

**Minutes of the Undergraduate Council
Andrews University
December 4, 2006**

John Markovic, chair; Michelle Bacchiocchi, vice-chair; Ben A. Maguad, secretary; Gordon Atkins, Marsha Beal, Emilio Garcia-Marenko, Keith Mattingly, Donald May, Boon-Chai Ng, Martin Smith, Charles Tidwell, Gary Williams, Jeannie Wolfer

Members present ✓

Gary Land

Invitee

John Markovic welcomed the Undergraduate Council members to its December 4, 2006 meeting.

Welcome and call to order

Donald May offered the opening prayer.

Prayer

The Council reviewed and approved the minutes of its November 6, 2006 meeting.

Approval of minutes

Martin Smith gave a report on the proposed revision to the Division of Architecture non-professional degree. The problems associated with the current non-professional degree (Bachelor of Science in Architectural Studies) are: (1) the degree is not meaningful; (2) no students voluntarily take the BSAS (default degree; (3) they take it only when they can't make it in the BSA (Bachelor of Science in Architecture); and (4) the minor is hard to fit into the BSAS.

Proposed revision to the Architecture non-professional degree

The Division of Architecture would like to revise the non-professional degree so that its first two years match with the BSA degree; to provide it with more technical content; and to make graduates more marketable as professionals.

The Council discussed the procedures that ought to be followed to make the program revision official. Since the proposed program is going to be substantive, the program may need to go first to the Program Development and Review Committee and then to the Council for approval of its first and second readings. While the Division of Architecture continues with its revision work, it is advised to involve John Markovic (as chair of the Undergraduate Council) and Donald May (since it involves general education requirements) in the discussion of the proposal.

Gary Land presented a report on the proposed BA/BS: Political Science major in the Department of History and Political Science. This proposal was already approved by the College of Arts and Sciences.

Changes in the Political Science BA/BS program

The Council voted to approve the first reading of the proposed Political Science major. For the second reading, the Division of History and Political Science is asked to provide benchmarking data; assess the attractiveness of the program to the market; and show what a standard program in Political Science looks like.

Approval of first reading of the proposed Political Science major



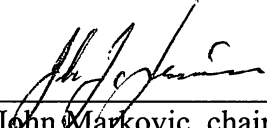
Donald May gave a report and update on the work of the General Education Committee. He provided a list of current members of the committee. The committee is trying to address a number of issues. Should we go back to standardized testing? Denny Nelson? Centralized scheduling? Transferability of courses – its ramifications. What to do with smaller classes – e.g. choose from the following six or from the following ten. General education requirements as a percentage of the full degree program – professional, other programs. Expand the options for general education courses. Review the whole general education curriculum – nice to have a simple general education package, be more efficient with it.

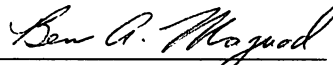
Report and update from the General Education Committee

John Markovic shared some observations from his reading of the policies governing the work of the Undergraduate Council.

Self-assessment of the Undergraduate Council

- Should keep the undergraduate faculty informed.
- The Council is missing a member from the School of Education.
- We currently don't have a Program Development and Review Committee.
- Each school should have an academic policy committee which relates to the Academic Policy Sub-Committee of the Council.
- There are some discrepancies in the working policies.
- The Council should come up with recommendations for the Provost, who is chair of the General Faculty.
- A small ad-hoc committee should be formed to review the policies governing the work of the Council and bring a report back to the Council for discussion and action.


John Markovic, chair


Ben A. Maguad, secretary

Andrews University's Political Science Program Moving from an Interdisciplinary Major to a Full Major

Purpose:

A Political Science major equips students with unique knowledge and skills that can lead to success in a wide range of areas. It prepares students for careers in teaching, government and politics, law, and for graduate study in a wide range of professional and academic areas. In addition to the goal of preparing students for a specific profession, it teaches lessons in citizenship and statesmanship and seeks to encourage the moral, intellectual, civic, social and spiritual maturity to accompany a life well-lived. The discipline of Political Science also teaches students to critically assess a host of difficult problems and aims at finding practical solutions to some of the world's most urgent social, economic and political problems. In short, political science will give students the knowledge and tools to contribute to their community and world in important ways.

Church Issues with regards to Political Science:

This decision to "grow" the Political Science Program at Andrews University is anchored in a defensible Christian perspective. In Fundamentals of Christian Education, E.G. White writes:

Dear Youth, What is the aim and purpose of your life? Are you ambitious for education that you may have a name and a position in the world? Have you thoughts that you dare not express that you may one day stand upon the summit of intellectual greatness; that you may sit in deliberative and legislative councils, and help to enact laws for the nation? There is nothing wrong in these aspirations. You may every one of you make the mark. You should be content with no average attainments. Aim high, and spare no pains to reach the standard (29).

Academic Support for this Request:

Presently, Andrews University is the only Adventist college or university offering a degree in Political Science. This means that our program has a national and international draw. In fact, student interest has steadily increased over the past eight years to the current and steady enrollment of 30+ Political Science majors.

To this point, Political Science has been an interdisciplinary major. In fact, in the College of Arts & Sciences, there are no other interdisciplinary majors but Political Science.

AU's Political Science Interdisciplinary Major requires 45 credit hours with 24 of those hours being in Political Science. These 24 hours are only slightly more than the 21 credit hours required for a minor in Political Science. Converting the existing Political Science Program to a full major would increase to 42 the number of required credit hours, thus better preparing students for graduate school and employment (Attachment #1).

Benchmarking:

The proposal is for a full Political Science major requiring 42 credit hours. Comparing this proposal with other AU degreed programs we find that those graduating with a BS in Speech Pathology must have earned 41 credit hours; History majors are required to take 42 credit hours; an International Communications major requires 59 credit hours; and Behavioral Neuroscience Psychology students must take 68 credit hours. The point is that the 42 hours being proposed for a full Political Science major is in keeping with other full majors on campus.

The 2006-2007 AU School Bulletin may be correct in that “an increasing number of careers demand that students have integrated, advanced skills and expertise in more than one field of study.” But the field of political science has an ever-expanding number of subspecialties: comparative politics, international relations, political behavior and elections, foreign policy, public policy, human rights, peace and conflict resolution, international terrorism and security, regional politics, political economy, issues of church and state, to name only a few. Students must have time in sufficient number of courses to become well versed in the breadth of the field. This can be better achieved by moving to a full political science major.

If the proposed full political science major is benchmarked to that of similar institutions we find the required credit hours to be comparable, with a deviation of 1-2 courses (Attachment #2). Alma and Wheaton Colleges both require 36 credit hours for its political science program. Calvin College requires 33 credit hours, however, it should be noted that these hours encourage students, early on, into a subspecialty while Andrews University provides a broader base to insure that students are best prepared for any field they may pursue in political science. All of the political science programs used as benchmarks require courses in American government or politics, political thought, international relations and/or comparative government, and research. The proposed political science program requires similar courses.

Financial Support for this Request:

First, we believe that moving to a full major would enhance recruitment of those students seriously contemplating a career in Political Science. And, second, this proposal to “grow” the Political Science program into a full major would not require hiring of additional faculty beyond the two current full-time political science faculty.

Library Support for this Request:

Attached is the survey conducted by the James White Library staff (Attachment #3). Summarizing, our library maintain a solid core of political science classics and other scholarly works; receives annual appropriations for book orders from the History & Political Science Department that expand the holdings. Additionally, political science topics are supplemented by writings from other disciplines (e.g. political economy orders through the School of Business).

Andrews University subscribes to MelCat, a rich resource of book loans from other universities in Michigan, such as the University of Michigan, Ann Arbor, having a strong and internationally recognized Political Science Program.

Political Science is not a program that must meet accreditation, there is no specified number of library holdings required in order to offer the degree.

Political Science Major: BA/BS

42 credits

Required courses:

PLSC104 American Government	3	
PLSC120 Analyzing Politics	3	
PLSC425 Crafting Constitutions and Public Policy	3	
PLSC470 Political Thought	3	
PLSC307* Comparative Politics	3	or
PLSC488* International Relations	3	
PLSC480 Senior Seminar	3	
PLSC498 Research Seminar	3	

Total Credits Required Courses	21
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A maximum of 12 credits of PLSC478 and PLSC490 combined may be applied to the major. The Major Field Achievement Test in political science must be taken by all majors in their senior year. *Students seeking secondary certification must also complete HIST204 and 205, which may be applied to the major, HIST459, GEOG110, and ECON225.*

*Note proposed renumbering on p. 2.

Political Science Minor:

Students seeking secondary certification must also complete HIST204, 205, 459, GEOG110, and ECON225.

Add to PLSC/HIST478 course description:

May not be applied to the Political Science or History minor.

Add to PLSC490 course description:

May not be applied to the political science minor.

Course Changes and Additions

Change:	HIST465 American Foreign Relations	3
	To	
	PLSC3 American Foreign Relations	3
Change:	PLSC520 Human Rights, Violations and Reconciliations	3
	To	
	PLSC4 Human Rights, Violations and Reconciliations	3
Change:	PLSC490 Internship	2-9
	To	
	PLSC490 Internship	1-6
Add:	PLSC4 Topics:	3

Course Numbering

100 level

PLSC104 American Government
 PLSC120 Analyzing Politics

200 level

PLSC260 Introduction to American Law
 PLSC2 Comparative Politics*
 PLSC2 International Relations*

300 level

PLSC350 Government Affairs
 PLSC3 Legal Writing and Rhetoric*
 PLSC3 Area Study:*
 PLSC3 Political Thought*
 PLSC/HIST3 Study Tour*

400 level

PLSC425 Crafting Constitutions and Public Policy
 PLSC430 Contemporary Political Issues
 PLSC440 The Interfacing of Politics and Religion
 PLSC480 Senior Seminar
 PLSC490 Internship
 PLSC495 Independent Study
 PLSC498 Research Seminar
 PLSC4 Human Rights, Violations, and Reconciliations*
 PLSC4 Topics:**

*Proposed for renumbering

**Proposed new course

Additional Course Change

Change: PHIL320 Critical Thinking	1-3
To	
PHIL320 Critical Thinking	3

**POLITICAL SCIENCE MAJOR
BENCHMARKS**

Alma College

36 credits (4 credit courses; 24 credits upper division)

Required:

American Political System

Nature of Political Inquiry

Senior Seminar

Two courses from the following:

Introduction to Comparative Politics

World Conflicts and Problems

Western European Politics

Eastern European Politics

International law and Organizations

Model United Nations

Developing World (upper div.)

Comparative Social Movements (upper div.)

United States Foreign Policy (upper div.)

United States National Security Policy (upper div.)

Two courses from the following:

Introduction to Political and Legal Thinking

Introduction to Public Management and Policy Analysis

American Political Thought

The Legal Experience

The Political Experience

Classics of Political Thought (upper div.)

Constitutional Law I (upper div.)

Constitutional Law II (upper div.)

Public Policy analysis (upper div.)

Public Administration History and Theory (upper div.)

Calvin College

33 credits

Required:

American Politics

International Politics

Political Ideas in Historical Perspective

Methods of Political Analysis

1 course in comparative government (7 offered)

Maximum 8 hrs. internship

Indiana University at South Bend

30 credits (maximum of 9 credits at 100 level)

Required:

One course in each of the following sub-areas:

American Government

Political Theory

Comparative or International Politics

Senior Seminar

University of Notre Dame

Credits ?

Required:

1 course in each of four fields (2 must be introductory courses)

American Politics

International Relations

Comparative Politics

Political Theory

4 Intermediate level courses

2 writing seminars

University of Michigan

30 Credits + 6 credits cognates

Required

2 courses chosen from different subfields:

1st and 2nd year students: Introduction to Political Theory,
Introduction to Comparative Politics, Introduction to World
Politics

Juniors and Seniors: Political Theory, American Policy Process,
American Political Process, Comparative Politics, World Politics

Additional 8 courses (24 credits) must include at least 2 400-level courses
6 credits in cognate courses.

Wheaton College

36 credits

Required: (4 credit courses except where noted)

American Politics and Government

Political Philosophy

Comparative Politics

International Politics

**Research Methods
Senior Seminar 2
Internship**

Western Michigan University

Credits ?

Required:

**National Government
International Relations or Comparative Politics
Scope and Methods of Political Science
Quantitative Methods for Political Science
1 course in international or comparative politics
1 course in political theory
1 course that meets Baccalaureate writing requirement**

A STUDY OF THE POLITICAL SCIENCE RESOURCES AVAILABLE IN THE JAMES WHITE LIBRARY AND A COMPARISON WITH THE ALMA COLLEGE, CALVIN COLLEGE AND WHEATON COLLEGE LIBRARIES

By Sallie J. Alger, Head, Bibliographic Services/Cataloging/SAIL
James White Library, Andrews University
January 2007

The James White Library now houses over 938,000 volumes, in addition to 2,000 periodical subscriptions, and subscribes to approximately 22,000 full-text online periodicals. The library also has a strong collection of non-print materials, as well as over 100 databases, and has made its catalog available on-line through the World Wide Web.

Resources to support typical programs “*include basic monographs, complete collections of important writers, selections from works of secondary writers, basic reference tools and bibliographic apparatus, selections of representative journals.*” From the James White Library Collection Development Policy.

JAMES WHITE LIBRARY HOLDINGS

Monographs 7,089 books with the call number of J (Political Science)
--of these, 208 are copyright 2000 through 2007.
11, 618 books with the word politics.

The retrospective holdings reflect the healthier book budgets that Andrews enjoyed in the past.

Political Science overlaps with so many other disciplines that there was no attempt to address the library holdings in other areas that might relate to Political Science.

Databases The James White Library has over 100 databases in total, and many of them will also be relevant to Political Science, as it is such an interdisciplinary field.

16 that have been identified as supporting Political Science specifically (see below), but there are many, many, more databases too numerous to mention that apply to Political Science, such as Lexis-Nexis, Index to Legal Periodicals, GPO Monthly Catalog, etc.

Licensed databases with access limited to enrolled students and faculty of Andrews University pertaining to Political Science:

Academic Info Web directory of resources tailored to a college or advanced high school audience

CIA World Factbook A "snapshot" of the world

Democratic National Committee

ECO - Electronic Collections Online An OCLC collection of scholarly journals

Energy Citations Database Bibliographic records for energy and energy-related scientific and technical information from the Department of Energy (DOE)

FairVote Presidential Elections Reform Program

FirstSearch Information in a wide range of subjects in 67 databases.

HarpWeek Presidential Elections: 1860 - 1912

Librarian's Index to the Internet Web resources identified by librarians

Library of Congress: American Memory James Madison Papers

MeL Internet resources, full-text magazines, newspapers, and electronic books

Oxford Journals Online Journals organized by subject area

Scholar.Google.Com Google Scholar helps you identify the most relevant research across the world of scholarly research.

Stateline.org

Working papers of Political Science

WorldCat Find a book in a library near you.

Internet About 76 internet resources for Political Science.

Media 4 videos directly related to Political Science.
73 videos/DVDs on politics.

Periodicals 82 current periodical titles, but these also include History titles.

A representative group to Political Science, current and/or full-text online:

Annals of the American Academy of Political and Social Science

British Journal of Sociology

Comparative Political Studies

Government and Opposition

International Organization

International Political Science Abstracts

Journal of Politics

Leadership Quarterly

Pacific Philosophy Forum

Political Science, published by the American Political Science Assoc.

Political Science Quarterly, published by the Academy of Political Science, this title is also available in two online full-text sources.

Political Science Reviewer, full-text, online periodical
Political Theory
Ps, Political Science & Politics
Review of Economic Studies
Social Research
Teaching Political Science
The Center Magazine

Politics in general: (all full-text, online periodicals)

Politics and Policy
Politics and the Life Sciences
Politics (Manchester, England)
Politics Review

187 titles of relevance to Political Science are listed in the online catalog, these include a mixture of current print, ceased, dropped, title changes, and electronic titles.

Full-text	JSTOR General, America: History and Life, SpringerLink, Blackwells
Periodical	Synergy, Wiley InterScience, Oxford Journals Online, and Sage full-
Collections	text periodical collections. Some in each collection will apply to Political Science.

Reference	20 titles with the words Political Science. 108 titles with the word politics.
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When the James White Library does not own a particular work, it may be obtained through the Interlibrary Loan (ILL) process or through MeLCat.

MeLCat is the statewide union catalog and resource sharing project to share materials among all types of libraries in Michigan, regardless of the local circulation system they use.

Benefits of MeLCat

- Patron initiated, one stop shopping to find materials owned by all types of libraries statewide
- Ability to identify who owns valuable local history materials not available otherwise
- Request materials online, if their library is a MeLCat participant and delivery in 3-5 days, vs. up to 2 weeks with ILL
- Pick up materials at their library
- Check on their requests online
- Gives patrons access to millions of titles not available in our library.
- Increases patron satisfaction by giving them access to over 6 million items through MeLCat
- Provide patrons with remote access any time and any place

Since MeLCat came up in January 2005, over 202,000 requests have been filled. Approximately 15 new university, public, medical, and special libraries join each quarter and eventually most of the libraries in Michigan will be part of this consortium. This service has been a real benefit to all of the libraries who have joined! JWL joined the system about 1 ½ years ago. See statistics sheet for James White Library usage.

ALMA COLLEGE HOLDINGS

Monographs	7757 books with the call number J (Political Science) --of these, 535 are copyright 2000 through 2007.
Databases	Only 2 identified specifically as Political Science. There were 29 internet resources listed.
Media	172 videos/DVDs on politics. 4 videos directly related to Political Science.
Periodicals	51 titles (some online) relating to Political Science/politics.
Full-text Periodicals	46 titles containing the word politics. 15 titles containing the words Political Science.
Reference	13 titles with the words Political Science.

CALVIN COLLEGE HEKMAN LIBRARY HOLDINGS

Monographs	3805 books with the word Political Science --of these, 288 are copyright 2000-2007. 30880 books with the word politics.
Databases	53 databases identified with Political Science.
Internet	
Media	4 videos/DVDs with the words Political Science. 1 video with the word politics.
Microform	6 microforms related to Political Science.
Periodicals	66 records with the words Political Science. 182 records with the word politics.
Full-text	21 titles with the words Political Science in the title.

Periodicals 69 titles with the word politics in the title.

Reference 69 records directly related to Political Science.
311 titles with the word politics.

CLARK UNIVERSITY LIBRARY HOLDINGS

Monographs 2826 books with the words Political Science
--of these 166 were copyright 2000-2007.
10,000 books with the word politics.

Databases 90 databases total covering every subject area. 4 covering news, 24 covering social sciences.

Media 1 video with the words Political Science.
17 videos/DVDs with the word politics.

Periodicals 101 periodicals with the words Political Science (including electronic).
259 periodicals with the word politics (including electronic).

Full-text
Periodicals

Reference 25 titles with the words Political Science.
2 titles with the word politics.

WHEATON COLLEGE LIBRARY HOLDINGS

Monographs 10,000 books with the words Political Science.

Databases 32 databases identified with Political Science.

Media 286 videos/DVDs with the words Political Science.
254 videos/DVDs with the word politics.

Periodicals 584 titles with the words Political Science – a mixture of print and online.

Online
Periodicals 73 titles with the word politics.

Reference 47 titles with the words Political Science.
166 titles with the word politics.

In my opinion the James White Library compares quite favorably with the libraries benchmarked against. We hold the major reference classics and have access to many, many databases relevant to Political Science, politics, and other related fields. We also subscribe to several core journals in the field of Political Science and related fields, both in print and online. *I would recommend that the library collection of monographs in this area be strengthened with more up-to-date selections.*

Sallie Alger
Liaison, History and Political Science
1.30.07

Make-up of the Admissions Committee:

Delmus Pinkston → Shanna Leak

Stephen Payne

✓ Pat Stewart

Kris Knutson (Student Success)

✓ Carletta Witzel (Student Success)

Randy Graves

✓ Ben Mbungu

✓ Lynelle Weldon

✓ Donald May

✓ Jeanette Bryson

✓ = voting member

Math Index

Transfer Student

No Student Life Information

Open Admissions

Good and Regular

Stealth (Other)

Conditional (Other)

What's Coming Fall '07

General Adm. Equation		Math Adm. Equation	
4 - 11	Not Accepted	3 - 6	
12 - 15	Conditional	7 - 10	
16	Stealth	11 - 13	
17 - 19	Good and Reg.	14 - 15	
Pts.	High School GPA	Pts.	High School GPA
2	0.00 - 1.99	1	0.000 - 1.999
4	2.00 - 2.33	2	2.000 - 2.333
6	2.34 - 2.66	3	2.334 - 2.669
8	2.67 - 3.09	4	2.670 - 3.099
10	3.10 - 4.00	5	3.100 - 4.000
Pts.	H.S. Classes	Pts.	H.S. Classes
1	1,2	0	1
2	3	1	2
3	4	2	3
4	5 or more	3	4
		4	5+
Pts.	Composite ACT	Pts.	Math ACT
1	1 - 15	1	1 - 11
2	16 - 19	2	12 - 14
3	20 - 22	3	15 - 16
4	23 - 25	4	17 - 18
5	26 - 36	5	19+

January 17, 2007

[illegible]

OFFICIAL ADMISSIONS UPDATE

2 F E B R U A R Y 2 0 0 7

- ▲ FTIAC: *Up 45 admissions (+24%)*
Apps: Up 42
- ▲ TRANSFER: *Up 3 admissions (+21%)*
Apps: Up 25
- ▼ FIRST-TIME GRAD: *Down 10 admissions (-19%)*
Apps: Down 32
- RESUMING GRAD: *Flat*
Apps: Up 11
- ▲ NET: UP 38 ADMISSIONS (+14%)

Verlyn,

Tell me more about this program. The list of courses does not tell about the process through which you (the dept) went through, and all the other issues related to creating a new program. Issues such as: why is this program needed? Do we (the university) have resources for this program? The administration will certainly ask these questions. How long have you in the dept work on this program? Is this program marketable? Do you have enough students for it? Will the students be able to find employment once they have graduated from AU?

When would you like to come before the Council?

Let me know.

John

From: Verlyn Benson

Sent: Monday, January 29, 2007 4:49 PM

To: John Markovic

Subject: New Aviation degree

Hi John,

I have attached a copy of the new aviation degree that we would like approved. I would like the undergraduate committee to review our proposal and have a candid discussion about some of the mutual concerns we have.

Thanks,

Verlyn Benson

Verlyn R. Benson, D.I.T.

Dean, College Of Technology

Andrews University

Berrien Springs, MI 49104 USA

Phone 269.471.3414

Fax 269.471.6292

Email vbenson@andrews.edu

"God appointed work as a blessing, and only the diligent worker finds the true glory and joy of life." Desire of Ages, p. 72.

Rationale for The Degree in International Aviation Relief

The history behind the aviation degree in International Relief goes back to the establishment of a World Aviation Center by the General Conference at Andrews. For years we served missionaries around the world, but drifted into a training program for professional pilots and technicians without sufficient emphasis on service. Recently we have changed personnel by recruiting more people who have a background in international service. We feel that Andrews University should be in the forefront when it comes to reaching out to the rest of the world in self-sacrificing service.

There has been a resurgence of interest in service oriented professions, possibly due to the numerous Academy mission trips to areas such as the Dominican Republic. Also, the baby boomers, whose kids are reaching college, have a nostalgic recollection of the Adventist mission emphasis which reached it's height in the 1970's. Parents paying the education bills have a great deal of influence over the career selection of their children. Union College has offered the International rescue and relief degree for a short time and it appears to have captured more than one-fourth of the college enrollment. A great deal of interest in our proposed relief degree has been expressed by prospective students calling our office.

The new degree would not pose a financial load on Andrews University because it will not add new classes to our bulletin or require new classes. The end result would be to fill up the classes already taught.

The only class we are requiring that is not taught at Andrews is the Emergency Medical Technician Course. This can be handled in one of three ways.

- Students can attend a nearby college and transfer the credits.
- The course is offered every winter in Berrien Springs as an extension night class.
- We can contract the instructor to teach the course.

The third option would be better for our students because there is no Saturday lab time and better for the University because the difference between the instructor fees paid per student and Andrews University tuition would mean a gain of about \$3000 per student for the University.

In summery, the degree will offer the student preparation for a life of international service. The degree will increase enrollment with no additional cost to Andrews University.

International Aviation Relief - BT

Course # & Description	Credits Required
Religion (12)	12
*REL1 100 - God and Human Life	3
REL2 225 - Doctrines of Adventist Faith	3
*REL3 325 - Preparation for Mission Service	3
RELB 210 Jesus in His Time and Ours	3
MSSN - 525 Mission to the World	3
Language/Communication (9)	9
*ENGL 115 - English Composition 1	3
COMM 104 - Communication Skills	3
COMM 436 - Intercultural Communication	3
Arts/Humanities (3)	3
PHTO 115 - Intro to Photo	3
PHTO116 - Introduction to Digital Photography	3
VDEO 130 - Introduction to Video	3
Natural Sciences (6)	6
*Emergency Medical Technician	6
Math (3)	3
*MATH 145 - (141,166,167,168,182)- Reasoning with Functions	3
Computer Tools (0-3)	3
INFS 110 - Computer Tools (May be challenged by exam)	3
Social Sciences (3)	3
ANTH 200 - Cultural Anth	3
PE/Wellness (2)	2
*HLED 120 - Fit & Well	1
One Activity Class (PEAC 330 recommended)	1
Service (0)	0
*Service with Mission Air Program (1 Semester)	0
Cognates (8)	8
Beginning Language Studies	4
Intermediate Language Studies	4
Maintenance (52)	52
*AVMT 108- Applied Science for Aerospace Technicians	4
*AVMT 114- Aircraft Basic Electricity	2
*AVMT 116- FAR's, Publications, Forms, and Records	2
*AVMT 120- Materials and Processes	4
*AVMT 204- Aircraft Electrical Systems	2
*AVMT 206- Powerplant Electrical Systems	4
*AVMT 210- Aircraft Systems	4
*AVMT 220- Aircraft Fuels and Fuel Systems	2
*AVMT 226- Engine Fuel Metering Systems	2
*AVMT 237- Hydraulic, Pneumatic, and Landing Gears	4
*AVMT 304- Aircraft Metal Structures	4
*AVMT 306- Aircraft Non-metal Structures	2
*AVMT 308- Aircraft Assembly, Rigging and Inspections	2
*AVMT 310- Gas Turbine Engines	4
*AVMT 314- Aircraft Propellers and Engine Inspections	3
*AVMT 316- Reciprocating Engine Systems and Overhaul	7
Flight (36)	39
*AFLT 115 (111) - Private Pilot Ground School	4
*AFLT 118 (112,116,117) - Flight Training I	6
*AFLT 215 (301) - Instrument Pilot Ground School	4
*AFLT 218 (216,217,302) - Flight Training II	6
*AFLT 305 (202) - Commercial Pilot Ground School	4
*AFLT 318 (203,306) - Flight Training III	6
*AFLT 326 (307) - Flight Training IV	6
*AFLT474 Techniques of Mission Flying	3

Required Credits =

140

Key

* Required Classes

+ Recommended Classes

Required by FAA

PRACTICAL

Basic EMT Course Audit

Sponsor _____
Course Coordinator _____
Primary I/C for Course _____
Class Location _____
Beginning Date of class _____

REQUIRED TOPICS

RECOMMENDED COURSE HOURS

MODULE 1 PREPARATORY

(26 hours)

Introduction to Emergency Medical Care	1	_____
The Well-Being of the EMT-Basic	5	_____
Medical / Legal and Ethical Issues	2	_____
The Human Body	10	_____
Baseline Vitals and SAMPLE History	4	_____
Lifting and Moving Patients	4	_____

MODULE 2 AIRWAY

(16 hours)

Airway, Oxygenation, Ventilation	12	_____
EDTLA	4	_____

MODULE 3 PATIENT ASSESSMENT

(19 hours)

Scene Size-up	1	_____
Initial Assessment	2	_____
Focused History and Physical Exam: Medical	4	_____
Focused History and Physical Exam: Trauma	5	_____
Detailed Physical Exam	2	_____
On-Going Assessment	1	_____
Communications	1	_____
Documentation	1	_____
Special Considerations (Geriatrics)	2	_____

MODULE 4 MEDICAL

(43 hours)

General Pharmacology	4	_____
Respiratory Emergencies	6	_____
Cardiovascular Emergencies (AED)(CPR*)	16	_____
Diabetic Emergencies	2	_____
Allergic Reactions	1	_____
Poisoning/Overdose Emergencies	3	_____
Environmental Emergencies	2	_____
Behavioral Emergencies	3	_____
Obstetrics	4	_____
Abdominal Illness	1	_____
CNS Illness	1	_____

Required Topics**Recommended Hours****MODULE 5 TRAUMA****(38 hours)**

Bleeding and Shock (PASG and IV Maintenance)

12 _____

Soft Tissue Injuries

10 _____

Musculoskeletal Care

8 _____

Injuries to the Head and Spine

8 _____

MODULE 6 INFANTS & CHILDREN

8 _____

MODULE 7 OPERATIONS**(12 hours)**

Ambulance Operations

2 _____

Gaining Access

5 _____

Overview Topics (Triage, Disaster, HazMat)

5 _____

Recommended Classroom Hours 162

Didactic _____
Practical _____Total **Required** Clinical Hours 32

ER (min 8) _____

EMS (min 8) _____

Other _____

Total clinical hours _____

Total Recommended Course Hours 194

Total course hours _____

***CPR**

Possession of a CPR card may be used as a prerequisite of the course. Otherwise certification must be included in the course, which is not included in the minimum recommended hours.

Please refer to the Michigan Requirements for EMT-Basic Programs (Objectives) dated 9/01.