	_____	_____
NUR 407 Nursing Care of Adults III	5	_____	_____	_____
NUR 408 Nursing Care of Adults IV	6	_____	_____	_____
NUR 410 Nursing Leadership and Management	3	_____	_____	_____
NUR 411 Nursing Internship	2	_____	_____	_____
NUR 413 Nursing Research	3	_____	_____	_____
<u>Nursing Electives</u>				
NUR 180 Integration: Human Diseases and Disorders	3	_____	_____	_____
This course is required, if not CNA certified:				
BIO 180 Foundations of Nursing Assisting	3	_____	_____	_____
<u>Required Support Courses</u>				
Science Courses Require a 80% or Higher				
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
Rest of Required Support Courses Require a C or Higher				
ENG 109 College Composition	3	_____	_____	_____
ENG 110 College Writing	3	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 251 Developmental Psychology	3	_____	_____	_____
SOC 100 Introduction to Sociology	3	_____	_____	_____

<u>Electives</u>	<u>Hours</u>	<u>Total Hours Needed</u>	<u>Total Hours Completed</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
LPN to BSN Completion Program

FALL	SH/ Theory/ Lab	SPRING	SH/ Theory/ Lab
<u>First Year</u>			
ENG 109 College Research (WI)	3 3 0	ENG 110 College Research (WI)	3 3 0
BIO 350 Microbiology	4 3 1	MATH 171 Elementary Statistics	4 3 1
BIO 241 Anatomy and Physiology I	4 3 1	BIO 242 Anatomy and Physiology II	4 3 1
SOC 100 Introduction to Sociology	3 3 0	PSYC 131 General Psychology	3 3 0
CHEM 175 General Chemistry I	4 3 1	PSYC 251 Developmental Psychology	3 3 0

Second Year

Must earn 80% or higher in every nursing course and maintain a 2.75 GPA or higher. ATI Standardized Testing: NUR 305, 306, 309

NUR 305 Nursing Care of Adults I (WI)	5 3 2	NUR 306 Nursing Care of Mental Health	5 3 2
NUR 213 Concepts of Pathophysiology	4 4 0	NUR 214 Concepts of Pharmacology (SL)	3 3 0
NUR 208 Physical Assessment	3 2 1	NUR 310 Nursing Care of Adults II	5 3 2
NUR 309 Childbearing Families & Child	5 4 1	Global Awareness Wesleyan Studies	3 3 0

Third Year

Must earn 80% or higher in every nursing course and maintain a 2.75 GPA or higher. ATI Standardized Testing: NUR 405, 408, 410

NUR 405 Nursing Care in Community	4 3 1	NUR 408 Nursing Care of Adults IV	6 5 1
NUR 407 Nursing Care of Adults III	5 3 2	NUR 410 Nursing Leadership	3 3 0
NUR 413 Nursing Research	3 3 0	NUR 411 Nursing Internship	2 0 2
REL/PHIL/HIST/ECN Wesleyan Studies	3 3 0	Creativity/Perf. Pool Wesleyan Studies	3 3 0

****Will need to take a summer semester (probably between the 2nd and 3rd year)**

Creativity/Theory Pool Wesleyan Studies	3
Elective	3
REL/PHIL/HIST/ECN Wesleyan Studies	3
COMM 147 Public Speaking	3

**RN to BSN COMPLETION PROGRAM
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Nursing Core Requirements</u>				
All Nursing Core Courses Require a 80% or Higher.				
Must maintain a 2.75 GPA or Higher				
NUR 301 Bridge to Professional Nursing	4	_____	_____	_____
NUR 405 Nursing Care in the Community	4	_____	_____	_____
NUR 410 Nursing Leadership and Management	3	_____	_____	_____
NUR 413 Nursing Research	3	_____	_____	_____
NUR 423 Advanced Concepts of Pathophysiology	4	_____	_____	_____
NUR 424 Nursing Capstone	3	_____	_____	_____

Required Support Courses

Required Support Courses Require a C or Higher

Required Support Courses Must Be Completed Prior to Beginning the Plan of Study

ENG 109 College Composition	3	_____	_____	_____
ENG 110 College Research	3	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 251 Developmental Psychology	3	_____	_____	_____
SOC 100 Introduction to Sociology	3	_____	_____	_____

IW Graduation Requirements

WS 300 Global Issues (WI)	3	_____	_____	_____
WS 320 Leadership and Service (Fulfills all SL credit)	3	_____	_____	_____
REL/PHIL/HIST/ECN Wesleyan Studies	3	_____	_____	_____
REL/PHIL/HIST/ECN Wesleyan Studies	3	_____	_____	_____
Creativity/Theory Pool Wesleyan Studies	3	_____	_____	_____
Creativity/Perf. Pool Wesleyan Studies	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**SCIENCE DIVISION
ACADEMIC PROGRAM WORKSHEETS**

PSYCHOLOGY MAJOR

2017-2018

Course	Hours	Need	Completed	Approved Substitute
<u>Psychology Major Requirements</u>				
PSYC 101 Careers in Psychology	1	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 251 Developmental Psychology	3	_____	_____	_____
PSYC 271 Statistics for the Behavioral Sciences	3	_____	_____	_____
PSYC 347 Research Methods	3	_____	_____	_____
PSYC 376 Cognitive Psychology	3	_____	_____	_____
PSYC 377 History and Systems of Psychology	3	_____	_____	_____
PSYC 498 Internship	6	_____	_____	_____
PSYC 499 Psychology Senior Seminar	2	_____	_____	_____
Two of the three elective courses must be 300 level or higher:				
PSYC Psychology Elective	3	_____	_____	_____
PSYC Psychology Elective	3	_____	_____	_____
PSYC Psychology Elective	3	_____	_____	_____
Choose one class from each group				
Group A				
PSYC 336 Motivation and Emotion	3	_____	_____	_____
OR				
PSYC 382 Biopsychology	3	_____	_____	_____
Group B				
PSYC 209 Social Psychology	3	_____	_____	_____
OR				
PSYC 240 Theories of Personality	3	_____	_____	_____
OR				
PSYC 374 Psychology of Gender	3	_____	_____	_____
Group C				
PSYC 324 Child Psychopathology	3	_____	_____	_____
OR				
PSYC 361 Abnormal Psychology	3	_____	_____	_____
OR				
PSYC 372 Positive Psychology	3	_____	_____	_____
<u>Required Support Courses</u>				
ENG 311 Expository Writing	3	_____	_____	_____
COMM 147 Introduction to Public Speaking	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PSYCHOLOGY MINOR

2017-2018

Course	Hours	Need	Completed	Approved Substitute
<u>Psychology Minor Requirements</u>				
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 347 Research Methods in Psychology	3	_____	_____	_____
PSYC Psychology Elective	3	_____	_____	_____
Group A				
PSYC 336 Motivation and Emotion	3	_____	_____	_____
OR				
PSYC 382 Biopsychology	3	_____	_____	_____
Group B				
PSYC 209 Social Psychology	3	_____	_____	_____
OR				
PSYC 240 Theories of Personality	3	_____	_____	_____
OR				
PSYC 374 Psychology of Gender	3	_____	_____	_____
Group C				
PSYC 324 Child Psychopathology	3	_____	_____	_____
OR				
PSYC 361 Abnormal Psychology	3	_____	_____	_____
OR				
PSYC 372 Positive Psychology	3	_____	_____	_____

IOWA WESLEYAN UNIVERSITY

Psychology Major

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Quant/Math Pool Wesleyan Studies	4
PSYC 101 Careers in Psychology	1	PSYC 251 Developmental Psychology (SL)	3
PSYC 131 General Psychology	3	Elective	3
Quant/Science Pool Wesleyan Studies	4	COMM 147 Public Speaking	3
Elective	3		

Sophomore

PSYC 271 Stats for Behavioral Sciences	3	PSYC 347 Research Methods	3
Creativity/Perf. Pool Wesleyan Studies	3	Group B Course	3
ENG 311 Expository Writing (WI)	3	Group C Course	3
REL//HIST/ECN Wesleyan Studies	3	Creativity/Theory Pool Wesleyan Studies	3
Elective	3	Elective	3

Junior

PSYC 377 History and Systems	3	Group A Course	3
PSYC 376 Cognitive Psychology	3	PSYC 300 Level Elective	3
Elective	3	PHIL 215 Ethics for Life and Career	3
Elective	3	Elective	3
Elective	3	Elective	3

Senior

PSYC 498 Internship	6	Global Awareness Wesleyan Studies (SL)	3
PSYC 499 Psych Senior Seminar	2	PSYC Elective	3
PSYC 300 Level Elective	3	Elective	3
Elective	3	Elective	3
		Elective	3

HUMAN SERVICES MAJOR

2017-2018

Course	Hours	Need	Completed	Approved Substitute
<u>Human Services Major Requirements</u>				
CJ 231 Introduction to Criminal Justice	3	_____	_____	_____
CJ 260 Criminal Law and Individual Rights	3	_____	_____	_____
CJ 355 Law Enforcement	3	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 326 Introduction to Counseling	3	_____	_____	_____
PSYC 361 Abnormal Psychology	3	_____	_____	_____
PSYC/SOC 205 The Family	3	_____	_____	_____
SOC 243 Social Problems	3	_____	_____	_____
SOC 310 Race and Ethnicity	3	_____	_____	_____
PSYC or CJ 347 Research Methods	3	_____	_____	_____
HSEV 498 Internship	6	_____	_____	_____
 Choose one class from Group A				
Group A				
CJ 316 Introduction to Corrections	3	_____	_____	_____
OR				
PSYC 240 Theories of Personality	3	_____	_____	_____
OR				
PSYC/SOC 209 Social Psychology	3	_____	_____	_____
OR				
PSYC 310 Introduction to Forensic Psychology	3	_____	_____	_____
OR				
SOC 320 Social Organizations	3	_____	_____	_____
 <u>Required Support Courses</u>				
ENG 311 Expository Writing	3	_____	_____	_____
COMM 147 Introduction to Public Speaking	3	_____	_____	_____
MATH 171 Introduction to Elementary Statistics	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Human Services Major

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Quant/Math 171 Wesleyan Studies	4
CJ 231 Intro to Criminal Justice	3	Group A Pool or elective	3
Quant/Science Pool Wesleyan Studies	4	Elective	3
PSYC 131 General Psychology	3	COMM 147 Public Speaking	3

Sophomore

CJ 260 Criminal Law & Individual Rights	3	CJ 347 or PSYC 347 Research Methods	3
ENG 311 Expository Writing (WI)	3	PSYC 361 Abnormal or PSYC 324	3
PSYC 205 The Family	3	Elective	3
REL/HIST/ECN Wesleyan Studies	3	Creativity/Perf. Pool Wesleyan Studies	3
Elective	3	Elective	3

Junior

SOC 310 Race & Ethnicity	3	PSYC 326 Introduction to Counseling	3
Creativity/Theory Pool Wesleyan Studies	3	PHIL 215 Ethics for Life and Career	3
Elective	3	CJ 355 Law Enforcement	3
Elective	3	Elective	3
Elective	3	Elective	3

Senior

HSEV 498 Internship	6	Global Awareness Wesleyan Studies	3
Group A pool or Elective	3	SOC 243 Social Problems	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3

CRIMINAL JUSTICE MAJOR

2017-2018

Course	Hours	Need	Completed	Approved Substitute
<u>Criminal Justice Major Requirements</u>				
A maximum of 15 hours may be transferred from other institutions				
CJ 231 Introduction to Criminal Justice	3	_____	_____	_____
CJ 260 Criminal Law and Individual Rights	3	_____	_____	_____
CJ 307 Criminology	3	_____	_____	_____
CJ 316 Introduction to Corrections	3	_____	_____	_____
CJ 347 Research Methods in CJ	3	_____	_____	_____
CJ 350 Constitutional law (WI)	3	_____	_____	_____
CJ 355 Law Enforcement	3	_____	_____	_____
CJ 416 Crime and Punishment	3	_____	_____	_____
CJ 498 Internship	6	_____	_____	_____
Criminal Justice elective courses totaling 6 credit hours	6	_____	_____	_____
<u>Required Support Courses</u>				
PSYC 131 General Psychology or PSYC 251 Dev. Psychology	3	_____	_____	_____
SOC 100 Introduction to Sociology	3	_____	_____	_____
MATH 171 Introduction to Elementary Statistics	3	_____	_____	_____
GOV 305 Current Issues in Government	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CRIMINAL JUSTICE MINOR

2017-2018

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Criminal Justice Minor Requirements</u>				
A maximum of 9 hours may be transferred from other institutions				
CJ 231 Introduction to Criminal Justice	3	_____	_____	_____
CJ 260 Criminal Law and Individual Rights	3	_____	_____	_____
CJ 307 Criminology	3	_____	_____	_____
9 credits of electives in Criminal Justice courses	9	_____	_____	_____

IOWA WESLEYAN UNIVERSITY Criminal Justice Major

FALL

First Year

ENG 109 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1
CJ 231 Intro to Criminal Justice	3
COMM 147 Public Speaking	3
SOC 100 Introduction to Sociology	3

SPRING

ENG 110 College Research (WI)	3
Quant/Science Wesleyan Studies	4
CJ 260 Criminal Law & Individual Rights	3
Elective	3
PSYC 131 General Psych or PSYC 251 Dev. Psych	3

Sophomore

GOV 305 Current Issues in Government	3
Creativity/Theory Pool Wesleyan Studies	3
CJ Elective	3
ENG 311 Expository Writing (WI)	3
Elective	3

MATH 171 Elementary Statistics	4
CJ 307 Criminology	3
Elective	3
CJ 316 Introduction to Corrections	3
Elective	3

Junior

CPR/First Aid	1
CJ 355 Law Enforcement	3
WS 315 Social Justice and Service (SL)	3
REL/PHIL/HIST/ECN Wesleyan Studies	3
Elective	3

REL/PHIL/HIST/ECN Wesleyan Studies	3
CJ 416 Crime and Punishment	3
CJ 347 Research Methods	3
Creativity/Perf. Pool Wesleyan Studies	3
Elective	3

Senior

CJ 350 Constitutional Law	3
CJ Elective	3
Elective	3
Elective	3
Elective	3

Global Awareness Wesleyan Studies	3
CJ 498 Internship	6
Elective	3
Elective	3

**BIOLOGY MAJOR
BIOLOGICAL SCIENCES CONCENTRATION
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
BIO 324 Taxonomy of Flora and Fauna	4	_____	_____	_____
<u>Choose One of the Following Courses</u>				
BIO 260 Ecology and Conservation	4	_____	_____	_____
OR				
BIO 300 Ecosystems	4	_____	_____	_____
OR				
EVHL 330 Environmental Health	4	_____	_____	_____

<u>Electives</u>	<u>Hours</u>	<u>Total Hours Needed</u>	<u>Total Hours Completed</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in Biological Sciences

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Individual and Group Wesleyan Studies	3
BIO 241 Anatomy and Physiology I	4	BIO242 Anatomy and Physiology II	4
COMM 147 Public Speaking	3	CHEM 176 General Chemistry II	4
CHEM 175 General Chemistry I	4		

Sophomore

Creativity/Perf. Pool Wesleyan Studies	3	EVHL 330 Environmental Health	4
BIO 324 Taxonomy Flora & Fauna	4	BIO 302 Plant Morphology	4
REL/PHIL/HIST/ECN Wesleyan Studies	3	REL/PHIL/HIST/ECN Wesleyan Studies	3
BIO 201 General Botany	4	Elective	3
		Elective	3

Junior

Creativity/Theory Pool Wesleyan Studies	3	BIO 312 Animal Development and Diversity	4
BIO 211 General Zoology	4	Elective	3
BIO 355 Genetics	4	Elective	3
MAH 171 Elementary Statistics	4	BIO 350 Microbiology	4

Senior

BIO 499 A Biology Seminar	1	BIO 499 B Biology Seminar	1
BIO 498 Internship	6	Global Awareness Wesleyan Studies	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
		Elective	3

**BIOLOGY MAJOR
MEDICAL SCIENCES CONCENTRATION
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
BIO 360 Cell and Molecular Biology	4	_____	_____	_____
CHEM 355 Organic Chemistry I	4	_____	_____	_____
CHEM 356 Organic Chemistry II	4	_____	_____	_____
CHEM 386 Biochemistry	4	_____	_____	_____
PHYS 210 General Physics I	4	_____	_____	_____
MATH 231 Calculus I	4	_____	_____	_____
<u>Recommended courses:</u>				
SOC 310 Race and Ethnicity	3	_____	_____	_____
PHIL 215 Ethics for Life and Career	3	_____	_____	_____
One or more of the following:				
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 251 Developmental Psychology	3	_____	_____	_____
PSYC 361 Abnormal Psych or PSYC 324 Child Psychopathology	3	_____	_____	_____
PSYC 382 Biopsychology or PSYC 336 Motivation and Emotion	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in Medical Sciences

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Individual and Group Wesleyan Studies	3
BIO 241 Anatomy and Physiology I	4	BIO 242 Anatomy and Physiology II	4
COMM 147 Public Speaking	3	Elective	3
CHEM 175 General Chemistry I	4	CHEM 176 General Chemistry II	4

Sophomore

CHEM 355 Organic Chemistry I	4	CHEM 356 Organic Chemistry II	4
MATH 171 Elementary Statistics	4	Creativity/Theory Pool Wesleyan Studies	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	Individual and Group Wesleyan Studies	3
PHYS 210 General Physics I	4	Elective (PSYC or SOC)	3
		Elective	3

Junior

Creativity/Perf. Pool Wesleyan Studies	3	BIO 360 Cell and Molecular	4
CHEM 386 Biochemistry	4	BIO 355 Genetics	4
MATH 231 Calculus I	4	Psychology or Sociology Course	3
BIO 211 Zoology	4	BIO 350 Microbiology	4

Senior

PHIL 215 Ethics Wesleyan Studies	3	BIO 302 Plant Morphology	4
BIO 499 A Biology Seminar	1	BIO 499 B Biology Seminar	1
BIO 498 Internship	6	Elective	3
BIO 201 Botany	4	BIO 312 Animal Development and Diversity	3
Elective	3	Global Awareness Wesleyan Studies	3

**BIOLOGY MAJOR
PHYSICAL THERAPY CONCENTRATION
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
PHYS 210 General Physics I	4	_____	_____	_____
PHYS 220 General Physics II	4	_____	_____	_____
MATH 162 College Algebra and Trigonometry	4	_____	_____	_____
PE 352 Kinesiology	3	_____	_____	_____
PE 356 Principles of Assessment	3	_____	_____	_____
PE 484 Physiology of Exercise	3	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 251 Developmental Psychology	3	_____	_____	_____
PSYC 361 Abnormal Psychology	3	_____	_____	_____
<u>Recommended courses:</u>				
PHIL 215 Ethics for Life and Career	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in Physical Therapy

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	PSYC 251 Developmental Psychology	3
BIO 241 Anatomy and Physiology I	4	BIO 242 Anatomy and Physiology II	4
COMM 147 Public Speaking	3	Elective	3
CHEM 175 General Chemistry I	4	CHEM 176 General Chemistry II	4

Sophomore

PE 356 Principles of Assessment	3	PHYS 220 General Physics II	4
MATH 162 Algebra and Trigonometry	4	Creativity/Theory Pool Wesleyan Studies	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	PHIL 215 Ethics for Life and Career	3
PHYS 210 General Physics I	4	MATH 171 Elementary Statistics	4

Junior

Creativity/Perf. Pool Wesleyan Studies	3	PE 484 Physiology of Exercise	3
PE 352 Kinesiology	3	BIO 355 Genetics	4
PSYC 131 General Psychology	3	PSYC 361 Abnormal Psychology	3
BIO 211 Zoology	4	BIO 350 Microbiology	4

Senior

Global Awareness Wesleyan Studies	3	BIO 302 Plant Morphology	4
BIO 499 A Biology Seminar	1	BIO 499 B Biology Seminar	1
BIO 498 Internship	6	Elective	3
BIO 201 Botany	4	BIO 312 Animal Development and Diversity	3
Elective	3	Elective	3

**BIOLOGY MAJOR
OCCUPATIONAL THERAPY CONCENTRATION
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
PHYS 210 General Physics I	4	_____	_____	_____
PE 352 Kinesiology	3	_____	_____	_____
PE 356 Principles of Assessment	3	_____	_____	_____
PE 484 Physiology of Exercise	3	_____	_____	_____
PSYC 131 General Psychology	3	_____	_____	_____
PSYC 251 Developmental Psychology	3	_____	_____	_____
PSYC 361 Abnormal Psychology	3	_____	_____	_____
NUR 200 Introduction to Health Care Terminology	1	_____	_____	_____
SOC 100 Introduction to Sociology	3	_____	_____	_____
<u>Recommended courses:</u>				
PHIL 215 Ethics for Life and Career	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in Occupational Therapy

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	PSYC 131 General Psychology	3
BIO 241 Anatomy and Physiology I	4	BIO 242 Anatomy and Physiology II	4
COMM 147 Public Speaking	3	Elective	3
CHEM 175 General Chemistry I	4	CHEM 176 General Chemistry II	4

Sophomore

PE 352 Kinesiology	3	PE 356 Principles of Assessment	3
MATH 171 Elementary Statistics	4	Creativity/Theory Pool Wesleyan Studies	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	Elective	3
PE 484 Physiology of Exercise	3	PSYC 251 Developmental Psychology	3
		SOC 100 Introduction to Sociology	3

Junior

PHYS 210 General Physics I	4	BIO 360 Cell and Molecular	4
Creativity/Perf Pool Wesleyan Studies	3	BIO 355 Genetics	4
NUR 200 Health Care Terminology	1	PSYC 361 Abnormal Psychology	3
BIO 211 Zoology	4	BIO 350 Microbiology	4
Elective	3		

Senior

PHIL 215 Ethics Wesleyan Studies	3	BIO 302 Plant Morphology	4
BIO 499 A Biology Seminar	1	BIO 499 B Biology Seminar	1
BIO 498 Internship	6	Elective	3
BIO 201 Botany	4	BIO 312 Animal Development and Diversity	4
Elective	3	Global Awareness Wesleyan Studies	3

**BIOLOGY MAJOR
VETERINARY MEDICINE CONCENTRATION
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
BIO 360 Cell and Molecular Biology	4	_____	_____	_____
CHEM 355 Organic Chemistry I	4	_____	_____	_____
CHEM 356 Organic Chemistry II	4	_____	_____	_____
CHEM 386 Biochemistry	4	_____	_____	_____
PHYS 210 General Physics I	4	_____	_____	_____
PHYS 220 General Physics II	4	_____	_____	_____
MATH 231 Calculus I	4	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in Veterinary Medicine

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Individual and Group Wesleyan Studies	3
BIO 241 Anatomy and Physiology I	4	BIO 242 Anatomy and Physiology II	4
COMM 147 Public Speaking	3	Elective	3
CHEM 175 General Chemistry I	4	CHEM 176 General Chemistry II	4

Sophomore

CHEM 355 Organic Chemistry I	4	CHEM 356 Organic Chemistry II	4
MATH 171 Elementary Statistics	4	Creativity/Theory Pool Wesleyan Studies	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	MATH 162 Algebra and Trig (if needed for 231)	4
BA 100 Survey of Business	3	CHEM 271 Quantitative Analysis	3

Junior

PHYS 210 General Physics I	4	BIO 360 Cell and Molecular	4
CHEM 386 Biochemistry	4	BIO 355 Genetics	4
MATH 231 Calculus I	4	Global Awareness Wesleyan Studies	3
BIO 211 Zoology	4	PHYS 220 General Physics II	4

Senior

REL/PHIL/HIST/ECN Wesleyan Studies	3	BIO 302 Plant Morphology	4
BIO 499 A Biology Seminar	1	BIO 499 B Biology Seminar	1
BIO 498 Internship	6	Psychology or Sociology Course	3
BIO 201 Botany	4	BIO 312 Animal Development and Diversity	4
Creativity/Perf Pool Wesleyan Studies	3	BIO 350 Microbiology	4

**BIOLOGY MAJOR
CHEMISTRY CONCENTRATION
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
BIO 360 Cell and Molecular Biology	4	_____	_____	_____
CHEM 271 Quantitative Analysis	4	_____	_____	_____
CHEM 355 Organic Chemistry I	4	_____	_____	_____
CHEM 356 Organic Chemistry II	4	_____	_____	_____
CHEM 386 Biochemistry	4	_____	_____	_____
PHYS 210 General Physics I	4	_____	_____	_____
MATH 231 Calculus I	4	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in Chemistry

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Individual and Group Wesleyan Studies	3
BIO 241 Anatomy and Physiology I	4	BIO 242 Anatomy and Physiology II	4
COMM 147 Public Speaking	3	Elective	3
CHEM 175 General Chemistry I	4	CHEM 176 General Chemistry II	4

Sophomore

CHEM 355 Organic Chemistry I	4	CHEM 356 Organic Chemistry II	4
MATH 171 Elementary Statistics	4	Creativity/Theory Pool Wesleyan Studies	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	MATH 162 Algebra and trig (if needed for 231)	4
PHYS 210 General Physics I	4	CHEM 271 Quantitative Analysis	3

Junior

Creativity/Perf. Pool Wesleyan Studies	3	BIO 360 Cell and Molecular	4
CHEM 386 Biochemistry	4	BIO 355 Genetics	4
MATH 231 Calculus I	4	Elective	3
BIO 211 Zoology	4	BIO 350 Microbiology	4

Senior

REL/PHIL/HIST/ECN Wesleyan Studies	3	BIO 302 Plant Morphology	4
BIO 499 A Biology Seminar	1	BIO 499 B Biology Seminar	1
BIO 498 Internship	6	Psychology or Sociology Course	3
BIO 201 Botany	4	BIO 312 Animal Development and Diversity	4
Elective	3	Global Awareness Wesleyan Studies	3

**BIOLOGY MAJOR
MEDICAL TECHNOLOGY CONCENTRATION
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
Allows student to apply for the Medical Laboratory Science program at St. Luke's Hospital				
All science and math courses must be a minimum C				
BIO 360 Cell and Molecular Biology	4	_____	_____	_____
CHEM 271 Quantitative Analysis	4	_____	_____	_____
CHEM 355 Organic Chemistry I	4	_____	_____	_____
CHEM 356 Organic Chemistry II	4	_____	_____	_____
CHEM 386 Biochemistry	4	_____	_____	_____
<u>Recommended courses:</u>				
PHIL 215 Ethics for Life and Career	3	_____	_____	_____
NUR 200 Introduction to Health Care Terminology	1	_____	_____	_____

Electives	Hours	Total Hours Needed	Total Hours Completed	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in Medical Technology

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Individual and Group Wesleyan Studies	3
BIO 241 Anatomy and Physiology I	4	BIO 242 Anatomy and Physiology II	4
COMM 147 Public Speaking	3	Creativity/ Perf Pool Wesleyan Studies	3
CHEM 175 General Chemistry I	4	CHEM 176 General Chemistry II	4

Sophomore

CHEM 355 Organic Chemistry I	4	CHEM 356 Organic Chemistry II	4
MATH 171 Elementary Statistics	4	Creativity/Theory Pool Wesleyan Studies	3
REL/HIST/ECN Wesleyan Studies	3	CHEM 271 Quantitative Analysis	4
NUR 200 Health Care Terminology	1	BIO 302 Plant Morphology	4
BIO 201 Botany	3	Elective	3

Junior

Global Awareness Wesleyan Studies	3	BIO 360 Cell and Molecular	4
CHEM 386 Biochemistry	4	BIO 355 Genetics	4
PHIL 215 Ethics for Life and Career	3	BIO 312 Animal Development and Diversity	4
BIO 211 General Zoology	4	BIO 350 Microbiology	4
BIO 499 A Biology Seminar I	3	BIO 499 B Biology Seminar II	1

**BIOLOGY MAJOR
ENVIRONMENTAL HEALTH CONCENTRATION
2017-2018**

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
BIO 242 Anatomy and Physiology II	4	_____	_____	_____
BIO 360 Cell and Molecular Biology	4	_____	_____	_____
CHEM 271 Quantitative Analysis	4	_____	_____	_____
EVHL 330 Environmental Health	4	_____	_____	_____
EVHL 430 Advanced Environmental Health	4	_____	_____	_____
BA 100 Survey of Business	3	_____	_____	_____
PHIL 215 Ethics for Life and Career	3	_____	_____	_____
<u>Recommended courses:</u>				
SOC 243 Social Problems	3	_____	_____	_____

<u>Electives</u>	<u>Hours</u>	<u>Total Hours Needed</u>	<u>Total Hours Completed</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in Environmental Health

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Individual and Group Wesleyan Studies	3
BIO 201 Botany	4	BIO 312 Animal Development and Diversity	4
COMM 147 Public Speaking	3	Elective	3
CHEM 175 General Chemistry I	4	CHEM 176 General Chemistry II	4

Sophomore

BIO 241 Anatomy and Physiology I	4	BIO 242 Anatomy and Physiology II	4
MATH 171 Elementary Statistics	4	Creativity/Theory Pool Wesleyan Studies	3
REL/HIST/ECN Wesleyan Studies	3	Elective	3
BA 100 Survey of Business	3	CHEM 271 Quantitative Analysis	4

Junior

Creativity/Perf. Pool Wesleyan Studies	3	BIO 360 Cell and Molecular	4
PHIL 215 Ethics for Life and Career	3	BIO 355 Genetics	4
SOC 243 Social Problems	3	Global Awareness Wesleyan Studies	3
BIO 211 Zoology	4	BIO 350 Microbiology	4
Elective	3		

Senior

Elective	3	BIO 302 Plant Morphology	4
BIO 499 A Biology Seminar	1	BIO 499 B Biology Seminar	1
BIO 498 Internship	6	Global Awareness Wesleyan Studies	3
EVHL 330 Environmental Health	4	EVHL 430 Advanced Environmental Health	4
Elective	3	Elective	3

BIOLOGY MAJOR
NATURAL RESOURCE CONSERVATION AND LAW ENFORCEMENT CONCENTRATION
2017-2018

<u>Course</u>	<u>Hours</u>	<u>Need</u>	<u>Completed</u>	<u>Approved Substitute</u>
<u>Biology Division Core Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO 241 Anatomy and Physiology I	4	_____	_____	_____
BIO 302 Plant Morphology	4	_____	_____	_____
BIO 312 Animal Development and Diversity	4	_____	_____	_____
BIO 350 Microbiology	4	_____	_____	_____
BIO 355 Genetics	4	_____	_____	_____
BIO 499 A Biology Seminar I	1	_____	_____	_____
BIO 499 B Biology Seminar II	1	_____	_____	_____
BIO 498 Internship	6	_____	_____	_____
<u>Required Support Courses</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
MATH 171 Elementary Statistics	4	_____	_____	_____
<u>Major Concentration</u>				
BIO 300 Ecosystem Studies- Aquatic and Terrestrial	8	_____	_____	_____
BIO 260 Ecology and Conservation	4	_____	_____	_____
BIO 324 Taxonomy of Flora and Fauna	4	_____	_____	_____
CJ 231 Introduction to Criminal Justice	3	_____	_____	_____
CJ 260 Criminal Law and Individual Rights	3	_____	_____	_____
CJ 355 Law Enforcement	3	_____	_____	_____
DMD 109 Survey of Multimedia	3	_____	_____	_____
DMD 207 Photography I	3	_____	_____	_____
EDUC 302 Classroom Management	2	_____	_____	_____

<u>Electives</u>	<u>Hours</u>	<u>Total Hours Needed</u>	<u>Total Hours Completed</u>	<u>Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IOWA WESLEYAN UNIVERSITY
Biology with Concentration in National Resource Conservation and Law Enforcement

FALL

SPRING

First Year

ENG 109 College Research (WI)	3	ENG 110 College Research (WI)	3
WS 100 Wesleyan Seminar (SL)	1	Individual and Group Wesleyan Studies	3
BIO 241 Anatomy and Physiology I	4	BIO 260 Ecology and Conservation	4
CJ 231 Introduction to Criminal Justice	3	Elective	3
CHEM 175 General Chemistry I	4	CHEM 176 General Chemistry II	4

Sophomore

BIO 201 Botany	4	BIO 302 Plant Morphology	4
MATH 171 Elementary Statistics	4	CJ 260 Criminal Law and Individual Rights	3
REL/PHIL/HIST/ECN Wesleyan Studies	3	DMD 109 Survey of Multimedia	3
DMD 207 Photography I	3	COMM 147 Public Speaking	3
Elective	3	BIO 324 Taxonomy of Flora	4

Junior

BIO 300 Ecosystems Terrestrial	4	CJ 355 Law Enforcement	3
EDUC 302 Classroom Management	2	BIO 300 Ecosystems Aquatic	4
Creativity/Theory Pool Wesleyan Studies	3	BIO 312 Animal Development and Diversity	4
BIO 211 Zoology	4	BIO 350 Microbiology	4

Senior

REL/PHIL/HIST/ECN Wesleyan Studies	3	Elective	3
BIO 499 A Biology Seminar I	1	BIO 499 B Biology Seminar II	1
BIO 498 Internship	6	Global Awareness Wesleyan Studies	3
Elective	3	BIO 312 Animal Development and Diversity	4
		Elective	3

**BIOLOGY MINOR
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Biology Minor Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
BIO Biology Elective	4	_____	_____	_____
BIO Biology Elective	4	_____	_____	_____

**GENERAL SCIENCE MINOR
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>General Science Minor Requirements</u>				
BIO 201 General Botany	4	_____	_____	_____
BIO 211 General Zoology	4	_____	_____	_____
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
PHYS 210 General Physics I	4	_____	_____	_____
PHYS 220 General Physics II	4	_____	_____	_____

**CHEMISTRY MINOR
2017-2018**

Course	Hours	Need	Completed	Approved Substitute
<u>Chemistry Minor Requirements</u>				
CHEM 175 General Chemistry I with lab	4	_____	_____	_____
CHEM 176 General Chemistry II with lab	4	_____	_____	_____
CHEM Chemistry Elective	4	_____	_____	_____
CHEM Chemistry Elective	4	_____	_____	_____

(Recommend CHEM 271, 355, 356 as Electives)

SELECTED STUDIES
ACADEMIC PROGRAM ADVISING GUIDE

The Selected Studies Plan

The Selected Studies Plan, which also leads to either a Bachelor of Arts or Sciences degree, is intended to meet individual — often highly specialized — needs. It provides considerable freedom in curriculum planning, but requires greatly increased responsibility on the part of the student.

The Selected Studies Plan represents “structure freedom.” Within this Plan, the student is responsible for developing a four-year curriculum based on well-defined academic goals. It is the student’s task to produce the alternative ideas for curriculum and then to work them out in consultation with his/her faculty advisor. The advisor helps the student assume the added responsibilities of developing and pursuing his/her plan.

Curricular Guidelines

Selected Studies Plan proposals must adhere to the following guidelines:

1. Each student must develop a written statement of realistic, constructive, and practicable goals.
2. An acceptable plan may draw on courses from as many different Divisions as needed, but must be integrated and coherent. As evidence of its integration, the plan must indicate the specific courses included and the number of credits to be taken in each subject area, and then show how the courses achieve the plan’s goals.
3. The individual curriculum plans should avoid over-specialization. Students whose applications indicate that they can best be served by the traditional Plan are likely to be referred to the appropriate department or existing plan.
4. Each Selected Studies Plan must provide for a total of at least 120 credit hours. No more than 24 credit hours may be taken in any one Academic Plan of the University.
5. The Selected Studies Plan must include a minimum of 30 credits in courses numbered at the 300 level or higher (upper division).
6. Once approved, any change in this distribution must be proposed to and approved by the advisor(s) and the Vice President for Academic Affairs.
7. By successful petition, students may revise their plan a maximum of two times, except in the case of previously approved plan courses which become unavailable. In that case there is no limit.

Eligibility

Any student in good academic standing (i.e., a minimum cumulative GPA of 2.0) at the University may apply for a Selected Studies Plan, subject to the following:

1. Students are permitted to participate in Selected Studies only after they have completed two semesters at IW, but plan proposals may be submitted for review any time before the end of the junior year, or during the senior year with approval of the Vice President for Academic Affairs.
2. To assure timely approval, the student should submit the plan proposal to the Registrar’s Office at least 60 days before the registration period for the plan’s first semester.

Degree Requirements

The latest approved Selected Studies Plan proposal constitutes the curricular requirements for the student’s bachelor's degree. Students who choose the Selected Studies Plan must meet all Wesleyan Studies requirements of the University, except those specifically waived or modified by their approved plan. The choice of the Bachelor of Arts or Bachelor of Science degree will be selected based on the major area(s) of study with consultation with the Plan Advisor and with approval by the Committee for Academic Standards and the Vice President for Academic Affairs.

Advisors

The student must include in the Selected Studies Proposal the name of at least one faculty member who has agreed to serve as an academic advisor. Where appropriate, the student may have an additional advisor. Students must consult frequently with their advisor(s) during the course of their studies.

Application

If a current student is interested in participating in the Selected Studies Plan, they should:

1. Secure an application from the Registrar's office or website, write a first draft of the plan proposal, and present it to the chosen advisor(s).
2. In consultation with the advisor, refine and revise the proposal to ensure that it meets sound educational criteria and the Selected Studies Plan curricular guidelines.
3. Observing the time limits described under "Eligibility" (above), submit two copies of the final plan proposal, signed by the advisor(s), to the Registrar's Office.

Acceptance

The Registrar submits the proposal to the Committee for Academic Standards. The committee will consider the appropriateness of the proposal with respect to the criteria above and will forward its decision to the Office of Academic Affairs who will inform student of the committee's decision. In exceptional cases, a student who is not able to secure the advisor's endorsement may submit the proposal directly to the committee. In such cases, the committee acts as a board of appeals.

Guidelines for Completing the Selected Studies Major Proposal

The Selected Studies Major Proposal is designed to permit any interested student to state in detail for committee review the objectives of the proposed Selected Studies Plan and the means by which they will be achieved using the guidelines below:

1. Title

In six words or less, the title should identify the focus and capture the spirit of the proposed plan.

2. Rationale/Part A

Explain the goals which the proposed plan is designed to achieve. Identify the area of concentration and the relationship of supporting courses to this focus. It is important to show how the courses relate to the goals and together constitute an integrated degree major not already available at the University. Make the rationale a brief, well-stated essay justifying a four-year, individualized curricular plan. The statement must be clear, readable and grammatically correct.

3. Rationale/Part B

In addition to focusing in some depth on a particular area of study, each degree program must provide for breadth of study and exposure to fields of knowledge outside one's area of expertise. The Selected Studies Major allows students to develop their own approach to breadth of study, and imposes no specific distribution or cluster requirements. In Part B of the rationale, applicants must explain the provision in their plan for study outside the main area of concentration.

4. Specific Courses Essential to Plan

List those courses that are essential to the proposal. These courses should constitute an area of concentration and clearly justify the title of the plan.

5. Courses Completed

List all course work satisfactorily completed at the time of application, indicating major, course number, course title, and grade (e.g., ECN 101, Microeconomics).

6. Distribution of Total Selected Studies Major Credits

This chart will provide a summary of all course work constituting your Selected Studies Plan. It must provide for a total of at least 120 credit hours. No more than 24 credit hours may be taken in any academic program of the University.

A Bachelor of Arts Selected Studies Plan must include a minimum of 30 credits in courses numbered at the 300 level or higher (upper division).

Once approved, any change in this distribution must be proposed and approved by the advisor and the Office of Academic Affairs. Students may wish to array courses differently, to highlight their relationship or to present a semester-by-semester schedule. If so, this should be done on a separate sheet in addition to completing the plan distribution.

7. Advisor Endorsement

This should be completed and signed by a faculty advisor(s). A separate endorsement should be completed by each advisor.

Selected Studies Major Application

NAME: _____ ID: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

GRADUATION DATE: _____ DATE APPLICATION FILED: _____

Please complete this form and return it, with the endorsement of your faculty advisor or advisors, to the Registrar's Office. Keep an extra working copy for your own records.

1. TITLE

Please provide here the descriptive and brief title for the concentration agreed to by your advisor. This title will appear on your transcript, and should not exceed six words.

2. RATIONALE

Please explain here, using additional sheets if required, the academic and post-academic reasons for the degree program proposed. State as clearly as possible the focus of the concentration, and show how the courses it includes support the educational goals. If the proposal is similar to an existing academic program, indicate why the Selected Studies proposal is more appropriate. If the plan does not fulfill the Wesleyan Studies requirements, discuss the alternative means by which the proposal will secure an integrated bachelor's-level education.

3. SPECIFIC COURSES ESSENTIAL TO PLAN

(Include program/course number, and title of each course. Add additional lines if necessary)

4. COURSES COMPLETED

(Include program/course number, title and grade of each course)

Distribution of Total Selected Studies Major Credits

Division	Lower Division Credits	Upper Division Credits	Total Credits	Credits Completed
<u>HUMANITIES</u>				
Christian Studies				
Music				
Digital Media Design				
<u>SCIENCES</u>				
Biology				
Criminal Justice				
Psychology				
Human Services				
<u>EDUCATION</u>				
Educational Foundations				
Elementary Education				
Exercise Science & Wellness				
Physical Education				
<u>BUSINESS</u>				
Business Administration				
<u>NURSING</u>				
Nursing				
<u>ELECTIVES</u>				
<u>GRAND TOTAL</u>				

APPENDICES

Academic Violation Form

Date of Incident: _____

Professor:	Office:
Course:	Extension:
Student:	Student ID:
Violation: Cheating <input type="checkbox"/> Plagiarism <input type="checkbox"/>	Extended Learning: <input type="checkbox"/>

Explanation of Events:

Action Taken:

Note: Please copy and send to the Vice President for Academic Affairs, Dean of Student Life, and Director of Adult and Graduate Studies (if applicable).

Signature:

Date:

Declaration of Major And/Or Minor

Name _____ Catalog Year _____

1) Current major(s): All Students must complete this section:

_____ I am currently Undeclared

My 1st current major is: _____ Concentration: _____

I wish to: _____ Keep this major _____ Cancel this major

2) New major(s) to be added:

New major: _____ Concentration: _____

New major: _____ Concentration: _____

3) Current Minor(s): Please complete this section if you currently have a minor:

My 1st current minor is: _____

I wish to: _____ Keep this minor _____ Cancel this minor

My 2nd current minor is: _____

I wish to: _____ Keep this minor _____ Cancel this minor

4) New minor(s) to be added:

New minor: _____

New minor: _____

5) **Student Signature:** _____ **Date** _____

6) If double majoring, this is to be completed by both advisors:

The above student is accepted to the division of _____ and _____

Both advisors are _____ and _____

Date: _____

7) If you are switching majors, this is to be completed by your new advisor and your old advisor:

Old Advisor: The above student is released as my advisee and his/her file will be forwarded to the new advisor.

Name _____ Date _____

New Advisor: The above student is accepted to the division of _____

The new academic advisor is _____ Date _____

Submit this form, with signatures, to the Office of the Registrar.

Iowa Wesleyan University

Request to Register Independent Study or Directed Study

<hr style="width: 100%;"/> Academic Term of Study

<hr/>	<hr/>	<hr/>
Student's Name	Instructor's Signature	Date
<hr/>	<hr/>	<hr/>
Local Address	Division Chair Signature	Date
<hr/>	<hr/>	<hr/>
Local/Mobile Phone	Academic Dean Signature	Date

Independent Study	Directed Study
<div style="border: 1px solid green; width: 40px; height: 40px; margin: 0 auto;"></div> <p>I am requesting registration of # _____ hours in Independent Study</p> <p>(An Independent Study is a non-College catalog course emphasizing the student's individual research and reporting with periodic consultation with a professor. See the rules for Independent Study in the Catalog.)</p> <p style="text-align: right;">#497</p> <p style="text-align: center;">Academic Area of Study</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Name of the Independent Study</p>	<div style="border: 1px solid green; width: 40px; height: 40px; margin: 0 auto;"></div> <p>I am requesting registration of # _____ hours in Directed Study</p> <p>(A Directed Study is a catalog course which, for unusual reasons, is offered out of sequence. A Directed Study must be the equivalent of the regularly offered Catalog courses as a learning experience. It need not be presented in the same way.)</p> <p style="text-align: center;">Catalog course number</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Course Name</p>

Why is this course of study necessary? _____

What is the purpose of this course of study? _____

What are the research plans or educational methodology which will be used to pursue this course of study?

What is the bibliography and/or textbooks for this course of study? _____

How will the student's course of study be evaluated? _____



ADD / DROP Form

Return completed forms to the Office of the Registrar

Student Name _____

Student ID *Required _____

Semester (circle 1): **FALL** **SPRING** **SUMMER** Year: **20** _____

ADD

DEPT	NUMBER	Section	Title	Instructor Initial

Add's may not be available if a class or section is full. Please verify online that the course has availability.

DROP

DEPT	NUMBER	Section	Title	Instructor Initial

Advisor's Authorization:

Advisor Signature

Date

Advisor's PRINTED Name

If you have questions, please review the "Changes of Registration" section in the catalog.

FOR REGISTRAR'S OFFICE USE ONLY

Date Received	Processed by: _____ Date: _____
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Form A/D-8.2015

FERPA RELEASE FORM

Iowa Wesleyan University

The purpose of the Family Educational Rights and Privacy Act (FERPA) is to protect the privacy of information concerning individual student by placing certain restraints on the disclosure of "non directory information" contained in a student's college records. This form allows students to grant parents, guardians, spouse, and/or others access to their educational records maintained by the Office of Student Development, Office of the Registrar, Business Office, and the Financial Aid Office. I understand that I have the right not to consent to the release of my educational records and I have the right to receive a copy of such records upon request.

Name of Student: _____ Student ID/SSN: _____
(Please print)

I give permission for the following persons to have access to my academic records. Please indicate your current preference for each category every time a change is made to add or restrict information. **NOTE: If directory information has been restricted, then no information will be released, even to parties designated below.**

PLEASE PRINT CLEARLY

(P=parent; G=guardian; S=spouse; O=other)

Release to Cancel release _____ P G S O
(Name)

Release to Cancel release _____ P G S O
(Name)

Release to Cancel release _____ P G S O
(Name)

Address: _____

Telephone: _____

For the purpose of (e.g., providing a recommendation, providing information about, etc.):

I acknowledge by my signature that I understand although I am not required to release my records, I am giving my consent to release the information. I understand that this release remains in effect unless I revoke such consent in writing and the revocation is delivered to the institution.

(Student's signature)

(Date)

Directory information consists of the following: name, local address, local telephone listing, email address, place of birth, major, dates of attendance, degrees and awards received, photograph, weight and height of athletic team members, most recent previous educational institution attended, participation in officially recognized activities and sports.

STUDENT PETITION

(Please Print)

Name _____ Local Address _____

Date _____

Term (if applicable) _____ Phone No. _____

To be completed by student:

I petition the Committee on Academic Standards for the privilege of

Reason(s) for the above request: _____

To be completed by student's advisor:

I recommend this petition _____ approved _____ rejected _____ forwarded

be Advisors comment (if any): _____

Signature of Advisor

Date

(The Committee will consider a petition only if it is signed by the advisor.)

THE STUDENT IS RESPONSIBLE FOR SUBMITTING THE PETITION TO THE REGISTRAR

Action of the Committee on Academic Standards:

_____ Approved _____ Rejected _____ Other Committee's comments (if any):

Date of Action _____

Student Notified _____

Advisor Notified _____

Signature of Committee Secretary or Registrar



Incomplete (I) Grade Form

Catalog Description

When students have been making passing grades but for rare extenuating circumstances, as in the case of illness, fail to complete their work before the end of the term, it may be recorded as incomplete (I). Complete on of the required work within five weeks after the first day of the next regular semester entitles the student to a grade. An "I" not removed within that time will become an "F."

This form must accompany any Incomplete (I) grades.

Student Name _____ Student ID _____

Course Number

Course Title

Instructor (Please Print)

Semester

Please indicate the reason for issuing the incomplete, and what is still outstanding for the course (e.g. final exam, research paper, project, etc.).

If the student does nothing about the above, the grade I will turn in to remove the incomplete will be _____.
Otherwise the grade will automatically turn into an 'F' after the date indicated below.

Course work will be completed by the _____ day of _____, 20 _____.
(The deadline can be no later than 5 weeks into the next semester.)

Student Signature

Date

Instructor Signature

Date



Request for Approval: Visiting Student

Student's Full Name _____

IW ID# _____

Birthdate _____

Instructions to Student: Complete the top portion to this form. Take it to your advisor for approval. Bring the signed form to the Office of the Registrar with other school's course description attached (found on school's website). If approved, a letter will be sent to the school indicating approval for you to attend as a visiting student or to take a correspondence course. Use a separate form for each school you will visit.

The course indicated below is intended as equivalent course substitute course

Home Address _____

Campus or Local Phone Number _____

City, State, Zip _____

Iowa Wesleyan Post Office Box Number _____

Major _____

Concentration (if applicable) _____

2nd Major or Minor _____

2nd Minor _____

COURSE INFORMATION	College or University where course will be taken _____	City & State _____
	<i>Identify the course you wish to take at the visited school here:</i>	

Discipline	Number	Title	Term	Hours	Repeat

COURSE INFORMATION	<i>Identify the Iowa Wesleyan equivalent or substituted course here:</i>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Discipline</th> <th style="width: 10%;">Number</th> <th style="width: 45%;">Title</th> <th style="width: 10%;">Term</th> <th style="width: 10%;">Hours</th> <th style="width: 10%;">Repeat</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Discipline	Number	Title	Term	Hours	Repeat					
Discipline	Number	Title	Term	Hours	Repeat							

By submitting this request, I indicate my understanding of the Iowa Wesleyan University's policies regarding visiting student status and/or correspondence courses. I further acknowledge my responsibility to provide, in a timely manner, an official copy of my transcript to the IW Office of the Registrar from the visited school named above. I understand I may be required to submit a substitution form if courses are not equivalent.

Student Signature _____

Date _____

ADMINISTRATIVE	<p style="text-align: center;">Advisor's Recommendation</p> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<p style="text-align: center;">Division Chair's Recommendation</p> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<p style="text-align: center;">Registrar's Recommendation</p> <input type="checkbox"/> Approved <input type="checkbox"/> Denied
	Signature _____	Signature _____	Signature _____
	Date _____	Date _____	Date _____

Registrar: Attach copy of visited school's course description and letter sent to visited school to this form.

Course Dx Rec'd: _____ Letter sent on: _____



Withdrawal Form

****\$25 Charge ****

Student Name _____

Student ID ***Required** _____

Semester (circle one): **FALL** **SPRING** **SUMMER** Year: **20** _____

A final grade of "W" will be issued for the class(es) listed below. May not affect the *semester* GPA.

Withdrawal:

DEPT	NUMBER	Section	Title	Last Day of Attendance

Advisor's Signature: _____ Date: _____

*Athletic Director's Signature: _____ Date: _____

**Financial Aid's Signature: _____ Date: _____

Business Office Signature: _____ Date: _____

VPAA's Signature: _____ Date: _____

*If you are an athlete please list your sport: _____ and have the Athletic Director sign this form.

****If you are withdrawing from ALL of your classes you will need to stop by the Financial Aid office and Student Development.**

Please take to the Business Office to pay the \$25 charge for withdrawal before returning this form to the Registrar's office.

Withdrawing from a course, or courses, may impact your financial aid eligibility, athletic eligibility, and Satisfactory Academic Progress (SAP). Please review the current catalog for more information.

FOR REGISTRAR'S OFFICE USE ONLY	Processed by: _____ Date: _____
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