

Mus 335	Applied Music Percussion Elective	1 hr. cr.
Mus 345	Applied Music String Elective	1 hr. cr.
Mus 355	Applied Music Woodwind Elective	1 hr. cr.
Mus 365	Applied Music Voice Elective	1 hr. cr.
Mus 316	Applied Music Brass Elective	1 hr. cr.
Mus 326	Applied Music Keyboard Elective	1 hr. cr.
Mus 336	Applied Music Percussion Elective	1 hr. cr.
Mus 346	Applied Music String Elective	1 hr. cr.
Mus 356	Applied Music Woodwind Elective	1 hr. cr.
Mus 366	Applied Music Voice Elective	1 hr. cr.
Mus 117	Applied Music Brass Elective	2 hrs. cr.
Mus 127	Applied Music Keyboard Elective	2 hrs. cr.
Mus 137	Applied Music Percussion Elec	2 hrs. cr.
Mus 147	Applied Music String Elective	2 hrs. cr.
Mus 157	Applied Music Woodwind Elective	2 hrs. cr.
Mus 167	Applied Music Voice Elective	2 hrs. cr.
Mus 118	Applied Music Brass Elective	2 hrs. cr.
Mus 128	Applied Music Keyboard Elective	2 hrs. cr.
Mus 138	Applied Music Percussion Elec	2 hrs. cr.
Mus 148	Applied Music String Elective	2 hrs. cr.
Mus 158	Applied Music Woodwind Elect	2 hrs. cr.
Mus 168	Applied Music Voice Elective	2 hrs. cr.
Mus 317	Applied Music Brass Elective	2 hrs. cr.
Mus 327	Applied Music Keyboard Elective	2 hrs. cr.
Mus 337	Applied Music Percussion Elec	2 hrs. cr.
Mus 347	Applied Music String Elective	2 hrs. cr.
Mus 357	Applied Music Woodwind Elec	2 hrs. cr.
Mus 367	Applied Music Voice Elective	2 hrs. cr.
Mus 318	Applied Music Brass Elective	2 hrs. cr.
Mus 328	Applied Music Keyboard Elective	2 hrs. cr.
Mus 338	Applied Music Percussion Elec	2 hrs. cr.
Mus 348	Applied Music String Elective	2 hrs. cr.
Mus 358	Applied Music Woodwind Elective	2 hrs. cr.
Mus 368	Applied Music Voice Elective	2 hrs. cr.

Elective in Jazz Improvisation

Mus 114	1 hr. cr.
Mus 214	2 hrs. cr.

Applied Music Major (Private Lessons)

Private study in: Brass, Keyboard, Percussion, String, Woodwind, and Voice. All applied music offerings may be repeated twice for credit.

Mus 217	Applied Music Brass Major	2 hrs. cr.
Mus 227	Applied Music Keyboard Major	2 hrs. cr.
Mus 237	Applied Music Percussion Major	2 hrs. cr.
Mus 247	Applied Music String Major	2 hrs. cr.
Mus 257	Applied Music Woodwind Major	2 hrs. cr.
Mus 267	Applied Music Voice Major	2 hrs. cr.
Mus 218	Applied Music Brass Major	2 hrs. cr.
Mus 228	Applied Music Keyboard Major	2 hrs. cr.
Mus 238	Applied Music Percussion Major	2 hrs. cr.
Mus 248	Applied Music String Major	2 hrs. cr.
Mus 258	Applied Music Woodwind Major	2 hrs. cr.
Mus 268	Applied Music Voice Major	2 hrs. cr.
Mus 417	Applied Music Brass Major	2 hrs. cr.
Mus 427	Applied Music Keyboard Major	2 hrs. cr.
Mus 437	Applied Music Percussion Major	2 hrs. cr.
Mus 447	Applied Music String Major	2 hrs. cr.
Mus 457	Applied Music Woodwind Major	2 hrs. cr.
Mus 467	Applied Music Voice Major	2 hrs. cr.
Mus 418	Applied Music Brass Major	2 hrs. cr.
Mus 428	Applied Music Keyboard Major	2 hrs. cr.
Mus 438	Applied Music Percussion Major	2 hrs. cr.
Mus 448	Applied Music String Major	2 hrs. cr.
Mus 458	Applied Music Woodwind Major	2 hrs. cr.
Mus 468	Applied Music Voice Major	2 hrs. cr.

Corequisite: Music major (major code of 9030, 9031, 9032, 9033, 9034, 9006, or 1005.)

PARALEGAL STUDIES

Webster Hall 245, 417.625.9564

Faculty Miller - Head, Yates

Mission

The primary mission of the Social Science Department is to prepare our students for dynamic leadership and responsible citizenship in their communities, their nation, and the world. The Department also contributes to the broader mission of the University by providing students the opportunities to cultivate critical thinking, communication, and technological skills that will develop an awareness of and engagement with the complex social issues of the 21st century. The faculty seeks to offer substantive instruction and intellectual nurture in the Social Sciences, and to assist the advancement of higher-order thinking students can apply to their own lives as individuals, professionals, and citizens. The Department's mission includes an emphasis on opportunities to engage the broader international world, consistent with the University's international mission. Finally, the Social Science Department seeks to build bridges and avenues of communication between the university and the community, through academic internships, public events, and partnerships with local institutions, and the sponsorship of academic programs and events for local students and their teachers.

The paralegal program is designed for the student seeking a career as a legal assistant working under the direction and supervision of an attorney in private practice, government service, or legal aid. However, the knowledge and skills acquired in the paralegal program are beneficial to students in the areas of law enforcement, prelaw, business law, and political science. Students who choose to learn more about the legal system and how to develop their own skills in legal research for personal enrichment are also encouraged to enroll.

No major is now offered in paralegal studies, but a student enrolled in the paralegal program may obtain a certificate or use it as a minor for a Bachelor of Arts or Bachelor of Science degree. Students wishing to take only classes in paralegal studies may receive a certificate for successfully completing 24 hours of coursework. The required courses and suggested electives are listed under the requirements for the minor. Students must have an adviser in paralegal studies.

Minor in Paralegal Studies

	Semester Hours
Core Requirements	
Eng 101 College Composition I (WI)	3
Computer Literacy (CIS 105 or Demonstrated Proof of Competency)	3
Paralegal Required Courses	9
PLS 201 Introduction to Legal Assistance	3
PLS 210 Law Office Management	3
PLS 302 Legal Research	3
Legal Electives	15
Paralegal Specialty Courses	9
Nine (9) hours from combination of courses listed below:	
PLS 298 Topics in Paralegal Studies	3

PLS 311	Property	3
PLS 312	Civil Litigation	3
PLS 320	Family Law	3
PLS 401	Wills, Trusts, and Probate	3
PLS 491	Internship**	3
PLS 498	Senior Seminar**	3
PLS 499	Independent Study**	3

General Legal Electives 6

Six (6) hours from combination of either Paralegal Specialty Courses listed above or the following General Legal Electives:

GB 301	Legal Environment of Business I	3
GB 302	Legal Environment of Business II	3
PSc 310	Law, Society, & Judicial Process	3
PSc 322	International Law	3
PSc 431	Constitutional Law I	3
PSc 432	Constitutional Law II	3
Comm 310	Communications Law	3
LE 250	Criminal Law	3
MM 411	Labor and Employment Law	3

24

**See Prerequisites

For additional information contact:

Dr. Michael Yates
Office: Webster Hall 234
Phone: 417.625.9333
Email: yates-m@mssu.edu

PLS 312 (S, Even) 3 hrs. cr.

Civil Litigation

Process of civil litigation from filing to appeal including rules for instituting and conducting lawsuits before federal and state courts, rules of procedure, and the preparation of pertinent legal forms.

PLS 320 (S, Even) 3 hrs. cr.

Family Law

Laws regulating marriage, adoption, divorce, division of property, child custody and support, adult abuse, and termination of parental rights, and the preparation of pertinent legal forms.

PLS 401 (F, Even) 3 hrs. cr.

Wills, Trusts, and Probate

Law of wills, trusts, and intestate succession; includes analysis of the administration and probate of estates and the preparation of pertinent legal forms.

PLS 491 (Demand) 3 hrs. cr.

Internship

An applied internship of 135 hours done under the supervision of a practicing professional who is directly engaged in a day-to-day application of the law (i.e. judges, attorneys, government officials) as approved by department head. Prerequisite: 12 hours of paralegal studies and/or consent of instructor.

PLS 498 (Demand) 3 hrs. cr.

Advanced Topics in Paralegal Studies

Comprehensive analysis and review of selected legal topics to be announced when course is offered. Prerequisite: 9 hours of paralegal studies or consent of instructor.

PLS 499 1-2-3 hrs. cr.

Independent Study

Study and research by the student under the direction and supervision of instructor/adviser with prior approval by department head and school dean. Prerequisites: Advanced standing in the major field and a minimum GPA of 3.0.

Course Descriptions

PLS 201 (F) 3 hrs. cr.

Introduction to Legal Assistance

American legal system with emphasis on the roles, skills, and tasks of the paralegal. Topics include professional ethics, client interviewing, and legal analysis.

PLS 210 (S, Odd) 3 hrs. cr.

Law Office Management

Management and operation of the law office with emphasis on the practical aspects of processing cases, office workflow, billing, and attorney-client and personnel relationships. Topics include the legal team, the attorney-client relationship, legal fees, timekeeping, filing, and records management.

PLS 298 (Demand) 3 hrs. cr.

Topics in Paralegal Studies

Special topics of current interest to the student. Subjects are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

PLS 302 (F, Odd) 3 hrs. cr.

Legal Research

Research involved in case preparation; use of the law library and the various digests, encyclopedias, reporters, etc., contained therein.

PLS 311 (S, Odd) 3 hrs. cr.

Property

Laws relating to real and personal property with emphasis on the procedures and forms used in real estate transactions and conveyances such as deeds and contracts.

PHILOSOPHY

Hearnes Hall 312, 417.625.9659

Faculty Simpson - Head, Brown

Mission

The Department of Philosophy provides students with Core Curriculum introductory courses in philosophy that provide training and experiences in critical thinking and problem-solving. Philosophy courses also help prepare students majoring in certain other fields, and the department offers a minor in philosophy for students whose plans include graduate study and careers in certain fields, such as medicine, law, theology, and public service.

Philosophy deals with basic questions from all areas of life and thought—science, religion, art, morality, and politics—and helps students refine their views on these subjects. Most importantly, philosophy teaches students how to think: how to analyze problems into their essential elements, how to decide