

## Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: CoEPD

Dept/Division: Elem/Sec Education

Current Alpha Designator/Number: CIEC 715

Contact Person: Lisa Heaton

Phone: 304.746.2026

### CURRENT COURSE DATA:

Course Title: Online Course Development and Delivery

Alpha Designator/Number:

C	I	E	C		7	1	5		
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Title Abbreviation:

O	n	l	i	n	e		C	o	u	r	s	e		D	e	v	e	l	/	D	e	l	i	v
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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u><i>Lisa A. Heaton</i></u>	Date <u><i>8-17-17</i></u>
Registrar <u><i>Sonya D. Cox</i></u> <span style="float: right;"><i>130101</i></span>	Date <u><i>8/21/17</i></u>
College Curriculum Chair <u><i>B. K.</i></u>	Date <u><i>8/30/17</i></u>
Graduate Council Chair <u><i>Christofero</i></u>	Date <u><i>11-17-17</i></u>

## Request for Graduate Course Change - Page 2

College: CoEPD

Department/Division: Elem/Sec Education

Alpha Designator/Number: CIEC 715

Provide complete information regarding the course change for each topic listed below.

Change in CATALOG TITLE:  YES  NO

From  (limited to 30 characters and spaces)

To

If Yes, Rationale

Change in COURSE ALPHA DESIGNATOR:

From:  To:   YES  NO

If Yes, Rationale

Change in COURSE NUMBER:  YES  NO

From:  To:

If Yes, Rationale

1. The class was initially created with doctoral candidates in mind and had reasonable enrollments when both CI and LS doc candidates had an area of emphasis / specialization in their plans of study. LS candidates no longer have an option to take this course. 2. The last few times the course was offered it included about as many MA

Change in COURSE GRADING

From  Grade To  Credit/No Credit

Rationale

Change in CATALOG DESCRIPTION:  YES  NO IF YES, fill in below:

From

To

If Yes Rationale

## Request for Graduate Course Change - Page 3

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Change in COURSE CREDIT HOURS:  YES  NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

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Change in COURSE CONTENT:  YES  NO

From

To

Rationale

# Request for Graduate Course Change-Page 4

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College: CoEPD

Department: Elem/Sec Education

Course Number/Title CIEC 715 Online Course Development & Delivery

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1. **REQUIRED COURSE:** If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

Not Applicable

2. **COURSE DELETION:** List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

Not Applicable

3. **ADDITIONAL RESOURCE REQUIREMENTS:** If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not Applicable

## Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

### COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

### COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

### COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

#### Course Number Change

Department: Elem/Sec Education

Current #/Title: CIEC 715 Online Course Development & Delivery

New #: CIEC 615

Rationale: 1. The class was initially created with doctoral candidates in mind and had reasonable enrollments when both CI and LS doc candidates had an area of emphasis / specialization in their plans of study. LS candidates no longer have an option to take this course. 2. The last few times the course was offered it included about as many MA students in the Instructional Technology emphasis as CI doctoral students. A 600 level number would be more appropriate for MA candidates and wouldn't hurt doctoral candidates as an area of emphasis course. 3. The WVDE Technology Integration Specialist (TIS) program includes a Blended Learning course. The administrators of that program at WVDE are willing to accept our online course development class toward TIS work if a student takes our course before enrolling with WVDE to become a TIS.

Catalog Description: This course offers participants the opportunity to explore strategies and issues related to the development and delivery of online courses.

The course objectives for this course do not need to be changed to move the course from CIEC 715 to CIEC 615. However, some of the course assignments are being revised to better accommodate the new target audience. For example, to accomplish objective 6 (participants will be able to develop a variety of online learning experiences) students have focused on using Blackboard for course development. For the expanded audience that will include more P-12 teachers, students will have the opportunity to use Schoology since it is the LMS taught by the WVDE TIS program.

#### Current Course Objectives for CIEC 715

1. Participants will be able to identify and discuss the roles of key *personnel* involved in sustaining a Learning Management System.
2. Participants will be able to describe *policies* and *procedures* needed to promote successful online course development and delivery.
3. Participants will be able to discuss *resources* needed to enhance the success of faculty and students participating in online courses and programs.
4. Participants will be able to write *learning objectives*.
5. Participants will be able to identify appropriate online *learning tools* and *resources* and consider their *application* to online course development and delivery.
6. Participants will be able to develop a *variety* of online learning *experiences*.
7. Participants will be able to identify and define *terminology* related to online course development and delivery.
8. Participants will be able to review and discuss a variety of learning management systems and open source options for course development and delivery.
9. Participants will be able to discuss *advantages* and *challenges* to online learning from both a *personal* and *institutional context*.

## Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD

Dept/Division: Elem/Sec Education

Contact Person: Lisa Heaton

Phone: 3043746.2026

## Action Requested

Check action requested:  Addition  Deletion  Change

Degree Program MA in Education

Area of Emphasis Instructional Technology &amp; Learning

Effective Term/Year Fall 20  Spring 20  Summer 20 

## Notifications

Attach a copy of written notification regarding this curriculum request to the following:

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy with this packet as well as the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimate of cost and time required to secure these items.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Yia A. Newton</u>	Date <u>8-17-17</u>
Registrar <u>Imya A. R.</u> 130101	Date <u>8/21/17</u>
College Curriculum Chair <u>B. K.</u>	Date <u>8/30/17</u>
College Dean <u>Veressa Eagle</u>	Date <u>8-28-17</u>
Graduate Council Chair <u>Christofero</u>	Date <u>11-17-17</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

## Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 2

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1. Please provide a rationale for addition, deletion, change:

This request is to change the curriculum by replacing CIEC 610 Local Area Networks and Telecommunications with CIEC 615 Online Course Development and Delivery. This area of emphasis serves educators wanting to improve their use of technology in teaching within P-12 and higher education and individuals who want to work in roles such as Instructional Designers. In both cases, a course focused on Online Course Development and Delivery would better serve their needs versus the networking course. Personnel at the West Virginia Department of Education (WVDE) have confirmed that other individuals in their schools perform networking functions and express the need for a course focused on online course design. The WVDE requires a Blended Learning course in their Technology Integration Specialist program and have expressed a willingness to accept our course for this requirement.

2. Please describe any changes in curriculum:

Course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

CIEC 610 Local Area Networks & Telecommunications (3 hours) - was required, we want to replace this course

CIEC 615 Online Course Development & Delivery (3 hours) - as CIEC 715, the course was optional, we want to require this course

3. **Additional Resource Requirements:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this Area of Emphasis attach an estimate of the time and money required to secure these items. May attach separate page if needed

NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

Not Applicable

4. **NON-DUPLICATION:**

If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them.

Enter NONE if not applicable.

Not Applicable

*For catalog changes as a result of the above action, please fill in the following pages.*



## Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

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### 5. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.  
(May attach separate page if needed)

see attachment

### 6. **Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS Word with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

### 7. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

see attachment

## Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 4

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Please insert in the text box below your Area of Emphasis change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Area of Emphasis Title:

Credit Hours:

Type of Change Requested: *(addition, deletion, change)*

Term to Take Effect: *(Fall, Spring, Summer/Year)*

Rationale:

Department: Elem/Sec Education

Area of Emphasis: Instructional Technology & Learning

Credit Hours: 3 hours

Types of Change: Change (replace CIEC 610 with CIEC 615)

Term: Spring 2018

Rationale: This request is to change the curriculum by replacing CIEC 610 Local Area Networks and Telecommunications with CIEC 615 Online Course Development and Delivery. This area of emphasis serves educators wanting to improve their use of technology in teaching within P-12 and higher education and individuals who want to work in roles such as Instructional Designers. In both cases, a course focused on Online Course Development and Delivery would better serve their needs versus the networking course. Personnel at the West Virginia Department of Education (WVDE) have confirmed that other individuals in their schools perform networking functions and express the need for a course focused on online course design. The WVDE requires a Blended Learning course in their Technology Integration Specialist program and have expressed a willingness to accept our course for this requirement.

**Current Catalog Description (p. 109)**

+Instructional Technology and Learning: This Area of Emphasis focuses on instructional applications and classroom utilization of technology to improve teaching and learning. These courses may be completed as a Graduate Certificate (21) hours) or may be used as an Area of Emphasis within the M.A. in Education (36 hours). These 21 hours, plus nine additional hours in the M.A. Core, three hours in the M.A. Capstone, and a three hour advisor approved elective may be used to receive the M.A. in Education.

CIEC 534 Applications Software in the Classroom Curriculum Area (approved technology course in the M.A. Core)

CIEC 600 Instructional Design and Technology (approved methods course in the M.A. Core)

CIEC 610 Local Area Networks and Telecommunications in the School

CIEC 630 Authoring Systems and Multimedia

CIEC 635 Using the Internet in the Classroom

CIEC 699 Final Project in Curriculum Area

Advisor-approved technology elective

TOTAL.....21 hrs.

**Edits to the Current Description (p. 109)**

+Instructional Technology and Learning: This Area of Emphasis focuses on instructional applications and classroom utilization of technology to improve teaching and learning. These courses may be completed as a Graduate Certificate (21 hours) or may be used as an Area of Emphasis within the M.A. in Education (36 hours). These 21 hours, plus nine additional hours in the M.A. Core, three hours in the M.A. Capstone, and a three hour advisor approved elective may be used to receive the M.A. in Education.

CIEC 534 Applications Software in the Classroom Curriculum Area (approved technology course in the M.A. Core)

CIEC 600 Instructional Design and Technology (approved methods course in the M.A. Core)

~~CIEC 610 Local Area Networks and Telecommunications in the School~~

CIEC 615 Online Course Development and Delivery

CIEC 630 Authoring Systems and Multimedia

CIEC 635 Using the Internet in the Classroom

CIEC 699 Final Project in Curriculum Area

Advisor-approved technology elective

TOTAL.....21 hrs.

**New Catalog Description (p. 109)**

+Instructional Technology and Learning: This Area of Emphasis focuses on instructional applications and classroom utilization of technology to improve teaching and learning. These courses may be completed as a Graduate Certificate (21) hours) or may be used as an Area of Emphasis within the M.A. in Education (36 hours). These 21 hours, plus nine additional hours in the M.A. Core, three hours in the M.A. Capstone, and a three hour advisor approved elective may be used to receive the M.A. in Education.

- CIEC 534 Applications Software in the Classroom Curriculum Area (approved technology course in the M.A. Core)
- CIEC 600 Instructional Design and Technology (approved methods course in the M.A. Core)
- CIEC 615 Online Course Development and Delivery
- CIEC 630 Authoring Systems and Multimedia
- CIEC 635 Using the Internet in the Classroom
- CIEC 699 Final Project in Curriculum Area
- Advisor-approved technology elective

TOTAL.....21 hrs.

### Request for Graduate Addition, Deletion, or Change of a Certificate

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
  2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
  3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**
- NOTE: If proposing a new certificate, please read this first: [www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf](http://www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf)*

College: COEPD \_\_\_\_\_

Dept/Division: Elem/Sec Education \_\_\_\_\_

Contact Person: Lisa Heaton \_\_\_\_\_

Phone: 304.746.2026 \_\_\_\_\_

Name of Certificate Instructional Technology & Learning \_\_\_\_\_

Check action requested:  Addition  Deletion  Change

Effective Term/Year Fall 20  Spring 20  Summer 20

**Information on the following pages must be completed before signatures are obtained.**

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Ysra A. Heaton</u>	Date <u>8-17-17</u>
College Curriculum Chair <u>[Signature]</u>	Date <u>8-30-17</u>
College Dean <u>Veresa Cagle</u>	Date <u>8-28-17</u>
Graduate Council Chair <u>Christofero</u>	Date <u>11-17-17</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

## Request for Graduate Addition, Deletion, or Change of a Certificate-Page 2

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Please provide a rationale for addition, deletion, change:

This request is to change the curriculum by replacing CIEC 610 Local Area Networks and Telecommunications with CIEC 615 Online Course Development and Delivery. This graduate certificate serves educators wanting to improve their use of technology in teaching within P-12 and higher education and individuals who want to work in roles such as Instructional Designers. In both cases, a course focused on Online Course Development and Delivery would better serve their needs versus the networking course. Personnel at the West Virginia Department of Education (WVDE) have confirmed that other individuals in their schools perform networking functions and express the need for a course focused on online course design. The WVDE requires a Blended Learning course in their Technology Integration Specialist program and have expressed a willingness to accept our course for this requirement.

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

CIEC 610 Local Area Networks & Telecommunications (3 hours) - was required, we want to replace this course

CIEC 615 Online Course Development & Delivery (3 hours) - as CIEC 715, the course was optional, we want to change the number from 715 to 615 (course change request also submitted) and require this course

**1. ADDITIONAL RESOURCE REQUIREMENTS:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this certificate, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

NONE

**2. NON-DUPLICATION:** If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

NONE

***For catalog changes as a result of the above actions, please fill in the following pages.***

## Request for Graduate Addition, Deletion, or Change of a Certificate-Page 3

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### 3. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.

May attach separate page if needed)

see attached

### 4. **Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

### 5. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed).

see attached



## Request for Graduate Addition, Deletion, or Change of a Certificate-Page 4

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Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Name of Certificate:

Credit Hours:

Type of Change: *(addition, deletion, change)*

Rationale:

Department: Elem/Sec Education

Name of Certificate: Instructional Technology & Learning

Credit Hours: 21

Type of Change: Change (replace CIEC 610 with CIEC 615)

Rationale: This request is to change the curriculum by replacing CIEC 610 Local Area Networks and Telecommunications with CIEC 615 Online Course Development and Delivery. This graduate certificate serves educators wanting to improve their use of technology in teaching within P-12 and higher education and individuals who want to work in roles such as Instructional Designers. In both cases, a course focused on Online Course Development and Delivery would better serve their needs versus the networking course. Personnel at the West Virginia Department of Education (WVDE) have confirmed that other individuals in their schools perform networking functions and express the need for a course focused on online course design. The WVDE requires a Blended Learning course in their Technology Integration Specialist program and have expressed a willingness to accept our course for this requirement.

**Current Catalog Description (p. 109)**

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CIEC 534 Applications Software in the Classroom Curriculum Area (approved technology course in the M.A. Core)

CIEC 600 Instructional Design and Technology (approved methods course in the M.A. Core)

CIEC 610 Local Area Networks and Telecommunications in the School

CIEC 630 Authoring Systems and Multimedia

CIEC 635 Using the Internet in the Classroom

CIEC 699 Final Project in Curriculum Area

Advisor-approved technology elective

TOTAL.....21 hrs.

**Edits to the Current Description (p. 109)**

+Instructional Technology and Learning: This Area of Emphasis focuses on instructional applications and classroom utilization of technology to improve teaching and learning. These courses may be completed as a Graduate Certificate (21) hours) or may be used as an Area of Emphasis within the M.A. in Education (36 hours). These 21 hours, plus nine additional hours in the M.A. Core, three hours in the M.A. Capstone, and a three hour advisor approved elective may be used to receive the M.A. in Education.

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CIEC 615 Online Course Development and Delivery

CIEC 630 Authoring Systems and Multimedia

CIEC 635 Using the Internet in the Classroom

CIEC 699 Final Project in Curriculum Area

Advisor-approved technology elective

TOTAL.....21 hrs.

**New Catalog Description (p. 109)**

+Instructional Technology and Learning: This Area of Emphasis focuses on instructional applications and classroom utilization of technology to improve teaching and learning. These courses may be completed as a Graduate Certificate (21) hours) or may be used as an Area of Emphasis within the M.A. in Education (36 hours). These 21 hours, plus nine additional hours in the M.A. Core, three hours in the M.A. Capstone, and a three hour advisor approved elective may be used to receive the M.A. in Education.

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- CIEC 600 Instructional Design and Technology (approved methods course in the M.A. Core)
- CIEC 615 Online Course Development and Delivery
- CIEC 630 Authoring Systems and Multimedia
- CIEC 635 Using the Internet in the Classroom
- CIEC 699 Final Project in Curriculum Area
- Advisor-approved technology elective

TOTAL.....21 hrs.

### Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Medicine

Dept/Division: Research and Graduate Education

Contact Person: Uma Sundaram, MD

Phone: 691-1841

Degree Program Doctor of Philosophy in Biomedical Research

Check action requested:  Addition  Deletion  Change

Effective Term/Year    Fall 20     Spring 20     Summer 20

**Information on the following pages must be completed before signatures are obtained.**

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>8/14/2017</u>
College Curriculum Chair 	Date <u>8/14/2017</u>
College Dean 	Date <u>8/21/2017</u>
Graduate Council Chair <u>J Christofero</u>	Date <u>11-17-17</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

## Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 2

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Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

Change to the title of the degree. Replace Biomedical Sciences with Biomedical Research to distinguish from the newly created department of biomedical sciences in the SOM and emphasize the research aspect of the degrees in the Office of Research and Graduate Education.

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)

Change all Masters course numbers to BMR from BMS.

BMS 601-604      BMS 685

BMS 680

BMS 785

BMS 644

BMS 617

BMS 660-661

BMS 882

**1. ADDITIONAL RESOURCE REQUIREMENTS:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

NONE

**2. NON-DUPLICATION:** If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

NONE

*For catalog changes as a result of the above actions, please fill in the following pages.*

## **Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3**

### **3. Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.  
(May attach separate page if needed)

### **4. Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

## **Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 4**

### **5. New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)



## Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Major or Degree:

Type of Change: (*addition, deletion, change*)

Rationale:

Research and Graduate Education

Doctor of Philosophy in Biomedical Sciences (PhD)

Change name of program/degree to Doctor of Philosophy in Biomedical Research (PhD)

To distinguish from the newly created department of biomedical sciences in the SOM and emphasize the research aspect of the degrees in the Department of Research and Graduate Education.

## Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: MedicineDept/Division: Research and Graduate EducationContact Person: Uma Sundaram, MDPhone: 691-1841Degree Program Biomedical Sciences, MSCheck action requested:  Addition  Deletion  Change

Effective Term/Year

Fall 20




17

Spring 20

Summer 20

**Information on the following pages must be completed before signatures are obtained.**

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>7/5/2017</u>
College Curriculum Chair 	Date <u>7/5/2017</u>
College Dean 	Date <u>7/11/17</u>
Graduate Council Chair <u>Christofero</u>	Date <u>11-17-17</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

## Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 2

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Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

Change to the title of the degree. Replace Biomedical Sciences with Biomedical Research to distinguish from the newly created department of biomedical sciences in the SOM and emphasize the research aspect of the degrees in the Office of Research and Graduate Education.

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)

Change all Masters course numbers to BMR from BMS.

BMS 601-604      BMS 685

BMS 680

BMS 785

BMS 644

BMS 617

BMS 660-661

BMS 882

**1. ADDITIONAL RESOURCE REQUIREMENTS:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

NONE

**2. NON-DUPLICATION:** If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

NONE

*For catalog changes as a result of the above actions, please fill in the following pages.*

## **Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3**

### **3. Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.  
(May attach separate page if needed)

### **4. Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

## **Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 4**

### **5. New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

## Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Major or Degree:

Type of Change: *(addition, deletion, change)*

Rationale:

Research and Graduate Education

Biomedical Sciences, MS

Change name of program/degree to Biomedical Research, MS

To distinguish from the newly created department of biomedical sciences in the SOM and emphasize the research aspect of the degrees in the Department of Research and Graduate Education.

### Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in existing or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog).

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council Chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Medicine Dept/Division: Biomedical Sciences

Contact Person: Todd L. Green Phone: 304-696-3531

Rationale for Request:

We have changed the requirements for Graduate Faculty status in our program since the last review by the Graduate Council.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.  
NOTE: all requests may not require all signatures.

Department/Division Chair [Signature] Date Spring 2018

Registrar [Signature] Date 8/20/17

College Curriculum Committee Chair Todd L. Green Date 8/22/17  
(or Dean if no college curriculum committee)

Graduate Council Chair [Signature] Date 11-17-17

NOTE: please complete information required on the following pages before obtaining signatures above.

## Request for Graduate Non-Curricular Changes – Page 2

1. **Current Catalog Description (if applicable):** Please insert the catalog description from the current catalog for entries you would like to change.

Attached



## Request for Graduate Non-Curricular Changes – Page 3

2. **Edits to current description:** Attach or insert a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

Attached

## Request for Graduate Non-Curricular Changes – Page 4

3. **New Catalog Description:** Provide a “clean” copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

Attached

## **Request for Graduate Non-Curricular Changes – Page 5**

Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: **Non-curricular - Graduate Faculty requirements**

Department: **Biomedical Sciences**

Degree program: **PhD**

Effective date (fall/spring/summer, year): **Spring 2018**

## 1. Current Graduate Faculty Requirements

### MEMORANDUM

TO: Graduate Council

FROM: Howard Aulick, Ph.D.

DATE: December 1, 2003

SUBJECT: Request for Approval of Graduate Faculty Status Modifications for the Biomedical Sciences Program

The Biomedical Sciences (BMS) Program's Graduate Studies Committee (GSC) met on November 5, 2003 to review the changes in graduate faculty status. The members of the GSC applaud the work of the Graduate Council, because it is clear that the breadth of graduate education and research makes the creation of a unified standard a challenging exercise. It is in that light that the GSC would add the following adjustments to meet the distinctive demands of the BMS Program. In each case, we believe the BMS requirements meet and exceed those established by the Graduate Council. The BMS requirements would include the following:

**1. Length of Terms:** The 5-year Doctoral and Graduate appointment terms should be reduced to three and two years, respectively. We reduce these terms because the rate of change in biomedical research is so rapid that more frequent assessment of continuing scholarly activity is required.

**2. Evidence of Continuing Scholarly Activity:** The M.S. and Ph.D. degrees in Biomedical Science Program are predominately research driven. It is the view of the GSC that there are only two primary measures of continuing research productivity. They are publication in a refereed science journal and extramural research grant awards. Other substitutions for these two requirements are inappropriate. Faculty who do not meet these two measures on a regular basis cannot adequately mentor graduate student biomedical research projects. For this reason, applicants seeking Doctoral graduate faculty status in the BMS Program must have at least one manuscript published in a refereed journal and at least one competitive, extramural grant submitted, pending, or ongoing within the three years preceding appointment. An extramural grant award is not required. Biomedical grants are extremely difficult to acquire. For example, currently less than one in four new applications to the NIH (our primary funding source) are successful. Resubmission(s) can take a year, especially if additional data are required. Because successful extramural funding is commonly based on at least one resubmission, it is more important that proposals are revised and resubmitted within

the 3-year window than awarded in this same time frame. Applicants for Graduate status in the BMS Program must have at least one manuscript published in a refereed journal or at least one competitive, extramural grant submitted, pending, or ongoing within five years preceding appointment. Once again, the two gold standards are maintained. These applicants will be reviewed at two-year intervals to ensure that publications continue even without grant funding. Because costly research and student support must be funded by the department or other means, individuals who are either not seeking external support or are unsuccessful for five years must withdraw from M.S. and Ph.D. training.

**3. Prior experience on advisory committees.** The GSC asks that prior advisory committee experience **be waived as** a requirement for Doctoral graduate faculty status in the BMS Program. **A checklist, pre-approved by the Graduate Council, will be provided to document previous comparable experience.** We make this request because all our new faculty hires come with considerable experience in predoctoral training and frequently without formal advisory committee assignments. Our new faculty members commonly have three to six years of postdoctoral training in large competitive research labs. (Postdoctoral training is a selection requirement.) As postdocs, they have been the day-to-day mentors of predoctoral student research projects. By the time they reach the BMS Program, these new faculty know how these students must be guided in research design and other basic problem solving exercises. Many of our new hires have written one or more grants prior to arrival at Marshall, and some come with external funding. *In addition, all of our applicants want to have doctoral students working with them.* Serving on a research committee will provide valuable insights, but it is our contention that these new faculty already have the most important skills when they arrive and that any additional administrative support is readily available. To delay the opportunity to direct predoctoral research is considered inappropriate for the BMS Program and would adversely affect our recruiting efforts.

**4. Minimum Requirements for Appointment.** All graduate faculty appointments in the BMS Program will require the applicant to have a terminal degree. This will include both the M.D. and Ph.D. degrees.

## 2. Edits to Current Graduate Faculty Requirements

### MEMORANDUM

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TO: \_\_\_\_\_ Graduate Council

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FROM: \_\_\_\_\_ Howard Aulick, Ph.D.

-

DATE: \_\_\_\_\_ December 1, 2003

-

SUBJECT: \_\_\_\_\_ Request for Approval of Graduate Faculty Status Modifications for the Biomedical Sciences Program

-

The Biomedical Sciences (BMS) Program's Graduate Studies Committee (GSC) met on November 5, 2003 to review the changes in graduate faculty status. The members of the GSC applaud the work of the Graduate Council, because it is clear that the breadth of graduate education and research makes the creation of a unified standard a challenging exercise. It is in that light that the GSC would add the following adjustments to meet the distinctive demands of the BMS Program. In each case, we believe the BMS requirements meet and exceed those established by the Graduate Council. The BMS requirements would include the following:

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**2. Evidence of Continuing Scholarly Activity:** The M.S. and Ph.D. degrees in Biomedical Science Program are predominately research driven. It is the view of the GSC that there are only two primary measures of continuing research productivity. They are publication in a refereed science journal and extramural research grant awards. Other substitutions for these two requirements are inappropriate. Faculty who do not meet these two measures on a regular basis cannot adequately mentor graduate student biomedical research projects. For this reason, applicants seeking Doctoral graduate faculty status in the BMS Program must have at least one manuscript published in a refereed journal and at least one competitive, extramural grant submitted, pending, or ongoing within the three years preceding appointment. An extramural grant award is not required. Biomedical grants are extremely difficult to acquire. For example, currently less than one in four new applications to the NIH (our primary funding source) are successful. Resubmission(s) can take a year, especially if additional data are required. Because successful extramural funding is commonly based on at least one resubmission, it is more important that proposals are revised and resubmitted within

~~the 3 year window than awarded in this same time frame. Applicants for Graduate status in the BMS Program must have at least one manuscript published in a refereed journal or at least one competitive, extramural grant submitted, pending, or ongoing within five years preceding appointment. Once again, the two gold standards are maintained. These applicants will be reviewed at two year intervals to ensure that publications continue even without grant funding. Because costly research and student support must be funded by the department or other means, individuals who are either not seeking external support or are unsuccessful for five years must withdraw from M.S. and Ph.D. training.~~

**3. Prior experience on advisory committees.** ~~The GSC asks that prior advisory committee experience be waived as a requirement for Doctoral graduate faculty status in the BMS Program. A checklist, pre-approved by the Graduate Council, will be provided to document previous comparable experience. We make this request because all our new faculty hires come with considerable experience in predoctoral training and frequently without formal advisory committee assignments. Our new faculty members commonly have three to six years of postdoctoral training in large competitive research labs. (Postdoctoral training is a selection requirement.) As postdocs, they have been the day to day mentors of predoctoral student research projects. By the time they reach the BMS Program, these new faculty know how these students must be guided in research design and other basic problem solving exercises. Many of our new hires have written one or more grants prior to arrival at Marshall, and some come with external funding. In addition, all of our applicants want to have doctoral students working with them. Serving on a research committee will provide valuable insights, but it is our contention that these new faculty already have the most important skills when they arrive and that any additional administrative support is readily available. To delay the opportunity to direct predoctoral research is considered inappropriate for the BMS Program and would adversely affect our recruiting efforts.~~

**4. Minimum Requirements for Appointment.** ~~All graduate faculty appointments in the BMS Program will require the applicant to have a terminal degree. This will include both the M.D. and Ph.D. degrees.~~

2. Edits to Current Graduate Faculty Requirements

**Marshall University Biomedical Sciences Program  
Graduate Faculty Membership Guidelines – Updated 8/16/17**

<b>DOCTORAL</b>	<b>GRADUATE</b>	<b>ASSOCIATE</b>	<b>INSTRUCTOR</b>
<b>Function:</b> To serve as chairperson on BMS student committees and all other graduate functions	<b>Function:</b> To participate as a member on BMS student committees and all other graduate functions	<b>Function:</b> Off-campus faculty or non-tenure track faculty to serve on BMS student committees	<b>Function:</b> To teach graduate level courses
<b>Term of Appointment:</b> 3 yrs	<b>Term of Appointment:</b> 2 yrs	<b>Term of Appointment:</b> 2 yrs	<b>Term of Appointment:</b> 2 yrs
<b>Criteria: Must have</b> 1. terminal degree AND 2. tenure or tenure-track appointment in BMS department 3. rank of Assistant Professor or higher 4. current or expected departmental responsibilities 5. evidence of continuing high quality teaching and advising	<b>Criteria: Must have</b> 1. terminal degree AND 2. tenure or tenure-track appointment in BMS department 3. rank of Assistant Professor or higher 4. current or expected departmental responsibilities 5. evidence of continuing high quality teaching and advising	<b>Criteria: Must have</b> 1. terminal degree 2. appointment in BMS department AND 3. rank of Assistant Professor or equivalent or higher OR 3. rank of Research Assistant Professor or higher 4. current or expected student committee responsibilities 5. evidence of continuing high quality advising	<b>Criteria: Must have</b> 1. appropriate degree or professional experience 2. current or expected departmental responsibilities 3. evidence of continuing high quality teaching
<b>Scholarly activity:</b> Must have a minimum of <b>three</b>	<b>Scholarly activity:</b> Must have a minimum of <b>two</b>	<b>Scholarly activity:</b> Must have at least one	<b>Scholarly activity:</b> Must maintain scholarly or



significant scholarly activity contributions. This includes at least one manuscript published in a refereed journal <b>and</b> at least one competitive, extramural grant submitted, pending, or ongoing within the last three years.	significant scholarly activity contributions. This includes at least one manuscript published in a refereed journal <b>or</b> at least one competitive, extramural grant submitted, pending, or ongoing within the last five years.	manuscript published in a refereed journal <b>or</b> at least one competitive, extramural grant submitted, pending, or ongoing within the last five years.	creative activity necessary to bring current information or experience to the courses they teach.
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### 3. New Graduate Faculty Requirements

#### Marshall University Biomedical Sciences Program Graduate Faculty Membership Guidelines – Updated 8/16/17

<b>DOCTORAL</b>	<b>GRADUATE</b>	<b>ASSOCIATE</b>	<b>INSTRUCTOR</b>
<b>Function:</b> To serve as chairperson on BMS student committees and all other graduate functions	<b>Function:</b> To participate as a member on BMS student committees and all other graduate functions	<b>Function:</b> Off-campus faculty or non-tenure track faculty to serve on BMS student committees	<b>Function:</b> To teach graduate level courses
<b>Term of Appointment:</b> 3 yrs	<b>Term of Appointment:</b> 2 yrs	<b>Term of Appointment:</b> 2 yrs	<b>Term of Appointment:</b> 2 yrs
<b>Criteria: Must have</b> 1. terminal degree AND 2. tenure or tenure-track appointment in BMS department 3. rank of Assistant Professor or higher 4. current or expected departmental responsibilities 5. evidence of continuing high quality teaching and advising	<b>Criteria: Must have</b> 1. terminal degree AND 2. tenure or tenure-track appointment in BMS department 3. rank of Assistant Professor or higher 4. current or expected departmental responsibilities 5. evidence of continuing high quality teaching and advising	<b>Criteria: Must have</b> 1. terminal degree 2. appointment in BMS department AND 3. rank of Assistant Professor or equivalent or higher OR 3. rank of Research Assistant Professor or higher 4. current or expected student committee responsibilities 5. evidence of continuing high quality advising	<b>Criteria: Must have</b> 1. appropriate degree or professional experience 2. current or expected departmental responsibilities 3. evidence of continuing high quality teaching
<b>Scholarly activity:</b>	<b>Scholarly activity:</b>	<b>Scholarly activity:</b>	<b>Scholarly activity:</b>

<p>Must have a minimum of <b><u>three</u></b> significant scholarly activity contributions. This includes at least one manuscript published in a refereed journal <b><u>and</u></b> at least one competitive, extramural grant submitted, pending, or ongoing within the last three years.</p>	<p>Must have a minimum of <b><u>two</u></b> significant scholarly activity contributions. This includes at least one manuscript published in a refereed journal <b><u>or</u></b> at least one competitive, extramural grant submitted, pending, or ongoing within the last five years.</p>	<p>Must have at least one manuscript published in a refereed journal <b><u>or</u></b> at least one competitive, extramural grant submitted, pending, or ongoing within the last five years.</p>	<p>Must maintain scholarly or creative activity necessary to bring current information or experience to the courses they teach.</p>
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## Request for Graduate Course Addition

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Health ProfessionsDept/Division: Physical TherapyAlpha Designator/Number: PT 799 Graded  CR/NCContact Person: D. Scott Davis PT, MS, EdD, OCSPhone: 304-696-5614

## NEW COURSE DATA:

New Course Title: Integration & Review of Physical Therapy Principles and Concepts

Alpha Designator/Number:

P	T	7	9	9					
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Title Abbreviation:

I	n	t	e	g	r	a	t	i	o	n		&		R	e	v	i	e	w				
---	---	---	---	---	---	---	---	---	---	---	--	---	--	---	---	---	---	---	---	--	--	--	--

(Limit of 25 characters and spaces)

Course Catalog Description:  
(Limit of 30 words)

Integration and review of clinical physical therapy principles and concepts in preparation for the National Physical Therapy Board Examination.

Co-requisite(s): noneFirst Term to be Offered: Summer 2018Prerequisite(s): noneCredit Hours: 1Course(s) being deleted in place of this addition (must submit course deletion form): N/A

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Duane Scott Davis</u>	Date <u>8-18-17</u>
Registrar <u>Sonya A Ca</u> 51 2308	Date <u>8/23/17</u>
College Curriculum Chair <u>[Signature]</u>	Date <u>8/30/2017</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>11-17-17</u>

## Request for Graduate Course Addition - Page 2

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College: Health Professions

Department/Division: Physical Therapy

Alpha Designator/Number: PT 799

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Provide complete information regarding the new course addition for each topic listed below. Before routing this form, a complete syllabus also must be attached addressing the items listed on the first page of this form.

---

1. FACULTY: Identify by name the faculty in your department/division who may teach this course.

D. Scott Davis PT, MS, EdD, OCS

2. DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the proposal. Enter "**Not Applicable**" if not applicable.

Not Applicable

3. REQUIRED COURSE: If this course will be required by another department(s), identify it/them by name. Enter "**Not Applicable**" if not applicable.

Not Applicable

4. AGREEMENTS: If there are any agreements required to provide clinical experiences, attach the details and the signed agreement. Enter "**Not Applicable**" if not applicable.

Not Applicable

5. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials to teach this course, attach an estimate of the time and money required to secure these items. (Note: Approval of this form does not imply approval for additional resources.) Enter "**Not Applicable**" if not applicable.

Not Applicable

6. COURSE OBJECTIVES: (May be submitted as a separate document)

See Syllabus and Schedule

**7. COURSE OUTLINE (May be submitted as a separate document)**

See Syllabus and Schedule

**8. SAMPLE TEXT(S) WITH AUTHOR(S) AND PUBLICATION DATES (May be submitted as a separate document)**

See Syllabus and Schedule

**9. EXAMPLE OF INSTRUCTIONAL METHODS (Lecture, lab, internship)**

See Syllabus and Schedule

## **Request for Graduate Course Addition - Page 4**

### **10. EXAMPLE EVALUATION METHODS (CHAPTER, MIDTERM, FINAL, PROJECTS, ETC.)**

Mock Board Examination take at the completion of the course.

### **11. ADDITIONAL GRADUATE REQUIREMENTS IF LISTED AS AN UNDERGRADUATE/GRADUATE COURSE**

### **12. PROVIDE COMPLETE BIBLIOGRAPHY (May be submitted as a separate document)**

See Syllabus and Schedule

## Request for Graduate Course Addition - Page 5

Please insert in the text box below your course summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Course Number and Title:

Catalog Description:

Prerequisites:

First Term Offered:

Credit Hours:

Department: School of Physical Therapy (COHP)

Course Number and Title: PT 799 Integration & Review of Physical Therapy Principles and Concepts

Catalog Description: Integration and review of clinical physical therapy principles and concepts in preparation for the National Physical Therapy Board Examination.

Prerequisites: None given the cohort nature of the plan of study

First Term Offered: Summer 2018

Credit Hours: 1



Course Title/Number	PT 799-Integration & Review of Physical Therapy Principles and Concepts
Semester/Year	Summer 2018
Days/Time	Tuesday 10 AM-12:00 PM with the exception of the Final Mock Board Exam on Thursday, July 26, 2018 from 8 AM to 12:30 PM
Location	SMEC Room 105
Instructors	Primary Instructor: D. Scott Davis PT, MS, EdD, OCS Additional Instructors: Drs. Sujoy Bose, Yi-Po Chiu, James Dauber, Neil Evans, Rania Karim, Ashley Mason, Saurabh Mehta, Gretchen Pfof, Brad Profitt
Office	SMEC Room 140
Phone	304-696-5614
E-Mail	<a href="mailto:davis1090@marshall.edu">davis1090@marshall.edu</a>
Office/Hours	Tuesday, 10 AM-12 PM
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to <a href="http://www.marshall.edu/academic-affairs">www.marshall.edu/academic-affairs</a> and clicking on "Marshall University Policies." Or, you can access the policies directly by going to <a href="http://www.marshall.edu/academic-affairs/?page_id=802">http://www.marshall.edu/academic-affairs/?page_id=802</a>  Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

**Course Description: From Catalog Credit Hours: 1**

Integration and review of clinical physical therapy principles and concepts in preparation for the National Physical Therapy Board Examination.
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**Course Student Learning Outcomes and Assessment Measures:** The table below shows the alignment of student learning outcomes with instructional methods and assessment.

Course Student Learning Outcomes	Instructional Methods:	Students Assessment of Learning:
<b>Students will:</b> 1. Demonstrate an entry-level knowledge of patient and practice management with particular emphasis on patient safety & protection. (CC 2)	Independent study  Classroom discussion  Textbook reading	Mock NPTE Board Examination Homework Completion
2. Recognize best clinical decision-making to promote professional responsibilities using the APTA code of ethics, contemporary healthcare standards, and professionalism. (cc 5.3)	Independent study  Classroom discussion	Mock NPTE Board Examination Homework Completion

	Textbook reading	
3. Identify best practice for given clinical case scenarios for the evaluation and management of multiple body systems (e.g. cardiovascular, gastrointestinal, genitourinary, lymphatic, integumentary, nervous, and musculoskeletal), (cc 5.3)	Independent study Classroom discussion Textbook reading	Mock NPTE Board Examination Homework Completion
4. Determine when patient/clients need a referral to another health care professional based on the identification of red or yellow flags (cc 5.27 and 5.29)	Independent study Classroom discussion Textbook reading	Mock NPTE Board Examination Homework Completion
5. Select the most appropriate treatment including but not limited to equipment, devices, technologies, and home program instruction based on appropriate cultural context, patient goals, and examination findings. (cc 5.26)	Independent study Classroom discussion Textbook reading	Mock NPTE Board Examination Homework Completion
6. Utilize the best available test and measures to assess system interactions of all eight body systems (cc 5.30)	Independent study Classroom discussion Textbook reading	Mock NPTE Board Examination Homework Completion
7. Design a safe and effective plan of care for common physical therapy or movement-related diagnoses using therapeutic modalities and therapeutic exercise. (cc 5.35)	Independent study Classroom discussion Textbook reading	Mock NPTE Board Examination Homework Completion
8. Develop a comprehensive physical therapy therapeutic intervention plan to achieve maximal patient outcomes and prevent recurrence. (cc. 5.39)	Independent study Classroom discussion Textbook reading	Mock NPTE Board Examination Homework Completion
9. Develop a comprehensive physical therapy plan of care that integrates pharmacological, radiological, and medical diagnostic information to provide the best care and mitigate risk. (cc 5.43)	Independent study Classroom discussion Textbook reading	Mock NPTE Board Examination Homework Completion
10. Evaluate and select the best outcome measures and integrate evidence-based practice to provide cost effective and value-based physical therapy care. (cc 5.45)	Independent study Classroom discussion Textbook reading	Mock NPTE Board Examination Homework Completion

**Required Texts, Additional Reading, and Other Materials**

O'Sullivan & Siegelman. National Physical Therapy Examination Review and Study Guide. 20<sup>th</sup> Edition ISBN # 978-0-9904162-4-1

### Bibliography:

- Umphred, Neurological Rehabilitation, 6<sup>th</sup> ed. 2012 Mosby, ISBN # 9780323075862
- Haines, Neuroanatomy in Clinical Context, 9<sup>th</sup> ed. 2014, LLW, ISBN 9781451186253
- Waxman, Clinical Neuroanatomy, 28<sup>th</sup> ed., 2016, McGraw Hill, ISBN 9780071847704
- Neumann, Kinesiology of Musculoskeletal System, 3<sup>rd</sup> ed., 2017, Elsevier, ISBN 978-0323287531
- Guyton, Textbook of Medical Pathology, 12<sup>th</sup> ed., 2011, Sanders, ISBN 9781416045748
- Johansson, Mobility in Context, 1<sup>st</sup> ed., 2012, FA Davis, ISBN 9780803615274
- Goodman, Differential Diagnosis for Phys Ther, 5<sup>th</sup> ed., 2013, Sanders, ISBN 9781437725438

### Course Requirements / Due Dates

**Class Preparation and Participation:** This course is designed as an instructor guided, independent self-study course that requires the students to complete a series of review and integration assignments that guide the development of a condensed NPTE study guide that is individualized and will be used for post-graduation NPTE review and prepares the student for success on the mock board examination.

There are 5 homework assignments that are due during the course of the semester. See the schedule for details.

### Grading Policy

<b>Grading Criteria:</b> <ul style="list-style-type: none"><li>• Homework (Review and Study Guide Preparation) –See Grading Rubric – Student will not be eligible to sit for the Mock Board Examination if they do not receive a score of 2 or higher on all 5 homework assignments.</li><li>• Final Mock Board Examination</li></ul>	<b>Grading Scale</b> <u>P (Passing)</u> <ul style="list-style-type: none"><li>• 2 or higher on each homework assignment and</li><li>• <math>\geq 110</math> on Mock Board Exam (2 attempts)</li></ul> <u>F (non-passing)</u> <ul style="list-style-type: none"><li>• Less than 2 on any homework assignment and</li><li>• <math>&lt; 110</math> on the Mock Board Exam (2 attempts)</li></ul>
<b>Mock Board Exam</b>  The minimum passing score on the Mock Board Examination is a 110 or higher out of 200.	<b>Examination Retake:</b> Students who do not successfully pass the Mock Board examination with a 110 or higher on the first attempt will be given one additional opportunity to pass the Mock Board Examination. Failure to pass on the second attempt will result in a grade of F in the course and the student will be subject to disciplinary action according to the student handbook.

## Attendance Policy

Please see the School of Physical Therapy Student Handbook for details.

## Course Schedule

	Content	Instructors
5/22	Course Overview Pre-Course Self-Assessment	Dr. Davis
5/29	<b>No Class – Memorial Day (Holiday)</b>	
6/5	<b>Homework Assignment #1</b> Non-System Domains (PT Interventions: Therapeutic Exercise, Therapeutic Agents, Equipment, Devices & Technology)	Dr. Davis Dr. Evans, Dr. Profitt Dr. Mehta
6/12	<b>Homework Assignment #2</b> Neuromuscular and Nervous System	Dr. Chiu Dr. Pfof Dr. Mason
6/19	<b>Homework Assignment #3</b> Musculoskeletal System	Dr. Dauber Dr. Davis Dr. Profitt
6/26	<b>Homework Assignment #4</b> Cardiovascular/Pulmonary/Integumentary/Gastrointestinal/Genitourinary	Dr. Bose Dr. Mason
7/3	<b>No Class (Holiday)</b>	
7/10	<b>Homework Assignment #5</b> Research & Evidence Based/Safety and Protection/Professional Responsibilities	Dr. Mehta, Dr. Karim
7/17	No Class (Self-Study for Mock Board Exam)	
7/26	Mock Board Examination 8-12:30 AM	Dr. Davis

### **Academic Dishonesty Policy**

All students should be familiar with the university's policy concerning academic dishonesty. This policy can be found on pp. 66 – 68 of the undergraduate catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-11\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf), or on pp. 61 – 64 in the spring 2010 online graduate catalog [http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf). (Faculty are encouraged to add any additional information specific to their expectations and/or rules regarding academic dishonesty in their class).

### **Policy for Students with Disabilities**

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit <http://www.marshall.edu/disabled> or contact Disabled Student Services Office at Prichard Hall 117, phone 304-696-2271.

### **University Computing Services' Acceptable Use Policy**

All students are responsible for knowing this policy, which can be found on the web at <http://www.marshall.edu/ucs/CS/accptuse.asp>.

### **Affirmative Action Policy**

This course will follow Marshall University's policy on Affirmative Action, which can be found on p. 63 of the 2010 – 2011 undergraduate catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-11\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf), or on p. 16 of the spring 2010 graduate catalog [http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf). Specifically, all students will be afforded equal opportunity without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation.

## Inclement Weather Policy

Students can find information concerning Marshall's policy regarding inclement weather on pp. 64 – 65 of the 2010 – 2011 undergraduate online catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-11\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf), or on pp. 21 – 23 of the spring 2010 graduate catalog [http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf).

(Note: A link has been added to the Assessment website which has the University Computing Services Acceptable Use Policy, the Affirmative Action Policy and the Inclement Weather Policy. Faculty are welcome to reference the following link

[http://www.marshall.edu/assessment/Syllabus%20Information/University\\_Policies.doc](http://www.marshall.edu/assessment/Syllabus%20Information/University_Policies.doc).

## Homework Grading Rubric

Score = 0 Absent or Missing: The student fails to turn in the homework assignment by the deadline.

Score = 1 Unacceptable Work: The student turns in an incomplete homework assignment that does not reflect acceptable graduate work.

Score = 2 Acceptable Work: The homework meets the minimum acceptable standard

Score = 3 Exceptional Work: The homework demonstrates outstanding effort that exceeds minimum standard

**Minimum Standard:** The student will answer the assigned questions by providing an integrated response based on previous coursework and textbook reading. Simply copying and pasting course notes or textbook information is NOT considered to be an acceptable integrated answer. The student should attempt to summarize, integrate, and synthesize previously learned information into a meaningful and useful study guide. Each students' homework, should reflect INDEPENDENT work and sharing of documents or dividing work load among peers is not acceptable.

Homework Assignment	0 Absent or Missing	1 Unacceptable Work	2 Acceptable Work	3 Exceptional Work
#1				
#2				
#3				
#4				
#5				