



**ALVERNIA**  
**UNIVERSITY**

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*For your convenience, there is a more detailed directory at the beginning of each section of this catalog.*

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### *Effective Catalog*

*Students are subject to the course requirements contained in the catalog when they enter Alvernia University.*

*Students may request to follow the course requirements in the most recent catalog.*

*See the Registrar for more information.*

*Students who interrupt their schooling for more than one calendar year must reapply to the university and are subject to the requirements in the most recent catalog.*

The contents of this catalog are provided for the information of the student. It is accurate at the time of printing, but is subject to change from time to time as deemed appropriate by the University in order to fulfill its role and mission or to accommodate circumstances beyond its control. Changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. Feedback, additions, and corrections should be directed to:

**The Provost Office  
610-796-8340**

## Telephone Directory

Academic Affairs Office	610-796-8340
Admissions	610-796-8269
Adult Education Program	610-796-8228
Athletics Office	610-796-8276
Bookstore	610-796-8250
Campus Ministry Office	610-796-8300
Career Services	610-796-8225
Center for Student Success	610-796-8263
Community Standards	610-796-5508
Graduate Programs	610-796-8228
Health and Wellness Center	610-568-1467
Institutional Advancement	610-796-8259
Library	610-796-8223
Multicultural Initiatives	610-796-8256
Operator & Facilities	610-796-8200
Public Relations	610-796-8281
Public Safety	610-796-8350
Registrar's Office	610-796-8201
Residence Life	610-796-8320
Student Activities	610-796-8408
Student Billing Office	610-796-8319
Student Financial Planning	610-796-8356
Student Life	610-796-8234

## Mailing Address

400 Saint Bernardine Street  
 Reading, Pa 19607  
 1-888-ALVERNIA  
[www.alvernia.edu](http://www.alvernia.edu)

## **Nondiscrimination and Harassment In the Workplace**

**Nondiscrimination Policy.** ALVERNIA UNIVERSITY complies with all applicable federal, state and local nondiscrimination laws in the administration of its educational programs, services, and employment relationships.

We are committed to equality. Continued and responsible growth of our university results from enhancing and utilizing the abilities of all individuals to their fullest extent practicable within the framework of our environment. All employment decisions advance the principle of equal employment opportunity. In addition, personnel activities such as recruitment, interviewing, selection, promotion, training, benefits, transfers, lay-offs, demotion and discipline are administered according to good business practices, the Equal Employment Opportunity Act of 1972, Executive Orders concerning equal employment opportunity, and Equal Employment Opportunity Commission regulations and guidelines, all of which require that all persons have equal employment opportunities and strictly prohibit discriminatory and harassment practices.

The participation of women and minorities in management by employment and promotion will continue to be emphasized so that they may be given the opportunity to contribute to the success of the university. All employees of Alvernia University will continue to approach this responsibility with the sensitivity and human concern they have in the past.

The Human Resources Office is charged with the responsibility to maintain the necessary programs, records and reports to comply with all government regulations, and with the goals and objectives of our equal employment opportunity program. Any employee, student, or applicant of this university who feels that he or she has been discriminated against in employment or recruiting should contact the Human Resources Office to pursue the proper discrimination complaint procedure.

**Harassment Policy.** ALVERNIA UNIVERSITY strives to maintain an environment where all employees and students are free from harassment. It is the responsibility of each person on campus to respect the personal dignity of others. The university will not tolerate harassment of any type. No employee or student will be discriminated or retaliated against for bringing alleged issues of harassment to the attention of the university, and employees and students are encouraged to do so. Employees of the university are encouraged to consult with the Director of Human Resources Department regarding their concern. Students are encouraged to consult the Dean of Students for assistance. These individuals have been trained in issues involving harassment awareness and prevention.

## **General Information Directory**

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## Mission Statement

Guided by Franciscan values and the ideal of “knowledge joined with love,” and rooted in the Catholic and liberal arts traditions, Alvernia is a rigorous, caring, and inclusive learning community committed to academic excellence and to being and fostering:

- **broadly educated, life-long learners**
- **reflective professionals and engaged citizens**
- **ethical leaders with moral courage**

**To Learn, To Love, To Serve**

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## Vision Statement

**To Be A Distinctive Franciscan University, Committed to Personal and Social Transformation, Through Integrated, Community-Based, Inclusive, and Ethical Learning:**

**Integrated Learning** — combining liberal arts and professional education, and blending rigorous inquiry, practical experience and personal reflection in the classroom, on campus, and in society;

**Community–Based Learning** — engaging the local, regional and global communities as partners in education and service;

**Inclusive Learning** — welcoming people of diverse beliefs and backgrounds; responsive to the educational needs of recent high school graduates, working adults and established professionals, and senior citizens; respectful and self-critical in our dialogue about differences in values and perspectives;

**Ethical Learning** — challenging individuals to be values-based leaders by developing habits of the mind, habits of the heart, and habits of the soul.

## **Institutional Heritage**

The heritage of ALVERNIA UNIVERSITY and its foundational Franciscan values can be traced to the growth of three religious orders who owe their origin to the preaching of St. Francis of Assisi — the Friars Minor, the Poor Clares, and the “Third Order” which has two distinct branches: a secular order for the laity, and a regular order for women and men living an evangelical life with religious vows. The Bernardine Franciscan sisters, founders and sponsors of Alvernia University, are members of the Third Order Regular of St. Francis.

In the thirteenth century, the growth of the Franciscan Order was enriched by a desire for learning among the first friars and early Franciscan scholars, including the earliest Franciscan theologian, St. Anthony of Padua, followed by St. Bonaventure and Blessed John Duns Scotus, long associated with the great medieval universities of Paris and Oxford. The early Franciscans easily recognized the need to provide sound training in philosophy and theology for the growing members of the rapidly expanding Order; from this awareness developed the Franciscan Intellectual Tradition, founded on the spirituality and vision of Francis and Clare of Assisi. A distinguishing trait of this tradition, making it singularly different from other great western religious traditions, is the intellectual view described by Saint and scholar Bonaventure as “knowledge joined with love.” Franciscan education recognizes the importance of love complementing understanding and learning, and the primacy of works-oriented active love that gives the intellectual life a practical context for implementation.

ALVERNIA UNIVERSITY reflects the visionary leadership and uncommon perseverance of its founding president, Sister Mary Zygmunta Froncek, and the dedicated religious and lay faculty who laid the groundwork for academic excellence, intellectual curiosity, and learning linked with charity, service and social justice. As pioneers in the field of Catholic education, the Bernardine Franciscan Sisters were part of the 20<sup>th</sup> century movement in the Catholic Church to serve the poor and immigrant populations in America by founding and staffing schools and hospitals throughout the U.S. Their inclusive embrace positioned the congregation to serve beyond the needs of the Polish settlements, anticipating Alvernia’s present-day outreach to the growing Latino community in Reading. On the campus of Mount Alvernia, the sisters opened an orphanage and a high school housed in Francis Hall. As the Order grew larger and the education of its members became a priority, the congregation founded a liberal arts college for women religious in 1958, graduating its first class of four sisters in 1961. With the increase in lay enrollment and expansion of academic offerings, it received final accreditation from the Middle States Commission on Higher Education in November 1967.

Within a few decades, paralleling the history of the early Franciscan movement in Italy, the college grew beyond the original three educational buildings to an

expanding campus with additional professional programs to complement a strong liberal arts core. Alvernia's founding mission provided the opportunity to develop new programs such as nursing, business, allied health, criminal justice and social work. This distinctive service niche afforded the college regional recognition for liberal learning and practical application, and has provided the impetus for continued dynamic growth. Since 1990, a library, physical education center, student center, science center and additional residence halls have been added to the main campus facilities to support the long-range commitment to building a strong residential learning community. At the same time, educational outreach to adult learners has expanded, including the launch of off-campus Centers in Philadelphia and Pottsville, and a Seniors College, which provides life-long learning opportunities to retired citizens in Berks County.

Today, Alvernia brings together students diverse in age, background, belief, and educational interests to pursue academic excellence in a range of undergraduate, graduate, and non-degree programs, including a new interdisciplinary Ph.D. program with concentrations in corporate, community and educational leadership. Across all programs, the hallmark of an Alvernia education is a conception of learning as grounded in values, connecting classroom and community, and linked to leadership and service. With the purchase of the Upland Center in 2006, Alvernia strengthened its commitment to lifelong learning and community outreach by creating a new home for graduate and adult education, and launched two new initiatives: a Center for Ethics and a Center for Community Engagement, helping to incorporate the broader community into the curriculum of higher education.

Rooted in the liberal arts tradition of rigorous, open inquiry, Alvernia is faithful to its Catholic identity and the vision of Pope John Paul II as expressed in *Ex Corde Ecclesiae*. The university "possesses [necessary] institutional autonomy . . . and guarantees its members academic freedom," while the mission of Catholic higher education privileges "(a) the search for an integration of knowledge, (b) a dialogue between faith and reason, (c) an ethical concern, and (d) a theological perspective" (*Ex Corde Ecclesiae*, I, A, 12 and 15). Alvernia is also proud of its role as an educational resource for members of the Allentown Diocese and its active involvement in the national associations of both Catholic and Franciscan colleges and universities.

True to its Franciscan heritage and mission motto "**To Learn, To Love, To Serve,**" Alvernia's Franciscan values have shaped its character and history since its founding. Service, humility, collegiality, contemplation, and peacemaking are institutional core values woven through the academic, co-curricular, and spiritual culture of Alvernia. Francis of Assisi, an agent of spiritual change in the Middle Ages, gave to the Franciscan Movement and all humanity a legacy that is timeless and universal. To be Franciscan is to respect the dignity of each human person and all creation; to be open to the world and its diversity of

cultures, faiths, traditions, races, and peoples; to honor right relationships; and to seek peace through action for justice.

## Core Franciscan Values

Alvernia's mission and Franciscan identity are the source of the five Core Values: *service, humility, peacemaking, contemplation, and collegiality*. They are rooted in the traditional values of the Gospel even as they speak to our culture and time. They have continued throughout the centuries to inform a way of life, a view of the world, and a definition of our relationship with God and others that is perhaps more relevant in our society than ever before. At Alvernia, these values build a foundation for ethical decision-making, for curriculum development, for thoughtful reflection, and for mutually respectful personal relationships as we pursue our goals in higher education. As members of the Alvernia community, each of us can live these values and be transformed — discovering a life of meaning, purpose, and eternal promise.

## The University Shield



The University Shield, rich in the symbolism of Franciscan heritage, projects the ideals and traditions of Alvernia. The apex on the lower portion of the shield represents LaVerna, the mountain where Saint Francis of Assisi received the Stigmata, or Sacred Wounds, of Christ. This mystical favor is indicated by five drops of blood arranged in the form of a cross.

The circular plate in the upper left of the shield bears the monogram of the name of Jesus, IHS. This is the symbol popularized by Saint Bernardine of Siena, the titular patron of the Bernardine Franciscan Sisters who sponsor Alvernia University.

In the upper right, the monogram of the Immaculate Heart of Mary, IHM, serves as a reminder of the Blessed Virgin, patroness of the Franciscan Order. The crown used as the crest of the shield is taken from the coat of arms of Reading, Berkshire County, England, after which the city of Reading, Pennsylvania was named.

The torches at either side of the shield represent the ideal of service in education to which the faculty of Alvernia University is dedicated. The University colors are maroon and gold. Maroon, a deep red color, represents charity to all. Gold, the ancient symbol of royalty and strength, represents courage to uphold truth, beauty, goodness, and faith in God and country.

Finally, the banner beneath the shield proclaims, in Latin, *“May Christ teach you what is yours to do.”* These are the final words attributed to Francis of Assisi, spoken to his brothers shortly before he died. May they inspire all at Alvernia to fulfill this worthy mission.

## **Accreditations**

Since 1967, the Middle States Association of Colleges and Schools has granted Alvernia University full accreditation. The most recent reaffirmation of accreditation was granted in March 2005.

The Education program for elementary and secondary teachers is approved by the Pennsylvania Department of Education.

The entry-level Occupational Therapy program is fully accredited by the Accreditation Council For Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

The Bachelor of Science in Nursing program is approved by the Pennsylvania State Board of Nursing and is accredited by the Commission on Collegiate Nursing Education.

The Athletic Training program is accredited by the Commission on Accreditation of Athletic Training Education.

The Social Work program is accredited by the Council on Social Work Education.

The Behavioral Health Program is certified by the Pennsylvania Certification Board.

The Business Department is accredited by the Association of Collegiate Business Schools and Programs.

The Medical Imaging Program (in partnership with the Reading Hospital School of Health Sciences) is accredited by The Joint Review Committee on Education in Radiologic Technology.

## **Undergraduate Admissions Directory**

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## UNDERGRADUATE ADMISSIONS

Alvernia University grants admission to students whose prior educational and life experience enhance the diversity and collegiate experience for the entire student body. It is the policy of Alvernia University to offer admission to applicants without regard to race, color, creed, sex, age, religion or national origin. Application to Alvernia University is on a rolling admissions basis as is notification of acceptance to the University. Many factors are considered for admission, including academic performance, standardized test scores, class rank, extracurricular activities, community involvement, and letters of recommendation. An interview may be required of select students before the Admissions Office makes a decision. Students who graduated from a secondary school, received a high school equivalency certificate, or are in good standing at regionally accredited two and four-year institutions will be considered for admission.

The university reserves the right to change its admissions policies as necessary. Every effort is made to provide advance information regarding such changes.

Questions regarding undergraduate admission to Alvernia University should be directed to the Admissions Office, Alvernia University, 400 Saint Bernardine Street, Reading, PA 19607, 1-888-ALVERNIA, or [admissions@alvernia.edu](mailto:admissions@alvernia.edu).

### Freshman Admission Process

Students seeking admission to Alvernia University may apply any time after completion of the junior year in high school. All candidates should submit the following:

1. Application for admission
2. \$25 non-refundable application fee
3. Official secondary school transcripts or record of equivalency
4. Official SAT or ACT scores
5. Personal Essay

*Note: Students seeking admission to the Nursing Program must submit two letters of reference.*

#### High School Preparation

High school preparation should include: Four years each of English and Mathematics, three years of Social Science, and two years each of Science and Foreign Language. Criteria for home schooled students can be found on the Alvernia University Admissions website at [www.alvernia.edu/admissions](http://www.alvernia.edu/admissions).

**Standardized Test Scores**

First-year students applying for admission to the university within five years of high school graduation, and who have not attended another institution of higher education are required to submit scores from the SAT or the ACT. Standardized test scores must be submitted directly to the university from the testing service or the high school transcript.

**Home Schooled Students**

Home schooled students must submit an application for admission, application fee, a personal essay, ACT or SAT test scores (submitted directly from the testing agency), as well as an official transcript provided by the authorized educational agency. An admissions interview is also required. Additional documentation such as course descriptions, course content, etc. may be required from the teacher or educational agency.

**Notification of Freshman Admission**

Applicants are notified of a decision as soon as all credentials have been received and evaluated. Students must submit a non-refundable confirmation deposit of \$300, due by May 1 or two weeks after acceptance to the university if acceptance occurs after May 1 to hold a place in the class. All offers of admission are contingent upon successful completion of the student's high school program or equivalency.

**Conditional Admission Programs**

First-year students who show academic potential but do not meet all of the university's entrance requirements may be offered a place in the Freshman Foundations Program. This program involves coursework, special advising, and social activities designed to give students a strong foundation for their college career. For more information, contact the Office of Undergraduate Admissions.

**Early Admission Program**

Alvernia University provides high school students who have demonstrated outstanding high school achievement and/or have exhausted the courses offered by their high school the opportunity to be admitted to Alvernia at the end of their junior year. Early admission candidates must fulfill the same criteria for admission as a regular freshman applicant, must submit teacher and counselor recommendations, and must have a personal interview with the admissions committee. Students who are admitted under this program are able to complete the requirements for their high school diploma, while also earning college credits for their freshman year. The university must receive written approval from the student's parents, as well as a statement from the high school principal and guidance counselor that outlines specific college courses that will enable the candidate to receive a high school diploma upon completion of the first year at Alvernia.

### **College Credit for High School Students**

High school students may enroll on a part-time basis and receive college credit at Alvernia University.

Alvernia must receive written approval from the student's parents, the high school principal, and high school guidance counselor. For more information contact the Office of Undergraduate Admissions.

## **Re-Entry Admission Process**

Students who have attended Alvernia previously and have left the university for one academic year or more, or have attended another institution must re-apply for admission. Re-entry students should be in good standing to be considered for re-admission. Students wishing to return to the university must submit the following:

1. Application for admission
2. Official transcripts of all colleges and universities attended since Alvernia. Credit may be given for coursework in which the student has earned "C" or higher.

### **Notification of Re-Entry Admission**

Applicants are notified of an admission decision once all required credentials have been received and evaluated. All acceptances are contingent upon the satisfactory completion of all college coursework and maintaining the minimum transfer GPA requirements. Students need to complete the Confirmation of Enrollment form and return the form to the Office of Admissions to reserve their place in the class.

## **Transfer Admission Process**

Transfer students seeking admission to Alvernia University may apply any time. A minimum transfer grade point average of 2.0 is required (higher for some majors). Students may transfer a maximum of 75 credits from regionally accredited two and four-year institutions. Transfer credit may be given for college courses in which the applicant has earned a "C" or higher. Students must complete a minimum of 45 credits at Alvernia University to be eligible to earn a degree. All candidates should submit the following:

1. Application for admission
2. \$25 non-refundable application fee
3. Official transcripts for all previous college work. An official transcript of all previous work is required whether a student has earned transfer credits or not, or whether a student wants transfer credits.
4. Official secondary school transcripts or equivalency
5. Personal Essay

*Note: Students seeking admission to the Nursing Program must submit two letters of reference.*

### **Notification of Transfer Admission**

Applicants are notified of a decision by Alvernia University as soon as all credentials have been received and evaluated, with the exception of the nursing program. Students must submit a non-refundable enrollment deposit of \$300 along with the Confirmation of Enrollment form, due by May 1 or two weeks after acceptance to the university if acceptance occurs after May 1 to hold a place in the class. All acceptances are contingent upon the satisfactory completion of all college coursework and maintaining the minimum transfer GPA requirement.

## **International Admission Process**

Students from other nations seeking admission to Alvernia University should submit the following:

1. Application for admission
2. \$25 non-refundable application fee
3. Official secondary school transcripts or general equivalency diploma (GED) accompanied by either World Education Services (WES) or Josef Silny and Associates evaluation
4. Official university transcripts accompanied by either World Education Services (WES) or Josef Silny and Associates evaluation (if applicable)
5. Official scores from the TOEFL, SAT, or ACT
6. International Student Financial Statement document
7. Personal Essay

*Note: Students seeking admission to the Nursing Program must submit two letters of reference.*

The University uses the Student and Exchange Visitor Information System (SEVIS) to facilitate compliance with regulations set forth by the United States Citizen and Immigration Services (USCIS).

### **Notification of International Admission**

Applicants are notified of a decision by Alvernia University once all credentials have been received and evaluated. Students must submit a non-refundable enrollment deposit of \$300 along with the Confirmation of Enrollment form, due by May 1 or two weeks after acceptance to the university if acceptance occurs after May 1 to hold a place in the class. All offers of admission are contingent upon successful completion of the student's high school program or equivalency. The I-20 form will be issued once the student has been accepted and has confirmed their enrollment to Alvernia.

## Deferred Action Admissions Process

Students seeking admission to Alvernia University who qualify for Deferred Action as regulated by the Department of Homeland Security (DHS) may apply to Alvernia University. All candidates should submit the following:

1. Application for admission
2. \$25 non-refundable application fee
3. Official secondary school transcript or record of equivalency
4. Official SAT or ACT scores
5. Official transcripts for **all** previous college work. An official transcript of all previous work is required whether a student has earned transfer credits or not, or whether a student wants transfer credits.
6. Personal Essay
7. Copy of DHS application for Deferred Action receipt
8. Notice for Biometrics appointment\*
9. Copy of Employment Authorization Document (EAD)\*
10. Copy of Social Security card\*

*\*Alvernia University understands that these documents may not be available upon application. However, they must be submitted prior to the first day of classes.*

*Note: It is in the best interest of all applicants to submit copies of all communication from DHS. Alvernia Admissions reserves the right to request additional documentation and/or an interview to complete the application process.*

## General Admission Information

### Special Needs Students

The University determines its ability to meet the specific requests of special needs students on a case-by-case basis. Reasonable accommodations, as defined by Act 504 and the Americans with Disabilities Act (ADA), are provided when students self-identify and provide documentation to the university's Americans with Disabilities Act Coordinator. The ADA Director is located in BH 1121-A. Details on academic support for special needs students can be found in the Academic Support Services section of this catalog.

### Non-Degree Seeking Students

Students who wish to take courses at Alvernia, but do not plan to earn an Alvernia degree, may do so. These students do not need to apply for admission, but should contact the Office of the Registrar for more information.

**Advanced Standing**

Some students may be interested in advanced standing when they enter Alvernia University. Information on Advanced Placement, Dual Credit, Challenge Examination, and CLEP is available in the Academic Information section of this catalog.

**Deferring Admission**

It is possible to defer an acceptance to the university for one year as long as the student does not attend any other higher educational institution. After one year, or attendance at another higher educational institution, a student must reapply for admission.

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## STUDENT BILLING OFFICE

All tuition and fees are payable by the due date in advance of each enrollment period. Students with outstanding obligations will not be permitted to pre-register for an upcoming semester unless financial arrangements have been made with the Student Billing Office prior to pre-registration. Alvernia University reserves the right to change tuition, fees and other charges from one academic semester to the next as deemed necessary by the university in order to meet its financial commitments and to fulfill its role and mission.

### Tuition for 2013-2014

#### Traditional Day Undergraduate Programs

Full time (12-17 credits)	\$14,250/semester
Part time (less than 12 credits)	\$780/credit
Overload credits (more than 17 credits)	\$780/credit
Audit (no grade)	\$390/credit
Senior citizens (Age 65+; space-available basis)	No charge for tuition Undergraduate Only

Adult Education Programs Modules 1-6 \$465/credit

Graduate Programs \$655/credit

Doctoral Programs \$870/credit

### Room and Board for 2013-2014

Room per Semester	Single	Shared	Efficiency
Francis Hall	\$3,300	\$2,435	--
Veronica Hall	\$3,300	\$2,535	--
Assisi & Siena Halls	\$3,415	\$2,675	--
Anthony & Clare Halls	\$3,300	\$2,620	--
Judge Hall	\$3,615	\$3,010	--
Pacelli, Zygmunt & Academic Village Apts.	\$4,220	\$3,640	\$3,895
Pods	\$3,830	\$3,260	\$3,590

Meal Plan Options	# of Meals/Semester	DCB*/Semester	Cost/Semester	Cost/Year	Allowed to Purchase
All-You-Can Eat Block	19/Week	\$100	\$2,560	\$5,120	Freshmen/All
14-Meal Block	14/Week	\$250	\$2,560	\$5,120	Freshman Alternative
190 Block	190	\$125	\$2,405	\$4,810	Soph./Jr./Sr.
150 Block	150	\$150	\$2,190	\$4,380	Soph./Jr./Sr.
110 Block	110	\$200	\$1,970	\$3,940	Soph./Jr./Sr.
75 Block	75	\$50	\$1,285	\$2,570	Pacelli/Zygmunta/Village Apartments except Pods
75 Block Bonus	75	\$200	\$1,415	\$2,830	Pacelli/Zygmunta/Village Apartments except Pods
Commuter	5	\$0	\$32.50	n/a	Commuters

See student handbook for details regarding meal plan requirements.

*\*Declining balance dollars (DCB) may be used to purchase food at all food service locations. Meals and dollars must be used during the semester of purchase.*

Resident Technology: \$100/semester (mandatory)

Housing Deposit: \$250/year

Upon entering Alvernia, new resident students must submit a \$250 housing deposit. Continuing resident students who are planning to apply for housing for the upcoming academic year must apply for housing during the room selection period with the Office of Residence Life. To complete the application, a \$250 deposit is due no later than the close of the housing selection process. Note: Submitting a housing deposit does not constitute a guarantee for housing.

**Housing deposits are processed as follows:**

1. Held in an escrow account until terms of housing contract are fulfilled.
2. Returned to the student if the student does not receive housing for the following year or chooses not to return within stated housing selection deadlines. The deposit is not returned if the student has an outstanding balance with the university.
3. Forfeited by those students who communicate to the Residence Life Office after the housing selection process deadline that they are not returning to Alvernia University or have chosen to live off campus. See the Undergraduate Student Handbook for more information.

Current commuter students who desire on-campus housing must first pay a \$250 housing deposit and complete a housing application in the Residence Life Office. A commuter student is assigned housing only after room selection for current resident students is complete and pending space availability. In the event there is lack of room availability, housing deposits are refunded only if a student has no outstanding debt to the university. If a student requests placement on a housing waiting list, the deposit will not be refunded or applied to current debt until removal from the housing waiting list is requested.

## Fees for 2013-2014

**Comprehensive Fee:** 2% of tuition  
Applies to all full-time and part-time students.

**Technology Fee:**  
Applies to evening and graduate classes only

Online Technology course fee:	\$40/credit
Blended Technology course fee:	\$30/credit
Web Enhanced technology fee:	\$20/credit

**Graduation Fee:** \$100

**Health Insurance:** Compulsory Students  
(annual policy period: July 31 - August 17)

Fall Enrollees Non-refundable Covers academic year	Spring Enrollees Non-refundable Covers spring & summer	Summer Enrollees Non-refundable Covers summer
Age 23 & under	\$1,160	\$752
Age 24 – 33	\$1,312	\$847
Age 34 – 65	\$1,782	\$1,143
		\$339
		\$379
		\$506

*Note: Health insurance is a condition of enrollment for all full time day students. It may be waived if proof of other insurance is provided; however, NO waiver is honored after September 15 for students enrolling in the fall or after February 15 for students enrolling in the spring. A NEW WAIVER MUST BE SUBMITTED ONLINE EACH YEAR ([www.alvernia.edu](http://www.alvernia.edu)). INSURANCE NOT PROPERLY WAIVED BY THE ABOVE DATES IS NON-REFUNDABLE.*

### Academic Fees

#### **Athletic Training:**

AT 113	\$35/course
AT 222	\$115/course

AT 310, 410 Clinical Liability Insurance (required) \$50/year

**Behavioral Health:**

BH 404 Liability Insurance (required) \$50/year

BH 406 Liability Insurance (required) \$50/year

**Biology/Chemistry/Physics:**

BIO 103, 104, 116, 117, 118, 320 \$55/course

BIO 205 \$35/course

BIO 220, 221, 309, 311 \$105/course

CHE 109, 110, 111, 112, 210, 211, 212, 303 \$55/course

CHE 405, 410 \$105/course

PHY 110, 111 \$55/course

**Business:**

BUS 426, MBA 680 \$50/course

**Criminal Justice:**

CJ 408 Liability Insurance (required) \$50/year

**Education:**

ED 470, MED 670 Field Education Liability  
Insurance (required) \$30/year

**Nursing:**

NUR 098, 099 \$140/course

NUR 205, 209, 315, 317, 410, 418 \$280/course

NUR 205, 315, 410 Clinical Liability  
Insurance (required) \$50/year

**Occupational Therapy:**

OT 321, 332, 427 \$220/course

OT 526 \$35/course

OT 381, 481, 517  
Field Practicum Liability Insurance (required) \$50/year

OT 381,481 \$30/course

**Physical Education**

PED 133 \$27/course

**Social Work:**

SW 316, 403 Field Education Liability  
Insurance (required) \$50/year

**Private Music Instruction:**

MUS 051	
12-½ hour sessions (1 credit)	\$300/credit

**Challenge Exam Credits:**

\$200/credit

**Life Experience Credits:**

\$300/credit

**Registrar's Office:**

Transcripts	\$5 each
<i>(No charge for the first transcript after graduation)</i>	
Mailing of diploma	\$15
Duplicate/replacement diploma	\$45/60

**Other Fees:**

Parking Fine	\$25-\$50
Room Damages	as appropriate*
<i>*Students damaging university property are charged for each occurrence based upon determination of appropriate restitution.</i>	
Identification Card Replacement	\$5

**Other Expenses:**

Books and Materials	\$400-800/year*
<i>*Amount will vary depending upon the courses taken.</i>	

## Billing Procedures and Payment Information

Students at Alvernia are billed each semester. The Student Invoice is available on the myAlvernia portal on the Alvernia website ([www.alvernia.edu](http://www.alvernia.edu)) approximately 30 days prior to the start of the upcoming semester for every student who has pre-registered.

Payment is due one week prior to the start of the semester, and payment must be received on or before that date. Students registering after the due date are required to obtain a Student Invoice from the Student Billing Office at the time of registration with payment due immediately.

Students adding a course(s) during the add/drop period are required to obtain an invoice and settle any financial obligations at that time. The amount due on the Student Invoice is the total amount of unpaid charges less any anticipated financial aid. Anticipated financial aid includes scholarships, grants, or loans for which a student is eligible, but has not yet been received by the university. See the Office of Student Financial Planning for details regarding financial aid awards and eligibility.

*Note: The university reserves the right to cancel a schedule and require a repeat of registration for any student who does not pay his or her invoice by the due date.*

For additional information call the Student Billing Office at 610-796-8319, e-mail [student.billing@alvernia.edu](mailto:student.billing@alvernia.edu) or visit Francis Hall 200.

### **Payments**

Checks or money orders should be made payable to “Alvernia University.” If sent by mail, they should be addressed to: Alvernia University, Attn: Student Billing, 400 Saint Bernardine St., Reading, PA 19607. Payment may also be made via myAlvernia. Electronic payments from bank accounts (e-checks) are available with no additional charge. Convenience fees will apply when utilizing our accepted credit cards (Visa, MasterCard, Discover, and American Express) for payment.

### **Payment Plan**

The tuition payment plan is a service provided by Sallie Mae on behalf of Alvernia University. Students may pay all or part of tuition on a monthly basis and interest-free. The yearly fee is \$50 and details and applications are available from the Student Billing Office at 610-796-8319, [www.tuitionpaymentplan.com/alvernia](http://www.tuitionpaymentplan.com/alvernia) or 1-800-635-0120.

### **Late Charges**

A \$100 charge will be assessed on any balance due if not paid by the due date.

### **Past Due Obligations**

Past due obligations include, but are not limited to, billing amounts past due for any semester, unpaid room damage charges, library materials or fines, telephone charges and parking fines. Students are not permitted to register, receive a transcript, grade report, or diploma until past due obligations are paid. In addition, the university reserves its right to submit past due accounts to its collection agent. Collection costs which amount to approximately 30% of the outstanding balance, plus past and future monthly service charges as defined above, are added to any past due balances.

### **Returned Checks**

The return of a check for any reason constitutes non-payment. A \$20 fee is assessed for all returned checks.

### **Errors or Disputes**

Inquiries concerning schedules should be referred to the Registrar’s Office. Inquiries concerning charges should be referred to the Student Billing Office prior to the due date of the invoice.

## Refund Policy

During the first week of classes (the add/drop period) a student may drop a course and receive full tuition credit if applicable. Any course-affiliated fees and/or comprehensive fees are adjusted accordingly. Students withdrawing from class(es) any time after the add/drop period are not entitled to a refund. See Registration Changes in this catalog.

### Withdrawal from the University

Total withdrawal from the university applies only to students who submit in writing to the withdrawal counselor their intention to completely withdraw from all courses. Reapplication and acceptance may be required for these students to be readmitted after withdrawing from the university. The effective date of withdrawal is the date a completed official withdrawal notice is returned to the counselor. Students who do not comply with the withdrawal procedure forfeit their right to any refund. Students who have a medical withdrawal approved by the Dean of Students are entitled to a tuition refund in accordance with the refund schedule below. Questions about the medical withdrawal procedure should be submitted to the Director of Health and Wellness.

Students who withdraw from the university during the first five weeks of class receive tuition refunds in accordance with the refund schedule:

<u>Withdrawal Dates</u>	<u>Student Refund Semester</u>	<u>Student Refund MOD Class</u>
During 1st week of classes	100%	100%
During 2nd week of classes	90%	80%
During 3rd week of classes	80%	40%
During 4th week of classes	60%	0%
During 5th week of classes	40%	0%
After 5th week of classes	0%	0%

*Note: In the case of a financial aid recipient, the portion refunded may include monies that must be returned to Federal Title IV programs. The university uses the Title IV refund policy to determine the portion that must be repaid to the Title IV programs. Any refunds otherwise due to a withdrawing student will be reduced by such Title IV refunds. See the Office of Student Financial Planning for a complete description of the Title IV Refund Policy. For information on the refund policy for Adult Education call 610-796-8319.*

### Board/Meal Refunds

Students withdrawing from the university or moving out of a university residence are entitled to a prorated refund (minus a one-week deposit).

**Room/Housing Refunds**

Students moving out of a university residence during a semester are not entitled to a refund of room charges. Students should follow the room checkout procedure in the Student Handbook.

**Miscellaneous Fees/Other Charges**

There will be no refund of miscellaneous fees or other charges.

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## STUDENT FINANCIAL PLANNING

Alvernia offers a variety of financial aid options, including scholarships, grants, student employment, and loan opportunities. Financial aid is designed to provide assistance to students whose personal and family resources cannot meet the full cost of education at Alvernia. Therefore, financial aid is only supplementary to the family's own best efforts to contribute to the student's education.

### **Cost of Attendance**

The cost of attendance for a student is an estimate of a student's educational expenses for the period of enrollment. The cost of attendance figure forms the basis of the financial need calculation that determines eligibility for all Title IV federal aid as well as state and institutional aid. Cost of attendance varies based upon enrollment and residential status. Items included in the cost of attendance include but are not limited to: tuition and fees, books, supplies, room and board (for students living in residence halls), living expenses (for students not living in residence halls), personal and transportation related expenses.

### **Financial Need**

Students applying for financial aid are required to file the Free Application for Federal Student Aid (FAFSA) in order to be eligible for all financial aid options except for selected merit or partnership scholarships. The FAFSA determines a family's expected family contribution (EFC) based upon the data supplied on the form. Financial need is the difference between the cost of attendance at Alvernia and the EFC determined from the FAFSA.

After financial need is determined, an aid package to assist with that financial need is developed for each student. The aid package is contingent upon when the student applies, when the student is accepted, college resources available, and funding levels set by the Federal and State governments.

### **Standard Academic Year**

Alvernia's definition of an academic year is a minimum of 30 weeks. An academic year may consist of two 15-week semesters. To be considered full-time, a student must be enrolled for at least 12 credits per semester. Students eligible for financial aid in a standard award year are generally not eligible for financial aid during the summer term. Please see the Office of Student Financial Planning for more information.

### **Borrow-Based Award Year (BBAY)**

Alvernia's definition of an academic year is a minimum of 30 weeks. For Adult Education and Graduate students an academic year consists of two semesters and can include the summer semester as one of the two semesters; therefore their aid is awarded in a BBAY (borrow-based award year) rather than the Standard Award Year. In order to be eligible for financial aid, students need to

be enrolled at least half-time. Half-time enrollment is defined as six credits per semester or six credits within two consecutive modules within the semester, or a combination of semester and mod classes within the same semester. Full-time status is defined as 12 credits per semester or 12 credits within two consecutive modules within the semester, or a combination of semester and mod classes within the same semester. Students can refer to the academic calendar for the start and end dates of each semester or module. Please contact the Office of Student Financial Planning for more information.

## **How to Apply**

To apply for financial aid follow these steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) by going online to [www.fafsa.gov](http://www.fafsa.gov). This form should be completed prior to May 1 to meet both the Alvernia and the Pennsylvania state grant deadlines. By submitting a FAFSA, a student is applying for all types of institutional, state and federal financial aid. A FAFSA must be filed each year in order to renew your financial aid eligibility.
2. Submit requested verification documentation in a timely manner. Selected applicants may be asked to submit copies of their U.S. Income Tax transcripts and other verification forms to Alvernia for review. Financial aid cannot be disbursed without these documents. Contact the Office of Student Financial Planning for more information regarding verification policies.
3. Complete federal student loan documents. The FAFSA is the application for federal student aid. New student borrowers must complete a Master Promissory Note (MPN) and Entrance Counseling. The MPN and an Entrance Counseling are available online at [www.studentloans.gov](http://www.studentloans.gov). Returning students who want to reapply for Direct Loans need to only file the FAFSA annually.
4. Additional financial options: Other loan options include the Parent Loan for Undergraduate Students (PLUS) and alternative loans. The PLUS application, which includes a credit check, and the PLUS MPN can be completed at [www.studentloans.gov](http://www.studentloans.gov). Information can be obtained from the Office of Student Financial Planning or [www.alvernia.edu/financialaid](http://www.alvernia.edu/financialaid) for alternative loan options.

## **Merit Scholarships and Awards**

### **Minimum Eligibility Requirements**

#### **Alvernia Institutional Aid**

To be eligible to receive Alvernia grants, scholarships and awards, a student must:

- matriculate and enroll full-time (at least 12 credits per semester) in the day academic division
- be seeking a first bachelor's degree
- be a United States citizen or eligible non-citizen
  - International students attending Alvernia on an approved student visa are only eligible for non-need based institutional merit aid
- not be in default on any student loan or owe a refund on any previous grant award
- be making satisfactory academic progress according to the Office of Student Financial Planning's requirements for financial eligibility

Merit scholarships and awards are awarded to first-time accepted, full-time students enrolled in the day academic division, and do not have to be repaid. Students must maintain a minimum Cumulative Grade Point Average (CGPA) to retain the scholarship/award and they are renewable for up to four years, five years for the Occupational Therapy program. Students who do not maintain the minimum required CGPA at the completion of the academic year (academic year includes fall and spring) will not be eligible for their merit based aid in the subsequent academic year. Students who have or had extenuating circumstances contributing to the student's inability to meet the minimum CGPA requirements may appeal to have the merit scholarship reinstated. If the appeal is approved, the merit scholarship will be reinstated for the fall semester of the next academic year. Students who have an approved merit scholarship appeal must achieve the required CGPA required for the merit scholarship at the completion of the fall semester to have the scholarship awarded in the spring semester. Students may also take courses at Alvernia during the summer semester in order to establish CGPA eligibility for the fall semester.

Students may not receive scholarships and awards from all Federal, state, institutional and private sources in excess of a student's cost of attendance as defined by his/her residential status. These scholarships, grants and awards also include, but are not limited to Resident Assistant discount, Student Ambassador Award, or employee/dependent tuition remission. See the Office of Student Financial Planning for details.

### **Merit Scholarships**

The following scholarships are awarded on a competitive basis to outstanding, first-time freshmen based upon review of a student's high school grade point average and SAT/ACT scores. Students receiving a merit-based scholarship are not eligible for Partnership Awards (PACE or Community Outreach). Specific criteria and scholarship amounts may change each year depending upon the pool of applicants and funding available. Scholarships are renewable for up to four years of attendance (see Minimum Eligibility Requirements).

- Shirley and Joseph Boscov Scholars Program: This scholarship is for Berks County high school students attending Alvernia majoring in the Arts, Education, Business, the Sciences or Healthcare. This award recognizes the student's academic promise as well as a solid record of strong leadership skills and community involvement. Students must maintain a 3.0 cum. grade point average to renew this scholarship.
- Presidential Scholarship: This scholarship is in honor of the outstanding leadership from each of Alvernia's six presidents, and recognizes the student's academic promise. Students must maintain a 3.0 cumulative grade point average to renew this scholarship.
- Trustees' Scholarship: This scholarship is in honor of our Board of Trustees, which serves as the governing board of Alvernia. Students must maintain a 2.75 cumulative grade point average to renew this scholarship.
- Veronica Founder's Scholarship: This scholarship is in honor of Mother Veronica, the foundress of the Bernardine Franciscan Sisters, the sponsoring congregation of Alvernia. Students must maintain a 2.5 cumulative grade point average to renew this scholarship.
- Achievement Award: This award is given to acknowledge the potential academic achievements of incoming Alvernia University students. For renewal of this award, students must maintain academic progress as defined at the end of this financial aid section.

**\*Students receiving Merit Scholarship awards are not eligible to receive High School Partnership awards listed below.**

### **High School Partnerships**

The following are awarded to first-time freshmen based upon the student's high school. The Office of Student Financial Planning's progress standards apply for renewal for up to four years.

- PACE (Partners in Catholic Education): This award is given to students who graduate from a Catholic high school.
- Community Outreach: This award is given to a resident or graduate of a high school within the following Pennsylvania counties: Berks, Chester, Lancaster, Lebanon, Lehigh, Montgomery, and Schuylkill.

**\*Students are eligible to receive either the High School Partnership awards or Merit Scholarship awards listed above. Students will receive the higher award they qualify for, not both awards.**

### **Named Scholarships**

Named scholarships or endowed awards are funded by outside donors and awarded to full-time students enrolled in the day academic division on a competitive basis according to guidelines set by the donor as well as institutional scholarships funded by Alvernia. Recipients of named scholarships are required to complete the FAFSA each year. In addition, students are encouraged to write a thank you letter to the individual or family donor of their award. Students will also have the honor of meeting the donor or representative of their named scholarship at the annual scholarship dinner held during the spring semester. Some scholarships require need-based recipients. The Office of Student Financial Planning's academic progress standards apply for renewal. Awards are renewable for up to four years (five years for the Occupational Therapy program) as long as the student continues to meet the eligibility requirements of the award and remains enrolled full-time.

### **Transfer Scholarships**

The following are awarded to first-time, full-time transfer students accepted in the day program who meet the specific scholarship requirements listed below. These awards are renewable for up to four years of attendance at Alvernia. Students must file the FAFSA to determine eligibility for other need-based funding. Students must maintain a minimum cumulative grade point average to renew the scholarship.

- ARPA (Alvernia and RACC Partnership Agreement): This scholarship is awarded to students who transfer from Reading Area Community College under the dual-admission program. Students must maintain a 2.5 cumulative grade point average to renew the scholarship.
- ACT (Alvernia Connects with Transfers) Scholarship: This scholarship is awarded to students who transfer from another institution with a 3.0 grade point average or higher. Students must maintain a 2.5 cumulative grade point average to renew the scholarship.
- ARC (Alvernia and RACC Connection) Scholarship: This scholarship is awarded to students who transfer from RACC with a 3.0 grade point average or higher. Students must maintain a 2.5 cumulative grade point average to renew the scholarship.
- Phi Theta Kappa Scholarship: This scholarship is awarded to current members of Phi Theta Kappa. Students are required to maintain a 2.5 cumulative grade point average to renew this scholarship.  
\*Students receiving the ARPA Scholarship are not eligible to receive the ACT or ARC, but are still eligible for the Phi Theta Kappa Scholarship.

\*Students receiving the ACT scholarship are also eligible to receive the ARC and/or Phi Theta Kappa scholarships providing they meet the required criteria as stated above.

## **Affiliation Awards**

Alvernia offers the following tuition discounts. Students receiving the Senior Citizen, Tuition Exchange, or Criminal Justice Partnership Program discounts are not eligible to receive Alvernia grants, awards or scholarships. Students may only receive one award per period of enrollment.

Allentown/Harrisburg Diocese Award: Full-time employees of the Allentown Diocese or Harrisburg Diocese and their dependent children will receive a \$1,000 non-need based award. A letter from the Diocese verifying employment must be sent to the Office of Student Financial Planning each year to receive this award. Students may be eligible for additional funding from Alvernia.

Alumni Discount: Students who have earned a bachelor's degree from Alvernia and return to complete a second undergraduate degree in the day academic division are eligible to receive a 20% tuition discount. Alumni who enroll in a graduate program are eligible to receive a 25% tuition discount.

Senior Citizen Discount: A tuition discount of 100% is given to students who are at least 65 years of age and are enrolled in coursework at Alvernia. Fees are charged separately and are the responsibility of the student. All degree-seeking students are required to file a FASFA. The discount will be reduced by any eligible grant funds.

Sibling Award: When two dependent siblings are enrolled full-time in the day academic division simultaneously, a tuition award of \$1000 will be given to each sibling. Students may be eligible for additional funding from Alvernia. Both siblings are required to meet satisfactory academic progress to be eligible.

Tuition Exchange: Tuition exchange is available for students whose parents are employed by a higher education institution that participates in the Tuition Exchange Program. This discount covers up to 100% of tuition minus any federal, state, outside funding. Students are required to pay for all other expenses including but not limited to books, fees, room and board. Tuition exchange students attending Alvernia are required to file a FAFSA each year. Contact the Human Resources Office for details.

## Need-Based Grants

### Federal and State Aid

#### Full-time (minimum of 12 credits per semester)

To be eligible to receive Title IV Federal grants, loans, and employment programs, as well as the Pennsylvania State grant, a student must:

- be a United States citizen or eligible non-citizen
- matriculate into a degree program
- not be in default on any student loan or owe a refund on previous grant
- be making satisfactory progress according to the Office of Student Financial Planning requirements and according to PHEAA for the Pennsylvania state grant
- not be convicted for possession or sale of drugs while receiving federal Title IV funding. (Federal programs only)
- be seeking a first degree, either associate or bachelor

#### Part-time (minimum of 6 credits per semester)

- students are eligible to receive Federal grants, Stafford loans, and Pennsylvania grants.

Need-based grants are awarded to accepted students with financial need and these grants do not have to be repaid. Alvernia's financial aid progress standards apply for renewal. Awards are renewable for four years of attendance (five years for the Occupational Therapy program).

Alvernia Grant: Awarded to students on the basis of financial need as determined by the FAFSA. Students must be enrolled full-time in the day academic program.

Federal Pell Grant: The federal government funds this grant program and students must demonstrate financial need according to a federal formula. Notification of eligibility is provided on the Student Aid Report (SAR). For adult education students who are eligible for the Pell grants, modules 1 & 2 are considered the fall semester, modules 3 & 4 are considered the spring semester, and modules 5 & 6 are considered the summer semester. Students may be eligible for Pell Grant funds for an individual module and over the summer semester. Please see the Office of Student Financial Planning for more information.

Federal Supplemental Educational Opportunity Grant (SEOG): Students must be enrolled at least half-time and be eligible for a Federal Pell Grant to be eligible for this award. This is a campus-based program funded by the federal government and award amounts are based upon exceptional financial need and dependent upon federal funding availability.

Pennsylvania State Grant: The Pennsylvania Higher Education Assistance Agency (PHEAA) offers grants to undergraduates (over 18) who are enrolled at least half-time and have established residency for at least 12 months prior to the date of application. Parents must meet domicile requirements for students under 18. The state grant deadline is May 1 for the following academic year. Full-time students must complete the state requirement of completing and earning passing grades in a minimum of 24 credits from the prior year of state grant eligibility to maintain academic progress (part time: 12 credits). Repeated courses do not count toward academic progress. Exceptions to the progress requirement can only be granted by PHEAA and appeals must be made directly to PHEAA. State grant eligibility is limited to four semesters for an associate degree and eight semesters for bachelor degree programs. Questions concerning the State Grant program can be directed to PHEAA at 1-800-692-7392. For adult education students with PA State grants, modules 1 & 2 are considered the fall semester and modules 3 & 4 are considered the spring semester. Students may also be eligible for summer State Grant funds. A separate application is required by PHEAA to apply for the summer term. Applications are available online at [www.pheaa.org](http://www.pheaa.org) in the spring semester proceeding the applicable summer term. Contact the Office of Student Financial Planning for more information.

Other State Grants: Connecticut, Delaware, Maine, Massachusetts, Ohio, Rhode Island, Vermont, Washington DC, and West Virginia residents may bring their state grants to most Pennsylvania colleges. Call the higher education assistance agency in your state for additional information on eligibility criteria and the application procedures.

## **Student Employment Programs**

Federal Work-Study (FWS): Federal Work Study is a federal government program whereby schools apply for, and are allocated federal funds to spend each academic year in the form of FWS financial aid awards. These awards are given to eligible students who demonstrate financial need. Financial need is determined using a standard formula to evaluate the financial information reported on the student's FAFSA. Students earn these awards by working part-time on or off campus and earning a paycheck, which can be used to pay for educational or living expenses. Employment for Federal Work-Study is available as funding allows and is not guaranteed. Students apply and interview for the positions that are available both on and off campus. Actual hours worked and pay level are dependent upon federal funding levels, job responsibilities, and number of years of employment while attending Alvernia.

Institutional Work-Study: Institutional work-study is non-need based and is funded entirely by Alvernia. Funds for institutional work-study are limited to certain departments based upon specific needs and job skills.

Employment for institutional work-study is available as funding allows and is not guaranteed. Students apply and interview for the positions that are available across campus.

State Work-Study: Pennsylvania state work study is a PHEAA sponsored program whose purpose is to provide students with an opportunity to gain career-related work experience and, at the same time, earn funds to assist them in paying for college education. To qualify, a student must be a Pennsylvania resident, be enrolled at least half-time (6 credits or more), be a state grant recipient and not owe a state grant refund or have defaulted on any student loan. Employment for state work-study is available as funding allows and is not guaranteed.

Students must file a Free Application for Federal Student Aid (FAFSA) to be considered for any student employment program. Students must be full-time undergraduate degree seeking students throughout the academic year and maintain satisfactory academic progress as defined by the Student Financial Planning Office.

## **Loan Programs**

All loans must be repaid in accordance with the repayment schedules established for each type of loan program. Sample loan repayment schedules are available upon request. Entrance and exit counseling are required for receipt of Federal Direct Stafford loan funds. Stafford loan entrance and exit counseling is completed online at [www.studentloans.gov](http://www.studentloans.gov). Exit counseling is completed at the end of the student's enrollment at Alvernia.

### **Direct Stafford Loans:**

Direct Stafford Loans are federally regulated funds borrowed from the U.S. Department of Education. A student's academic level determines the maximum eligibility for the Direct Stafford Loan each year. Students must file the Free Application for Federal Student Aid (FAFSA) to determine eligibility. Renewal loans require the FAFSA to be completed each year. In addition, the student must be enrolled at least half-time (six credits per semester).. Annual loan terms for Direct Subsidized and Unsubsidized student loans are based on a minimum of two semesters per year.

Direct Subsidized Loans: are for students with financial need. These loans have a 6.8% fixed interest rate for 2013-2014. Students are not charged interest while attending school at least half-time.

**Direct Unsubsidized Loan:** Students are not required to demonstrate financial need to receive this loan. The Unsubsidized loan has a fixed interest rate of 6.8%. Interest accrues (accumulates) on an unsubsidized loan from the time the first disbursement has been paid to the institution. Students may pay the interest while in school, during grace periods, deferment periods and/or forbearance periods. Students who choose not to pay interest may allow it to accrue and capitalize (that is, added to the principal amount of the loan). If a student chooses not to pay the interest as it accrues this will increase the total amount of debt to repay because the student will be charged interest on a higher principal amount.

Both Direct Loans are subject to a 1-2% origination fee, deducted from the loan prior to disbursement to the institution. It is important for undergraduate students to understand borrowing maximums and aggregate (lifetime) limits.

**The total Direct Stafford Loan borrowing cannot exceed the following maximums:**

Year/Grade Level in school	Dependent Undergraduate Students (except students whose parents are unable to obtain PLUS Loans)	Independent Undergraduate Students (and dependent students whose parents are unable to obtain PLUS Loans)	Graduate and Professional Degree Students
First Year/Freshman (1-29 credits)	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.	\$20,500 per academic year – Loans disbursed on or after July 1, 2012 will be unsubsidized
Second Year/Sophomore (30-59 credits)	\$6,500-No more than \$4,500 of this amount may be in subsidized loans.	\$10,500-No more than \$4,500 of this amount may be in subsidized loans.	
Third Year/Junior (60-89 credits)	\$7,500-No more than \$5,500 of this amount may be in subsidized loans.	\$12,500-No more than \$5,500 of this amount may be in subsidized loans.	
Fourth Year and Beyond/Senior (90+ credits)	\$7,500-No more than \$5,500 of this amount may be in subsidized loans.	\$12,500-No more than \$5,500 of this amount may be in subsidized loans.	\$138,500–No more than \$65,500 of this amount may be in subsidized loans. The graduate debt limit includes Federal Stafford Loans received for undergraduate study.
Maximum total debt from Federal Stafford Loans borrowed (aggregate loan limits)	\$31,000-No more than \$23,000 of this amount may be in subsidized loans.	\$57,500-No more than \$23,500 of this amount may be in subsidized loans.	

Note: These annual loan limit amounts are the maximum yearly amounts you can borrow in both subsidized and unsubsidized loans. You can have one type of loan or a combination of both. Because you can't borrow more than your cost of attendance minus any other financial aid you'll get, you may receive less than the annual maximum amounts. Also, the annual loan limits assume that your

program of study is at least a full academic year. The maximum annual and total loan limits include any Stafford Loans you may have received under the FFEL Program. Information provided per [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

If the student is independent, according to federal requirements, he or she may be eligible to borrow an additional Direct Unsubsidized Student Loan. Freshman and sophomore students may borrow an additional \$4,000/year and junior and senior students may borrow an additional \$5,000/year. For more details on dependent/independent and undergraduate eligibility, please visit [www.studentaid.gov](http://www.studentaid.gov).

**Direct Parent PLUS Loan:** Through this loan program, a parent of a dependent undergraduate student may borrow up to the total cost of education (less any financial aid received) from the U.S. Department of Education. The loan has a fixed interest rate of 7.9%, and the interest may be tax deductible. The loan is subject to a 4-5% origination fee deducted from the loan prior to disbursement to the institution. The student for whom the parent is borrowing must be enrolled at least half-time (six credits per semester) and be making satisfactory academic progress to be eligible for this loan. A credit check is required for approval of the PLUS loan. If the parent is denied for a PLUS loan, the dependent student may borrow an additional Direct Unsubsidized Student Loan in his or her own name.

**Direct Graduate PLUS Loan:** Graduate and professional degree students may borrow through the Direct Graduate PLUS loan program. The maximum a student may borrow per academic year is the cost of education minus financial aid. Applicants for this loan are required to complete a Free Application for Federal Student Aid (FAFSA). Direct Graduate PLUS loans are only available to students after they have applied for their annual loan limits through the Direct Student Loan program.

**Private or Alternative Loan Programs:** Alternative loans are designed to assist students and their families who need to borrow additional funds to meet the cost of an Alvernia education. Loan approval is generally based on creditworthiness and ability to repay. The primary borrower for alternative loans is the student; however, most dependent students require a creditworthy co-signer. The interest rate on the loan is variable though fixed rates may be offered by some lenders and does accrue while the student is in school. The interest may be paid or deferred until after graduation or when the student ceases to be enrolled at least half-time. The principal can also be paid or deferred until after graduation or when the student ceases to be enrolled at least half-time. As with any loan, careful consideration should be made in determining amounts to be borrowed as the loan must be repaid. Not all private loans are the same with regard to approval rates, ease of application, desirable repayment terms, interest rate, loan fees, eligibility requirements, and borrower benefits. For additional information on alternative loans, as well as to view the Alvernia recommended lender list,

please visit [www.alvernia.edu/financialaid](http://www.alvernia.edu/financialaid) or contact the Office of Student Financial Planning.

**New Jersey Class Loan:** This loan is for New Jersey residents and their parents. Students must be enrolled at least half-time (6 credits per semester). Applicants must have a satisfactory credit record, and the interest rate depends upon the repayment options selected. Principal can be deferred while the student is in school. To apply or receive information, call NJHEAA at 1-800-792-8670.

## Other Types of Financial Assistance

**Private Scholarship Sources:** While it takes some effort to find these competitive private sources, it is well worth the time to locate additional funds. See high school guidance counselors, the public library, the Office of Student Financial Planning and websites for scholarship searches on the Internet, including <http://www.alvernia.edu/financialaid/scholarshipresources.html>.

**Student Payment Plan:** Alvernia offers a convenient, manageable payment solution, which allows you to pay tuition in interest-free monthly installments rather than one lump sum. The plan, administered by Sallie Mae, offers:

- **More time to pay:** Spread your tuition payments over a period of several months.
- **Interest Savings:** Use in place of (or in conjunction with) student loans to make monthly payments, interest free.
- **Convenience:** Enroll, manage your account and make payments all online, 24 hours a day.

An application fee (\$50/annual or \$30/semester) will apply. Additional information is available in the Student Billing Office.

**Veterans Administration Benefits:** The Office of Student Financial Planning welcomes all veterans, eligible dependents, members of the Guard and Reserves, and Active Duty personnel to Alvernia University. Your Veterans Affairs, Federal, and State education benefits are part of your compensation for the time you devote to or spent serving your country. They are designed to help you afford a college education — an education that can be a valuable tool in building a successful future. Alvernia University is a participating institution in the Yellow Ribbon program and has been recognized nationally as a Military Friendly School.

For more information pertaining to Veteran Benefits, please contact the Veteran Affairs Certifying Official whom resides in the Office of Student Financial Planning in Bernardine Hall (Room 1103) for more information or by calling (610) 796-8356. You may also contact the Veterans Affairs Administration at 1-888-442-4551.

Office of Vocational Rehabilitation and Blindness and Visual Services: The Pennsylvania Office of Vocational Rehabilitation (OVR) and Blindness and Visual Services (BVS) give educational monies to students with disabilities. To receive additional information, contact the office nearest your home. The OVR office closest to Alvernia is located at 1090 Commons Blvd., Reading, PA 19605 and can be reached at 610-378-4370 or 1-800-442-0949. The BVS office can be reached by dialing 1-570-826-2361.

## Financial Aid Policies

**Disbursement of Financial Aid:** All financial aid appears as “anticipated” on student invoices until aid has been received and credited to a student’s account. Federal, state and university grants, scholarships and awards for each semester are deducted approximately 1-2 weeks after the add/drop period of each semester as long as the student has complied with all financial aid requirements set by the Office of Student Financial Planning. Students making changes to their schedule or who have had changes made due to cancellation of class should immediately contact the Office of Student Financial Planning to be sure there is no change in their financial eligibility. Work Study awards are not credited to the bill but paid directly to the student in the form of a paycheck. Students are encouraged to use these earnings for spending money related to educational expenses whenever possible.

Direct Loan/Direct PLUS recipients should deduct lender fees (if applicable) from loan approval amounts. Direct Loan/Direct PLUS proceeds are sent by electronic funds transfer (EFT) to Alvernia. Students are notified when loans have been credited and have the option to cancel all or a portion of those loans during the academic year.

Students with outside scholarships should notify the Office of Student Financial Planning by sending a copy of the award letter to the office. The amount must be included as a financial aid resource and may affect the student’s eligibility for previously awarded aid.

**Financial Aid Refund Policy:** Students who withdraw completely from Alvernia should see the Billing section of this catalog for additional information. For students who have received Federal Title IV financial aid, and have

withdrawn completely from Alvernia, which includes students on an approved medical leave of absence, the following refund policy is the return of funds policy in accordance with the 1998 Code of Federal Regulations 668.22. For a complete copy of the refund policy and the allocation of refunds, contact the Office of Student Financial Planning or the Student Billing Office.

The Office of Student Financial Planning is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence, including approved medical leave of absence, prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, a student has earned 100% of the Title IV funds. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five consecutive days or more is not counted as part of the days in the term.) This percentage equals the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may also be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe an outstanding balance to Alvernia.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Permission from the student may be required in order to issue the post-withdrawal disbursement. Written notification will be provided to the student and must be signed and returned within a specified period of time in order to credit the funds to a student's account. Alvernia must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Student Loans (other than PLUS loans)
- Direct Subsidized Student Loans

- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Academic Competitiveness Grant
- National SMART Grant
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)

**Changes in Financial Aid:** The university reserves the right to change any award package throughout the academic year. Adjustments may result from (but are not limited to) one or more of the following: change in income reported; change in enrollment status; change in housing status; change in financial need; not maintaining satisfactory academic progress, or receipt of outside assistance. Most federal, state and some institutional aid programs prohibit a student from receiving aid in excess of his or her financial need. If necessary, Alvernia will reduce loan funds before reducing grant funds.

**Special Family Circumstances:** Families with special circumstances involving severe financial hardship should contact the Office of Student Financial Planning for a copy of the office's guidelines for special circumstances.

**Off-Campus Programs:** Financial aid (including Federal Title IV assistance) may be available for students who enroll in study abroad or The Washington Center programs. Students should make an appointment with the Director of the Office of Student Financial Planning to determine individual funding availability. Students interested in study abroad should see the Study Abroad Coordinator for more information.

**Summer Term:** The summer term is considered a trailer semester, following the prior fall and spring. The current academic year's Free Application for Federal Student Aid (FAFSA) will be used to determine federal, state, and/or federal loan eligibility. Institutional aid is not available during the summer. The summer term consists of semester courses, and mod 5 and mod 6 courses. The PA Summer State Grant requires a separate summer application. Please see [www.pheaa.org](http://www.pheaa.org) for more information. Contact the Office of Student Financial Planning for details on individual eligibility during the summer.

## Financial Aid Standards of Satisfactory Academic Progress

**Basic Requirement:** Federal regulations require students applying for or receiving federal financial aid maintain satisfactory academic progress toward their degree. These standards are applied to Alvernia institutional aid recipients as well.

To measure progress, the Office of Student Financial Planning evaluates a student's academic record at the completion of each semester, reviewing both quantitative (the maximum timeframe and completion rate) and qualitative (cumulative grade point average) standards as a student pursues his/her degree. Failure to meet these standards will result in either a warning status, or in the suspension of federal, state and/or institutional aid eligibility.

**Quantitative Standards:** Maximum timeframe for program completion is defined as 150% of the credits required to complete the degree program as defined by Alvernia. For example: Bachelor of Arts in criminal justice = 123 credits x 150% = 184 credits. 184 credits is the maximum that can be attempted with financial aid.

Students must maintain a minimum course completion for progress each semester of at least 67%. This is calculated by dividing the number of credits earned by the credits attempted. Credits transferred from another institution count toward attempted and earned credits.

**Repeated Coursework:** Students may repeat a previously passed course one time and maintain financial eligibility, assuming all other academic progress requirements have been met. Repeated coursework counts toward the 150% completion time frame. Repeated coursework may affect eligibility for future PA state grant funding. Please contact the Office of Student Financial Planning, or PHEAA at 800-692-7392 for more information.

**Qualitative:** The qualitative requirement establishes a minimum cumulative grade point average for all students to reasonably progress through their program of study. The following chart identifies the minimum standards required for students to achieve and maintain satisfactory academic progress.

Credits Attempted (Including Transfer Credits)	Minimum Cumulative Grade Point Average
1-23	1.0
24-59	1.6
60-71	1.7
72+	2.0

**Consequences of not maintaining Satisfactory Academic Progress (SAP):**

The following statuses refer to Financial Aid Warning and Probation, not academic probation.

**Financial Aid Warning:** The first time a student fails to meet the SAP standards as defined above, the student will be placed on financial aid warning. The student will remain eligible for financial aid during the warning period.

**Financial Aid Suspension:** If, after being placed on financial aid warning status, the student fails to maintain the standards of SAP as defined above, the student will be placed in a suspension status and will immediately lose financial aid eligibility for the subsequent academic term.

**Maximum Timeframe Suspension:** If the student fails to meet the maximum time frame standards as defined above, the student will be placed in a suspension status and will immediately lose financial aid eligibility.

Students who have their financial aid cancelled due to a failure to maintain SAP standards will remain ineligible until such time as they are able to meet the quantitative and/or qualitative standards as defined above. Students ineligible for financial aid will be responsible for payment on their own of all tuition, room, board and fees and charges assessed by Alvernia.

**Appeal Process:** A student may appeal his/her failure to maintain SAP standards for financial aid if extenuating or mitigating circumstances exist. Appeals will be considered for circumstances that include but are not limited to: death or illness of immediate family member, medical condition, hospitalization, documented emotional distress, or any other situation beyond the student's control. All appeals must be in written format and include the following information:

- Name, student ID and program of study.
- Details of the situation resulting in the financial aid suspension
- Documentation supporting the details of the letter (e.g. death certificate, doctor's note, hospital bill, police report, letter from academic advisor or 3<sup>rd</sup> party)
- Plans for next term of enrollment (e.g. number or credits, change of major, academic improvement plan details, etc.)

As part of the appeal process, the student must provide information about why he/she failed to maintain SAP standards, and what has changed in the student's situation that will allow him/her to demonstrate satisfactory academic progress at the next evaluation.

Appeals are evaluated by the Financial Aid Appeal Committee that meets weekly. The student will be notified of the Committee's decision in writing. The

decision of the Committee is final. Students should make payment arrangements while waiting on the Committee's decision if necessary.

**Financial Aid Probation:** Students who have had an appeal approved will be placed on probation for one semester and will have their financial aid reinstated for the probation semester. If the student fails to maintain SAP standards at the end of this semester, he/she will lose financial aid eligibility until SAP standards are met.

Students who are mathematically unable to achieve good academic standing (for quantitative and/or qualitative standards) may be placed on an academic improvement plan during the probation semester and following terms, if necessary. Students who meet the minimum requirements of the plan but not SAP standards will be financial aid eligible until such time he/she is in good academic standing.

**Reinstatement of Eligibility:** Financial aid eligibility may be reinstated after a student meets the SAP standards, quantitative and qualitative, as defined above. Students who regain eligibility by completing required coursework must notify the Office of Student Financial Planning in order to have their progress reevaluated, and financial aid reinstated.

**Summer Semester:** Credit hours attempted during the summer semester will be included in the calculation of SAP standards just as any other period of enrollment.

**Returning Students (including those on approved LOA or Medical LOA):** Returning students are evaluated on a continuing basis from acceptance (if out for more than a year) or enrollment. If SAP standards have not been met as detailed above, the student may be placed on warning (first SAP violation) or suspension (subsequent violation). Students on suspension may appeal and must follow the appeal requirements as detailed above. A returning student's SAP will be assessed under the current SAP policies as detailed above.

**Student Athletes:** Students who are participating in intercollegiate athletics must maintain full-time enrollment (defined as a minimum of 12 credit hours per semester). The SAP standards listed above are specific to continued financial aid eligibility. Please refer to the student athlete handbook for NCAA academic standards to ensure eligibility is maintained.

**Scholarship Recipients:** Students who are recipients of merit-based scholarships must maintain full-time enrollment and CGPA standards to maintain award eligibility. Please refer to the merit based scholarship and award section of this catalog for more details.

**Partnership and Institutional Aid Recipients:** Students who are recipients of partnership and/or institutional aid must maintain full-time enrollment and SAP standards as detailed above to maintain award eligibility.

**Description of Grades and their effect on SAP Standards:**

<b>Letter Grade</b>	<b>Letter Description</b>	<b>Attempted Credits</b>	<b>Earned Credits</b>	<b>Grade Point Average</b>	<b>Maximum Time Frame</b>
A	94-100	Y	Y	Y	Y
A-	90-93	Y	Y	Y	Y
B+	87-89	Y	Y	Y	Y
B	83-86	Y	Y	Y	Y
B-	80-82	Y	Y	Y	Y
C+	77-79	Y	Y	Y	Y
C	73-76	Y	Y	Y	Y
C-	70-72	Y	Y	Y	Y
D+	67-69	Y	Y	Y	Y
D	63-66	Y	Y	Y	Y
D-	60-62	Y	Y	Y	Y
F	Below 60	Y	Y	Y	Y
T	Transfer Credit	Y	Y	N	Y
P	Passing Grade	Y	Y	N	Y
I*	Incomplete	Y	N	N	Y
WP	Withdraw Pass	Y	Y	N	Y
WF	Withdraw Fail	Y	Y	N	Y
AU	Audit	N	N	N	N

\*Students have four weeks from the final exam period to make up any approved assignments. Incomplete grades that have not been changed within this time period will be changed to “F.”

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## Student Life

The Student Life staff, located in several locations and supervised by the Vice President for University Life, encompasses services and programs that are designed to enhance the co-curricular learning environment as a vital element in Alvernia University's commitment to the education of the whole person. The staff and programs include: Health and Wellness, Community Standards, Counseling Services, Student Government Association, Residence Life, Student Activities, Campus Ministry, and Cross-Cultural Initiatives. These programs and services, taken together, assist students in developing their abilities to be self-directed human beings, capable of moving through various work, leisure, and life roles in order to make vital contributions to the home, church, and community. Student Life works closely with the Center for Student Success, the faculty, and all other university staff for the benefit of the students of Alvernia.

*Note: Additional Student Life information is available in the Student Handbook.*

### **Activities Calendar**

Activities and events are posted on the website calendar and can be accessed by clicking the news/events on the university homepage. Also, a list of student activities for the month is posted on the Student Activities webpage and semester activity posters are available in the Office of Student Activities.

### **Campus Ministry**

Campus Ministry is located on the first floor of the Commons. As a Catholic, Franciscan University, Alvernia seeks to maintain the Catholic character and purpose of the institution envisioned by the founding congregation, the Bernardine Franciscan Sisters. The university welcomes people of all faith traditions and invites all to participate in the spiritual, community service, and social justice programs that highlight our mission.

Campus Ministry seeks to stimulate growth in faith, formation of Christian conscience, leadership and personal development, formation of human community, and an understanding of issues of peace and justice. Activities include opportunities for prayer and worship through Sunday and weekly liturgies, opportunities for reflection and discussion through retreats and other programs, and a variety of community service opportunities. Opportunities for ecumenical prayer and faith sharing are offered on campus to meet the needs of all students.

### **Community Standards**

The Community Standards Office is located in Veronica Hall, within the Residence Life suite. The office's primary function is to address all violations of the Student Code of Citizenship and/or University Policy in a fair and

reasonable manner, while balancing both the students' and institution's rights and responsibilities. In accordance with Alvernia's Community Standards Mission, the office strives to create and support an environment where rigorous, caring, and inclusive learning communities thrive, while promoting good citizenship at Alvernia University.

### **Community Service (Requirements and forms 610-796-8201; Service opportunities 610-796-5509)**

To instill a spirit of service, Alvernia University requires community service to be completed by all undergraduate students before graduation. For the community service requirements, see the Graduation Requirements in the Programs and Courses of Study section of this catalog or contact the Registrar. For service opportunities, please contact the Holleran Center for Community Engagement.

### **Counseling Center (610-568-1467)**

The Counseling Office is located in the Health and Wellness Center, ground floor of Veronica Hall. Please see the Counseling Services under Health and Wellness Center, below.

### **Health and Wellness Center (610-568-1467)**

The Health and Wellness Center is located on the ground floor of Veronica Hall. The center is proud to offer a safe, caring, and confidential environment for the healthcare and counseling needs of our students.

The center's staff encourages individuals to maximize their physical, emotional and spiritual wellness and empowers our students to make healthy choices regarding their lifestyle.

All services rendered at the Health and Wellness center are confidential. The center is HIPAA compliant. This means that the center may not release any medical information without the student's written consent.

Counseling Services: The center offers free short-term counseling services to individuals by a licensed psychologist. If necessary, the counselor will make referrals to off-campus counseling services. Counseling Services also provides educational programming opportunities for the university community designed to meet the needs of the community in areas of personal emotional development and substance abuse issues.

Health Services: All full-time students are required to submit a medical history form with their immunization history to the Health and Wellness Center prior to starting classes at Alvernia. Residence hall students are required to have either a record of receiving the meningococcal vaccine or a waiver

denying the immunization signed and turned in to the Health and Wellness Center prior to moving into the residence hall.

Health services are available to all registered students. The center provides evaluation and treatment of minor illnesses and injuries, health education, and referrals to off-campus medical facilities, as well as on-campus programming to educate our students about living a healthy lifestyle. Appointments are available Monday through Friday and are free of charge. (There may be a minimal charge for medications prescribed by our medical staff.) Please remember, it is the responsibility of the student to notify his/her professors regarding any absence due to illness. The Health and Wellness Center does not excuse students from class.

Medical Emergencies: In a medical emergency, students should observe the following procedures: Life threatening emergency, dial 911 immediately; in other instances, call Public Safety at x8350.

### **Cross-Cultural Services (610-796-8437)**

Cross-Cultural Services are led by Director of Freshman Foundations and Cross-Cultural Services, Wanda Copeland, Bernardine Hall 1102. We welcome, celebrate and support students from all diverse backgrounds. The university promotes understanding, unity and appreciation of the growing diversity of our campus, affirming the inherent value and dignity of each person, regardless of race, gender differences, national origin or religion. The campus community recognizes ethnic awareness with respect and openness to the richness and wisdom of various groups so that students can prosper academically, and socially.

The director works with all areas of the campus community to implement cross-cultural programs such as a calendar of social, cultural, and other co-curricular activities that are consistent with best practices and designed to support the success of all students. The director is available to students on both a formal and informal basis to discuss issues, implement ideas, help solve problems, and direct to appropriate channels for resolution of issues.

### **Residence Life (610-796-8320)**

The Office of Residence Life is located on the first floor of Veronica Hall. The University's Residence Life philosophy promotes moral development and civic responsibility, welcomes diversity, and respects the dignity of the human person at all times. The living-learning environment of the residence halls provides valuable learning opportunities through interaction with other students. Alvernia University maintains several housing options for students: traditional residence halls, suite-style halls, apartment-style halls, and townhouse units. Full-time professional staff members including Graduate Hall Directors and Student Resident Assistants staff the residence halls. The Residence Life staff offers

activities throughout the year designed to build community and to enhance the academic and social life of the campus.

*Note: For specific information regarding residence life policies and procedures please refer to the Residence Life & Housing section of the Student Handbook.*

### **Student Activities and Organizations (610-796-8408)**

The Student Activities Office is located in the new Campus Commons building. The staff works with the university's numerous student organizations to provide a calendar of social, cultural, and other co-curricular activities for Alvernia students throughout the year. These have included comedy acts, dances, educational and motivational speakers, activities related to majors and career choices, Spring Fling, and trips to New York City, Washington, D.C., and Baltimore, Md., to name a few.

### **Student Government Association (610-796-8341)**

The Student Government Association (SGA) is comprised of all full-time and part-time undergraduate students. These elected officers represent the student body. Regular meetings are held to discuss campus issues, to award funding to student organizations, and to plan activities throughout the year. In addition, SGA hosts several major events each year and plays an integral part in shaping the campus community.

## **Student Services**

*Additional Student Service information is available in the Student Handbook.*

### **Athletics and Recreation (610-796-8276)**

Alvernia University views athletics as an integral component of the overall educational mission. Alvernia is a member of the Middle Atlantic Conference (MAC), the Eastern Collegiate Athletic Conference (ECAC), and the National Collegiate Athletic Conference (NCAA), Division III. The university has adopted the Division III philosophy statement as its own and follows the guidelines of Division III. The Alvernia University Department of Athletics and Recreation is part of the NCAA CHAMPS/Life Skills Program, which focuses on five key areas: Academics, Athletics, Community Service, Career Development, and Personal Development.

The Department of Athletics and Recreation Policy Handbook outlines the philosophy of athletics at Alvernia and the responsibility of the Athletic Director, coaches, staff, and student-athletes. Information in the handbook includes, but is not limited to the following: academic eligibility and responsibilities, social responsibilities, community service, class absence, insurance, varsity status, awards, role of athletics in the total college mission,

student-athlete advisory committee (SAAC), and the NCAA summary regulations and certification information.

Alvernia University sponsors intercollegiate teams for men in cross-country, lacrosse, tennis, soccer, basketball, track and field, baseball, and golf. Women's teams include cross-country, lacrosse, volleyball, field hockey, basketball, tennis, track and field, soccer, and softball. The coed cheer team, dance team, and the ice hockey team are club sports run under the Department of Athletics and Recreation.

The Department of Athletics and Recreation also offers a variety of recreation and wellness opportunities throughout the year. The recreation activities are organized by the Intramural Athletic Board (IAB), which is a student run organization. All intramural and wellness opportunities are available to Alvernia students, faculty and staff.

The Commons on main campus is equipped with a Cardio Center and a Strength Training Room that are available to all Alvernia students, faculty, and staff. These areas include a dance/yoga room, treadmills, elliptical machines, steppers, bicycles, and strength training equipment. Graduate and Adult Education students are encouraged to take advantage of the services provided by the Commons.

### **Bookstore (610-796-8250)**

The bookstore is located on the first floor of the Student Center. Textbooks, supplies, software, clothing, and gifts can be purchased online. Texts may be picked up in the bookstore or shipped directly to your home or place of business. In addition, Alvernia University novelties, greeting cards, snacks, drinks, postage stamps, phone cards, pre-pay phones, electronics, and general health and beauty items are available in the store.

Students may use cash, checks, money orders, credit cards or financial aid (when applicable) for in-store purchases. Orders placed on the Internet may be paid with a credit card or financial aid (when applicable).

### **Campus Shuttle (610-796-8350)**

Alvernia provides a campus shuttle between the Ken-Grill parking lot, Upland Center, Bernardine Hall, and the Angelica parking lot. The shuttle schedule is available by calling Public Safety at 610-796-8350. In the evening upon request, Alvernia can also provide transportation to the BARTA Route 10 bus stop at the corner of Brookline Plaza and Lancaster Avenue. A specific BARTA bus schedule can be found at [www.bartabus.com](http://www.bartabus.com). Student wishing to utilize evening transportation to this bus stop should call Public Safety (610-796-8350) to make arrangements.

**Dining Services (610-796-8222)**

Alvernia's food/dining service is provided by Aladdin Food Management Service, Inc. All resident students are required to participate in the meal plan provided by the University; commuter students, visitors and other members of the Alvernia community may use the dining facilities on an "all you can eat" basis for a set cash price. Students on a meal plan must present their ID/meal card to the cashier at each meal.

There are three dining locales on campus: The Main Dining Hall (Student Center), Kestrel Café (Bernardine Hall), and Courtside Café (PEC). Please see the Student Handbook for additional information.

**Identification Cards (610-796-8350)**

Every student must possess a valid Alvernia photo identification card (ID). This card should be carried at all times and is not transferable. Students must present their ID to utilize dining and library services, to gain admission to the cardio/weight room, and for admission to sporting and social activities on campus. IDs are also needed to gain entrance to residence halls and to access other campus buildings after hours. Debit accounts for the Bookstore and Dining Services are also available with a student ID. ID photos are taken throughout the year at the Public Safety Office.

**International Student Programs**

Current Alvernia students interested in studying abroad should contact the Study Abroad Coordinator at 610-790-1982.

Alvernia officially accepts and hosts individuals from various countries throughout the world. Some come to campus as one-year exchange students while others enroll in a traditional four-year degree program. All international students follow Alvernia's standard admission policies and practices. In addition, standardized test scores of English proficiency may also be required. For more detailed information on applying to Alvernia as an international student, please call the International Admissions Counselor at 610-568-1420.

International students at the Reading campus who have questions related to their acclimation to the United States should contact the office of the Vice President for University Life, 610-796-8211; International students enrolled at our Philadelphia campus should contact 215-635-4734. Those students enrolled in the ESL non-collegiate credit program, should contact the ESL program director at 215-635-0704.

Alvernia fully complies with all Federal mandates concerning international students. The Registrar's Office is responsible for the required record keeping as defined by Immigration and Customs Enforcement (ICE), Student and Exchange Visitor Information System (SEVIS), and the Department of Homeland

Security. Prospective international students can obtain further information about how Alvernia reports information to federal agencies by contacting the Office of the Registrar.

### **Parking (610-796-8350)**

All motor vehicles parked on campus, and in auxiliary parking lots, must display a current Alvernia parking permit. Parking permits may be obtained from the Public Safety Department. For additional information on parking policies see the Undergraduate Student Handbook.

### **Safety and Security**

#### Office of Public Safety (610-796-8350)

Alvernia strives to maintain a clean, safe, healthy environment for its students, faculty, and staff to enjoy. While no institution can guarantee the safety of all members, Alvernia has taken steps to promote a safe environment conducive to the campus community's successful academic and co-curricular pursuits. The Public Safety Office is staffed 24-hours-a-day, each day of the year, and conducts both vehicular and foot patrols. All officers carry cell phones and two-way radios while on patrol and are CPR AED and first aid certified.

The Public Safety Office is a clearinghouse for lost and found items, reported activities, and emergencies occurring on campus. All reported incidents are thoroughly investigated, including those related to alcohol and other drugs. The Alvernia community is alerted to safety concerns through written and verbal communications including bulletin boards, flyers, meetings, the Alvernia newspaper and an electronic alert system. If a murder, forcible rape, or other serious crime is alleged to have occurred on the campus, the President or his designee shall notify the campus community so as to protect the alleged victim's right to privacy while alerting the community to potential danger. Members of the Alvernia community who witness or may be victimized by a criminal offense should contact the Public Safety Office immediately.

Alvernia, in being true to its mission and its responsibility to its students and employees, is dedicated to doing what is necessary both to maintain the dignity of students and employees and to teach them to accept their roles as responsible men and women in society. Alvernia, therefore, not only distributes this section of this publication as required by law, but also sponsors crime prevention talks presented by local policing authorities or the Criminal Justice Club. Discussions of safety procedures and practices are included in new student and employee orientation programs. For campus residents, more frequent reminders are provided.

Students may contact local police at any time a crime is witnessed or suspected, but Public Safety should also be notified so a Safety Officer can escort police to the appropriate place on campus. Investigations are conducted through the process of sharing information.

### Campus Call Boxes

Alvernia University has installed emergency call boxes on campus. Call boxes may be utilized in an emergency; pressing the red button immediately sends a distress signal to the Reading Police Department and also notifies Alvernia Public Safety.

### E2Campus

In an effort to ensure the safety and security of the Alvernia community, the university has adopted e2Campus. E2Campus is a campus-wide, text-messaging and voicemail system that will enable Alvernia University officials to communicate with registered students, faculty, staff, and parents in the event of a catastrophic emergency. Registration is free and can be accessed by clicking on the “Logins” link, located on the homepage of the university website.

### Escort Service (610-796-8350)

Alvernia Public Safety offers free escort service for students and staff who feel uncomfortable traveling on campus. Students and staff should call x8350 to arrange for this service.

### Parking Lot Cameras

Video cameras are strategically placed in campus parking lots to aid in hindering vandalism to vehicles. Note: Alvernia University assumes NO LIABILITY for theft or damages to vehicles parked on premises.

## Academic Information Directory

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## **Academic Information**

The administration of the Alvernia University community is provided for by the policies stated in this catalog. Attendance at Alvernia is a privilege and not a right. By registering, the student concedes to the university the right to require his/her withdrawal. Request for withdrawal can be made at any time it is deemed necessary to safeguard the ideals of character and scholarship and to secure compliance with regulations.

The university reserves the right to change its admission, registration, graduation or financial requirements as necessary. Every effort is made to provide advance information regarding such changes.

## **Student Academic Responsibility**

Students are solely responsible for assuring that their academic program complies with the policies of the university. Advisors are provided to assist students in planning their academic program and they assist with course selection and registration. Advisors are not authorized to change established policy of the university.

## **Bachelor's Degree Requirements**

To receive a Bachelor of Arts or a Bachelor of Science degree at Alvernia, a student must successfully complete a minimum of 123 semester credits. The total may vary according to the major program. Students must achieve a 2.0 cumulative grade point average (GPA) in all completed courses. Please note that specific majors may carry higher GPA requirements. Further, all required courses must be passed. See program descriptions and courses of study in this catalog for any program-specific grade point requirements. Students must complete 45 of their last 60 credits at Alvernia University. Students must complete twelve credits in the major and nine in the minor at Alvernia University.

Any students requesting a variance from degree requirements must petition the Academic Standards Committee in writing and should submit supporting documents from their academic advisors as well as from the relevant departments. Contact the Registrar's Office for the Academic Standards Committee information.

All students are encouraged to participate in Commencement exercises, which are held in May and December (a fee is charged for commencement). August

and December graduates walk in the December Commencement exercises and May graduates walk in the May Commencement exercises. Seniors must submit the Graduation Application Form to the Registrar's Office as follows: October 1, for May Graduation; December 1, for summer graduation; March 1, for December graduation.

## **Associate Degree Requirements**

To receive an Associate of Science degree at Alvernia University, a student must complete a minimum of 65 semester credits. The total semester credits may vary according to major. Associate degree students interested in working toward a bachelor's degree must complete the associate degree before accumulating credits toward the bachelor's degree. Students must achieve a 2.0 GPA in their major field and a 2.0 cumulative GPA in all completed courses. Further, all required courses must be passed. See program descriptions and courses of study in this catalog for any program-specific grade point requirements. All associate degree candidates must complete 30 of their last 36 credits at Alvernia University. Students must complete a minimum of nine credits in their major.

Any students requesting a variance from degree requirements must petition the Academic Standards Committee in writing and should submit supporting documents from their academic advisors as well as from the relevant departments.

All students are encouraged to participate in Commencement exercises, which are held in May and December (a fee is charged for commencement). August and December graduates walk in the December Commencement exercises and May graduates walk in the May Commencement exercises. Seniors must submit the Graduation Application Form to the Registrar's Office as follows: October 1, for May Graduation; December 1, for summer graduation; March 1, for December graduation.

## **Mid-Degree Program**

**Prerequisites:** Students must transfer at least 70 credits of college work or an associate's degree from a regionally accredited college into a degree program. Former Alvernia University students who meet the criteria of the previous requirements (i.e., 70 earned credits or an associate degree) may exercise the mid-degree option after an academic absence of one year.

**Requirements:**

- Satisfy the standards for a major degree program.
- At least 30 credits must be at the 300/400 level at Alvernia, which excludes experiential credit, e.g. life experience, challenge.
- Satisfy requirements for human diversity, and community service.
- Complete at least 12 credits in the major at Alvernia University.
- Complete a modified core curriculum at Alvernia to include the following (relevant transfer credits may be applied to the modified core):

Communication	3
Composition & Research	3
Literature	3
Fine Arts	3
Mathematics	3
Science	3
Social Science	3
Ethics/Morality*	3
Theology/Philosophy*	<u>6</u>
Total Credits	30

\* Students must take at least one theology and one philosophy course out of these 9 credits.

## **Transfer Policy**

### **Bachelor's Degree Residency Requirements:**

- All students must take at least 45 of the last 60 credit hours at Alvernia University. Twelve credits in the major and nine credits in the minor must be completed at Alvernia University.
- All transfer students must complete at least 30 credit hours at the 300/400 course level. Students must complete a minimum of 9 credits at the 300/400 level at Alvernia University in their major.
- Up to 75 credit hours may be accepted from regionally accredited community, junior or other two-year colleges.
- Within the guidelines established above, bachelor's degree programs require at least 123 credits.

### **Second Baccalaureate Degree**

When contemplating a second baccalaureate degree, alumni of Alvernia should consult the Registrar for applicable policies.

### **Second Major**

When contemplating a second major, Alvernia students should consult the Registrar for applicable policies.

## Progress Toward a Degree

A student may make progress toward a degree by:

- A. Completing courses at Alvernia University.
- B. Transferring approved course credits from other colleges and universities.
- C. Successfully completing a departmentally administered challenge examination for a course in the current catalog.
- D. Receiving credit for the following credentials in accordance with the policies and procedures currently in effect at Alvernia University:
  - American College Testing/Proficiency Examination Program (ACT/PEP)
  - College Level Equivalency Program (CLEP)
  - College Board Advanced Placement Tests (AP)
  - Defense Activity for Non-Traditional Education Support (DANTES)
  - Dual Credit
  - Life Experience Credits
  - United States Armed Forces Institute (USAFI)

### Maximum Number of Credits/Charges

A maximum of 30 credits can be awarded through a combination of the options identified in sections C and D above. Processing and per-credit fees are charged for challenge examinations and life experience credits. Students planning to earn credits through challenge examinations, CLEP and life experience must complete those options prior to their last semester of coursework at Alvernia.

### Transferring Credits from Other Colleges/Universities

A matriculated student who wishes to take a course at another college and transfer the credit to Alvernia must obtain and complete a transfer credit approval form from the office of the Registrar prior to enrolling at the other institution. Transfer credits are not applicable for the repeat/delete option. No credits are transferred for courses in which grades below a “C”/2.0 (or equivalent at Alvernia) are earned. Credits that are transferred are entered on a student’s permanent record without reference to the grade earned. Grades are not transferred; only credits are recorded.

*For information on consortium classes see the Academic Opportunities section of this catalog.*

### **Challenge Examinations**

An enrolled student may challenge certain courses by examination but cannot challenge courses that have been audited or for which the student received a grade of “F.” Students interested in this option should contact the departmental chairperson to determine the courses available for challenge and, if appropriate, to make arrangements for an examination at least two semesters prior to graduation. A grade of “C”/2.0 or better on the examination is required to obtain credit. A student’s cumulative GPA is not changed by the examination because no grade is recorded for a course completed in this manner. A student pays a tuition charge for credits earned through a challenge examination.

### **Advanced Placement/College Level Equivalency Program (CLEP)**

Information regarding CLEP examinations is available in the Registrar’s Office. As a participant in the Advanced Placement Program of the College Entrance Examination Board, Alvernia University awards college credit to high school students who do advanced work in high school and score well on Advanced Placement Examinations. In general, credit is given for APE recommended scores.

### **Dual Credit**

Students may have concurrently enrolled in a class that counts for both the high school requirements and college credits. To receive credits for these courses, students must submit an official transcript from the college offering credits. These transcripts should be sent to the Alvernia University Admissions Office during the application process.

### **Life Experience Credits**

Request for credit for specific courses based on documented life experience is initiated with the chairperson of the department directly involved. A student pays a tuition charge for credits earned through life experience. There are two ways by which students may earn life experience credits:

- Life experience credits may be granted for full course credit as identified in the current university catalog. A student must be in good academic standing. The request for Life Experience must be submitted in the second semester of enrollment or after 12 credits earned at Alvernia, but at least two semesters prior to graduation. Each department is responsible for determining which courses are appropriate for life experience credits.
- Life experience credits are also offered as General Electives upon entrance to Alvernia through portfolio review. See COL 210 in the Programs and Courses of Study section of this catalog for details.

*Consult the Office of the Registrar for applicable policies.*

## Registration

### **New Student Registration**

New students entering Alvernia University in the fall semester complete their registration during the summer. New students entering Alvernia University in the spring semester register before classes begin in January.

### **Current Student Registration**

Students register online for upcoming semesters on Self-Service. Advance registration is held in the middle of the fall and spring semesters. If a student registers during advanced registration and then decides not to return to the university, it is the student's responsibility to complete the withdrawal process prior to the beginning of classes.

Students are charged an additional fee for any credits over 17. Students may register for more than 17 credits with the approval of their advisor. Items considered for approval are the student's academic progress, cumulative grade point average, and plan of study. Students are officially registered when tuition and charges for the semester have been paid or arrangements for payment have been made with the Student Billing Office.

Courses are offered on a rotating schedule. The university reserves the right to revise course plans in response to changes in student interest, enrollment demand, and staff availability. The university also reserves the right to cancel any scheduled course for which there is insufficient enrollment.

### **Summer School Registration**

Information regarding course offerings and tuition charges is available from the office of Graduate and Adult Education and on the Alvernia website.

## Registration Changes

Each of the following constitutes a registration change:

- Adding or dropping a course or changing a course section
- Withdrawing after the add/drop period
- Auditing a course

### **Add/Drop Period**

The deadline to add or drop courses or change a course section is at the end of the business day of the sixth day of classes, unless otherwise indicated by the Registrar's Office. The student may complete and return the schedule change form in the Registrar's Office and obtain the signatures of his/her advisor and the instructor before returning the form to the Registrar's Office by the deadline.

**Withdrawal After Add/Drop Period**

No student is permitted to withdraw from a course after the last day for withdrawal, which is listed on the academic calendar. Discontinuing a course without a valid withdrawal results in a grade of “F.” A student receiving financial aid must notify the Financial Aid Office of his/her withdrawal from a course. Schedule Change forms are obtained from the Registrar’s Office and must be filed there to complete the process. The instructor for the course involved and the student’s academic advisor must sign the form. During this period, a “W” is placed on the student’s official record.

**Auditing a Course**

A student wishing to audit a course must submit a written request to the Registrar’s Office. This request must include the signatures of the instructor involved and the student’s academic advisor. After the first week of classes no reimbursement is made when changing from credit to audit. The deadline for either request is the first week of instruction of current semester. No credit is earned for auditing a course.

**Attendance Policy**

Attendance and participation in class are integral parts of the educational process and are significant factors in academic achievement. Students are expected to attend all classes, take exams during scheduled times, and are responsible for all material covered in class. Instructors are expected to report students whose absences are excessive. At the discretion of the instructor, excessive absences or tardiness may result in a lowered grade or failure for the course. Individual instructors may identify more specific attendance requirements, which are clearly stated in the course syllabus. Other guidelines can be found in the Undergraduate Student Handbook.

**Change of Major**

A student may change his/her major by obtaining written approval of the department chairperson or program director of the new major. The Change of Major form, obtained from the Registrar’s Office, is completed and returned to the Registrar’s Office. The department chairperson or program director assigns the student to an academic advisor.

## Grade Reports

### Early Warning Notices

In mid-semester, faculty members submit early warning notices to the Office of Student Success. Students who are doing less than “C” work are identified and specific information regarding their lack of progress is noted. Students, their advisors, and the Registrar’s Office are notified.

### Semester Grade Reports

At the end of each semester, grade reports may be viewed through the student’s Self Service account. It is the student’s responsibility to identify grading errors within 21 days of posting. Any correction must be made by the instructor and filed in the Registrar’s Office. Please refer to the Undergraduate Student Handbook for the grade appeal process.

## Grading Policy and Grade Point Average (GPA)

The university provides the following guidelines for grade assignments. Final grade assignments are at the discretion of the faculty member.

A	94-100	P	Passing Grade
A-	90-93	I	Incomplete
B+	87-89	WP	Withdrawal/Pass
B	83-86	WF	Withdrawal/Fail
B-	80-82	AU	Audit
C+	77-79	F	Failure
C	73-76		
C-	70-72		
D+	67-69		
D	63-66		
D-	60-62		
F	0-59		

### Incomplete Grade

A student may request an incomplete grade for a course by completing a Request for Incomplete form available in the Registrar’s Office. An Incomplete will be assigned only if there are extenuating circumstances preventing the student from completing all course requirements and the instructor, Department Chair, and Dean approve and sign the form. The completed form must be returned to the Registrar’s Office by the end of the final exam period to have the incomplete grade posted.

The student must complete and submit the assignments listed on the form to the instructor within four weeks of the exam period. Incomplete grades that have not been changed by the instructor at the end of this four-week period will automatically be changed to an “F.” In extreme circumstances, the instructor may file a request for an extension with the Registrar.

### **Grade Point Average**

Letter grades are converted into a point system for calculating grade point averages:

A	4.0	B-	2.7	D+	1.3
A-	3.7	C+	2.3	D	1.0
B+	3.3	C	2.0	D-	0.7
B	3.0	C-	1.7	F	0

The grade point average is obtained by dividing the total number of quality points achieved, by the total number of credit hours attempted.

### **Repeat/Delete Option**

The repeat/delete option may be used when students have a grade of less than “C” or have failed to meet the minimum grade required by a specific program (for example, Nursing students need a “C+” or better in each nursing course). When a course is repeated for credit, the earlier grade remains on the student’s permanent record and will appear on all transcripts. The higher grade is used in computing the cumulative GPA. The repeat/delete option may only be used in cases where both the original and repeated courses were earned in class at Alvernia; neither may be by correspondence or by study at another institution. Students may be required to use the repeat/delete option to fulfill specific requirements.

### **Internal Transfer Option**

A student transferring to a new major before earning 60 credits has the option of requesting that the Department Chair delete up to 15 credits from those earned in the old major. These credits may not include requirements from the liberal arts core, the new major or graduation requirements. The Department Chair must submit his or her request for deletions to the Academic Standards Committee using the internal transfer form. The student must pick up the form from the Registrar’s Office to initiate the procedure. If the student returns to the previous major, the Registrar reinstates the deleted courses and all grades are computed in the GPA. No grade of “C” (2.0) or higher may be deleted. The internal transfer option may be exercised only one time during the student’s enrollment at Alvernia. The student’s transcript reflects all courses taken, even if not computed in the GPA.

### Plagiarism

Procedures for reporting alleged plagiarism will be closely adhered to, according to university policy and procedure. Plagiarism is the failure to cite a source, deliberately or accidentally presenting as your own work words or ideas of another (*Harbrace Handbook*). This includes but is not limited to:

1. Copying, paraphrasing, or summarizing from any published or unpublished source without citing.
2. Copying a paper, parts of a paper, or submitting any work that is not your own.
3. Submitting as one's own, parts or a whole, another's computer program, work of art, or musical composition.
4. Using words of others without quotation marks enclosing those words.

### Academic Grievance Policy

The Student Grievance Committee attends to grievances of an academic nature. The committee is composed of faculty members and two students. Students are selected by the Student Government Association. The chair is elected by the committee members. The committee is involved in a student grievance only if the proper procedures have been followed by the student. Those procedures can be found in the Undergraduate Student Handbook. The student must discuss the situation/grade with the instructor within 20 calendar days of occurrence/disagreement.

## Academic Standing

Class level is determined by the number of credits a student has earned in the following manner:

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90+ credits

The Academic Standards Committee reviews the academic records of each student at the end of each semester. The credits used in the following scale are determined by the Alvernia GPA credits plus transferred credits plus experiential and pass/fail credits. For students with Incompletes, the Academic Standards Committee reaches a decision based on available evidence.

12 to 23 credits

Cumulative average 1.75 and above:  
student in good standing

Cumulative average between 1.00-1.749:  
student placed on Academic Probation

	Cumulative average below 1.00: student subject to dismissal
24 to 59 credits	Cumulative average 1.80 and above: student in good standing Cumulative average between 1.60-1.799: student placed on or continued on Academic Probation Cumulative average below 1.60: student subject to dismissal
60 to 71 credits	Cumulative average 2.00 and above: student in good standing Cumulative average 1.70-1.999: student placed on or continued on Academic Probation Cumulative average below 1.70: student subject to dismissal
72 or more credits	Cumulative average below 2.00: student subject to dismissal

*Note: Students enrolled in associate, master or doctoral degree programs should see the Dean of Graduate and Adult Education for information regarding their academic progress requirements.*

### **Student-Athletes**

Students-Athletes must attempt and maintain a minimum of 12 credits each academic semester. If at any time a student-athlete withdraws and/or drops below the minimum 12 credits during the academic semester, he/she will be deemed academically ineligible for the remainder of the season.

### **Academic Probation**

Students placed on academic probation may not take more than 14 credits the following semester. It is recommended that these students meet with their advisor and use the repeat/delete or internal transfer options to raise their GPA. Students placed on probation at the end of the spring semester are encouraged to take courses at Alvernia University during the summer sessions to improve their GPA.

### **Academic Dismissal**

Students who are academically dismissed lose the right to complete their degree requirements under the catalog that was in effect when they first enrolled at Alvernia University; they lose their right to live in campus housing; and they also lose their eligibility for financial aid. Academically dismissed students may petition the Academic Standards Committee in writing for reinstatement to



with highest distinction: In recognition of a grade point average of at least 3.90.

### **Honors Program**

Students who have completed all of the following requirements may graduate from the Alvernia University Honors Program and the distinction is noted on their transcript:

Twelve credits in coursework, including:

- First Year Honors Seminar (2 credits)
- Three courses (10 credits) of Interdisciplinary Honors Colloquia, one of which must include the fourth credit community service option
- Six Credits in Honors Thesis. Identify a scholarly problem or develop a creative work under supervision of advisor.
- Co-curricular portfolio documenting service, leadership, and other activities
- Reach a cumulative grade point average of 3.3 or higher in both the major and in general course work.

For full description of the Honors Program, see the Academic Opportunities section of this catalog.

## **Transcripts**

Requests for transcripts may be made in writing to the Registrar's Office or requested through Self Service. Forms are available from that office or at <http://www.alvernia.edu/student-life/student-services/registrar/>. No transcript request is released until all financial obligations to the university have been met. Students may request unofficial copies for their personal use. The first transcript requested after the degree is conferred is free. Processing of a transcript request is completed within five working days after the request is received; the prevailing fee must be submitted with the request for each transcript.

## **Withdrawal from the University**

A student voluntarily withdrawing from the University for non-medical reasons must complete an exit interview. The student is responsible for meeting any financial or residence hall obligations before leaving campus. If the proper withdrawal procedure is not completed, the student may also be academically responsible for the semester. For example, if the student withdraws from the university after the last official date to withdraw from classes, instructors assign a "WP" or "WF" indicating the academic standing at the time of withdrawal. If the student does not officially withdraw, instructors assign a grade indicating the

academic standing at the end of the semester. The university reserves the right to require the withdrawal of any student whose scholarship is unsatisfactory or whose conduct renders him/her undesirable as a member of the university community.

## **Military Deployment**

Alvernia University will make every effort to accommodate students who are in the armed forces. Students who are deployed to active duty while enrolled in classes should contact the VA Certifying Officials in the Student Financial Planning Office to determine the best financial option. Their educational status will be held until their return to the university following deployment.

## **Non-Academic Dismissal**

Students may be dismissed from the university for non-academic reasons. Only the Vice President of University Life and Dean of Students may dismiss a student from the university for non-academic reasons. See the Undergraduate Student Handbook for details on this policy.

## **Family Educational Rights and Privacy Act**

The university follows the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under this act, education records of the student are not released except by written consent and request of eligible students. Exceptions are made in accordance with the law to authorized persons within the university, to authorized agencies outside the university and local education agencies who have been determined to have legitimate educational interest and are specified in the updated January 3, 2012 Act. Eligible students may inspect their records by submitting a written request to the Registrar. For more information on the ability to waive FERPA rights, please contact the Registrar's Office.

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students must be made available. Alvernia University shall maintain the confidentiality of student education records in accordance with the provisions of the Act and shall accord all the rights under the Act to students who are or have been in attendance at Alvernia University.

The Act provides students with the right to inspect and review information contained in their educational records, to challenge the contents of those records which students consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. The Registrar at Alvernia University has been assigned to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, financial, academic, cooperative education, and placement records. A copy of the university's complete FERPA policy may be obtained from the Registrar.

## **Student Right-To-Know and Campus Security Act**

The university complies with the Student Right-to-Know, Campus Crime and Security, and Athletic Participation and Financial Support (EADA) reporting and disclosure regulations issued by the Department of Education effective as of November 1, 1999, in order to remain Title IV compliant (federal financial aid programs). These regulations permit the university to disclose completion / graduation and transfer-out rates of its students. Further information is available from the Registrar's Office.

## **Servicemembers Opportunity Colleges**

Alvernia University limits academic residency to no more than twenty-five percent of the degree requirements for all undergraduate degrees for active-duty servicemembers. Academic residency can be completed at any time while active-duty servicemembers are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner. Programs that require clinical or field placement such as nursing, occupational therapy, education, etc. are subject to academic approval.

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## ACADEMIC OPPORTUNITIES

### **Berks Community Television**

A number of television and video production courses are offered each year in partnership with Berks Community Television (BCTV). The courses include COM 251 Broadcasting and Electronic Media; COM 352 Video Production; and COM 452 Television Production. To take advantage of this partnership, some class meetings may be held at the BCTV facility at 645 Penn Street in Reading. Please contact Dr. Jodi Radosh in the English and Communication Department for more information.

### **Consortium Classes**

Alvernia University is a member of the Higher Education Council of Berks County. The other members of this council are Albright University, Kutztown University, Penn State Berks, and Reading Area Community College. Full-time undergraduate students have the opportunity to cross register for one course each regular semester at any one of the other consortium colleges and they are billed through Alvernia. Classes taken through the consortium appear on transcripts as graded courses and are calculated into the GPA. The student must go to the Registrar's Office at Alvernia University to start the process. Alvernia billing policies apply.

### **Graduate Opportunities at Alvernia University**

Alvernia University offers seven master's degrees: Master in Business Administration, Master of Education, Master of Arts in two programs: Liberal Studies and Community Counseling, Master of Science in Nursing, and Master of Science in Occupational Therapy. For the M.B.A., M.A., M.Ed., and M.S.N. students have the opportunity to take six graduate credits during their senior year if these graduate credits are beyond and in addition to all their undergraduate degree requirements. Alvernia University also offers a Ph.D. program in Leadership. For more information on the M.B.A., M.A., M.Ed., M.S.N., and Ph.D. graduate programs, call the Graduate Center at 610-796-8228. For more information on the M.S.O.T. program see the Occupational Therapy section of this catalog.

### **Graduate Partnerships with Other Institutions**

Alvernia University has an affiliation agreement with Lake Erie College of Osteopathic Medicine in Erie, Pennsylvania. Alvernia University offers a unique opportunity for students to enter into the Early Acceptance Programs for the LECOM School of Dental Medicine, LECOM Medical College, and LECOM School of Pharmacy. Specific guidelines and requirements are available from the Admissions Office, the Dean of Arts and Sciences, and the Chairperson of Math and Sciences.

Alvernia University also provides access to Marywood University's Master of Social Work on the campus and students have the opportunity to complete this degree largely on Alvernia's campus. See the Director for the Marywood University program for further details.

### **Honors Program**

The purpose of the Honors Program at Alvernia University is to assist students of outstanding intellectual promise and high motivation who are seeking increased challenge at the undergraduate level and/or who are interested in future graduate or professional study. The program is designed to recognize and encourage academic excellence, to stimulate students to work at their own pace, and to facilitate the exchange of ideas and information among students and faculty with varied interests in different disciplines.

The Honors Program offers students the opportunity to challenge themselves through innovative and imaginative curricula. Students are encouraged to excel academically, to prepare for graduate and professional school, and to participate in leadership and service opportunities. The program provides co-curricular activities, service opportunities, and intellectual and social support, adding significant dimension to the student's academic program.

### **Honor Students are:**

- Students with SAT scores of 1300 or higher, a high school grade point average (GPA) of 3.5, or enter the program upon entrance to the University.
- Students who achieve a GPA of 3.3 or higher in their coursework at Alvernia, or who transfer in having attained a 3.3 GPA at another institution, may petition the Honors Director for entrance to the program or may be invited to join following a faculty recommendation to the Director. For entrance, the student is required to meet with the Director, submit proof of his or her current GPA, and submit a statement of interest. Additional materials, such as transcripts or letters of recommendation, may be required.

Honors students must complete a number of requirements in order to graduate from the Honors Program and receive the distinction on the student's transcript. See Honors Distinction in the Academic Information section of this catalog. Accepted Honors students may have up to 3 credits of overload charges waived in the semester in which they are enrolled in a designated Honors course.

### **Independent Study**

Independent study is available for students above freshman standing (30+ credits) with the approval of the chairperson of the department and the academic Dean in which the course is offered. The material in independent study courses may not duplicate any course regularly offered in the curriculum

of the university. Students work as independently as possible under the direction of a faculty member and usually present their work at a departmental seminar.

- 375 Independent Study: Prerequisite: at least sophomore standing (30+ credits).
- 475 Independent Study: Prerequisite: senior standing (90+ credits)

### **Institute of the Arts**

Alvernia University has partnered with the Institute of the Arts located in Wyomissing to allow full-time undergraduate students the opportunity to take a number of classes at the institute for credit. Students may take one elective credit each semester on a pass/fail basis. The courses being offered are published in advance of each semester. These courses may include painting, drawing, photography, sculpture, dance, piano, music, and ceramics. Students are expected to attend each class meeting at the institute even if the institute's calendar does not match Alvernia's. These courses are considered free electives and may not be used to fulfill any fine arts area, including the foundation courses, Area II, or minor requirements. Students begin the registration process at the Registrar's Office. Registration over 17 credits requires an overload fee.

### **Internships/Practicums/Cooperatives**

Practicum field experience is available to students reaching sophomore standing (30+ credits). Students who want to participate in additional practice beyond those pre-determined by a program must obtain permission from the appropriate chairperson. The program of activities in a practicum is controlled by the university in cooperation with the agency involved. The activities include hours of participation, supervision and required assignments. Grades, withdrawals and incomplete work in practice are governed by the regulations in effect at Alvernia for regular classroom courses. Contact Career Services and the Student Success Office for more details.

### **Instructional Delivery Methods and Definitions**

**Traditional or Web-Enhanced:** A course that is essentially classroom-based, using face-to-face meetings. Little or no learning takes place over the Internet. The content is delivered orally or in writing. Web-based technology (such as accessing syllabi online, posting to a "Learning Management System" (LMS) (e.g., *Blackboard*, *Moodle*, etc.), blogs, reading posted articles, etc.) would only be used to facilitate and enhance classroom instruction. Less than 30% of course content is delivered in an online format.

**Blended:** A course using some online technology for delivery of instruction over the Internet. The content is delivered using a portion of classroom-based, face-to-face meetings, and a portion of online delivered instruction. The online instruction is measurable delivery of course material over the Internet, in combination with course material presented in the classroom. A "blended"

course uses the institution's online Learning Management System (LMS) (e.g., *Blackboard*, *Moodle*, etc.) to access class sessions, material and discussion, between 30 and 75% of the class instruction time.

**Online:** A course where most or all of the content is delivered online, and where learning takes place almost entirely online. The content is delivered using the institution's Learning Management System (LMS) (e.g., *Blackboard*, *Moodle*, etc.) to access class sessions, content, material, and discussion. Little or no classroom instruction takes place, with greater than 75% of the content delivery occurring over the Internet.

Web-enhanced, blended, and online delivery are conducted through both synchronous and asynchronous tools. Synchronous classroom instruction and discussion are conducted "live" (real-time) through some type of audio and/or video conferencing system. This delivery takes place by broadcasting classroom instruction in real-time to a remote location. Students may be in class at one Alvernia campus location while the instructor is teaching, lecturing, etc., from another Alvernia campus location. Students participating from the remote sites are engaged in "real-time" interaction with the instructor and the other students attending the class. Students who are unable to attend or wish to review a recorded synchronous classroom session may later retrieve the session (i.e., asynchronously) if the audio and/or video sessions are archived.

Asynchronous instruction involves course material that is available for access according to some timeframe established for the course. Asynchronous instruction can be connected to a schedule, or accessed on demand in a student-determined, self-paced format. Instruction is typically delivered through the institution's Learning Management System (e.g., *Blackboard*, *Moodle*, etc.). Additional online resources, tools and activities may also be integrated to either enhance a classroom-based course, or provide additional options for online delivery.

To assist the instructor and the students, a librarian and embedded technologist are available with each blended and online course to help answer questions pertaining to online resources and technical issues.

### **Minimum Technology Requirements:**

Windows/PC

Windows XP or Seven

2 Gb RAM

Microsoft IE 5.0 or higher (JAVA enabled)

High Speed Internet (Dialup not preferred)

Sound Card with headset microphone

### Macintosh

Mac OSX 10.2 or higher

2 Gb RAM

Apple Safari 1.2 or higher (JAVA enabled)

High Speed Internet (Dialup not preferred)

Sound Card with Headset microphone

### **Online Consortium Policy**

Alvernia University is a charter member of the Online Consortium of Independent Colleges and Universities (OCICU), which offers a wide variety of online courses from accredited educational institutions. A limited amount of Alvernia coursework may be completed through the online consortium. Classes taken through the consortium must have approval of the department chair or program director of the content area most closely allied to the course. The OCICU course offerings are published in advance of each semester. Students interested in OCICU offerings must speak with an academic advisor for additional information and complete an OCICU Course Approval Form.

### **Special Topics Courses**

In addition to the courses in this catalog, the class schedules may also include “Special Topics” courses. These special interest courses may be available in any discipline and at any level. Special topics courses are identified by the number “90,” such as BUS 390, COM 290, or HIS 190. Number of credits may vary. Descriptions of Special Topic courses are available online in Self Service “Find Course Sections.”

### **Study Abroad**

Alvernia University encourages students to broaden their academic experience by taking advantage of referral for study through several study abroad programs. Programs range from summer internships to full semester sessions. To find out more about study abroad opportunities, contact the Study Abroad Coordinator at 610-790-1982.

### **The Washington Center**

Alvernia students have an opportunity to earn college credit by spending a semester in Washington, D.C., where they serve as interns in a congressional office, government agency, major corporation, newspaper or news network, agencies devoted to legal affairs, international relations, or business and economics. They also may intern with one of several non-profit groups dealing with the environment, women’s issues, the arts, education, science, or labor relations among others. Participants are customarily juniors or seniors who have achieved grade point averages of 2.5 or better and who have the endorsement of the appropriate academic area. In addition to their internship, students select one seminar dealing with the arts and humanities, communication, public policy, the

legal system, business, and government. Interested students should see the Dean of Arts & Sciences.

## **Academic Support Services**

### **Academic Advising**

At Alvernia University, faculty members serve as student advisors. Support is also available for international students, students looking for a minor or considering a change of major, and Alvernia's nontraditional/adult learners.

### **ADA Accommodations**

In accordance with Section 504 of the Rehabilitation Act and the Americans With Disabilities Act and Amendments (ADAAA), the university offers accommodations to students with documented learning, physical and/or psychological disabilities. It is the responsibility of the student to contact the Disability Services Coordinator, preferably prior to the beginning of each semester, to initiate the accommodation process and to notify instructors as soon as possible so accommodations can be determined early in the semester. Academic accommodations are not retroactive. Students needing assistance should contact the Disability Services Coordinator, in BH 1102 or by phone (610-568-1499).

## **Information Technology**

The **Information Technology Department** at Alvernia University manages and supports university systems including email and network accounts, Blackboard and other learning management systems, myAlvernia portal, multi-media and classroom technology, and other campus systems.

Support is available via the Alvernia University 24-hour Service Desk which can be reached at **610-927-2008** (855-402-3828 toll-free) or [helpdesk@alvernia.edu](mailto:helpdesk@alvernia.edu).

**Information Technology consists of the following support areas:**

### **Administrative Computing**

Francis Hall Room 243

Support for myAlvernia, Self-Service, and campus administrative system.

### **Educational Technology**

Franco Library Room 204

Support for Blackboard and other learning systems, classroom technology, and multi-media equipment.

### **Information Technology – Networking and Desktop Support**

Franco Library 2<sup>nd</sup> Floor/Upland Center First Floor

Support for university-owned computers and network infrastructure

Support for email and network logins.

Note that labs for student use are available in the Upland Center, Bernardine Hall, and the Library. Wireless access to the Internet is available in the Commons, Library, Bernardine Hall lobby, the Student Center, the Physical Education Center, the Upland Center, and residence halls.

### **International Student Program**

Each year Alvernia University hosts individuals from various countries either as a one-year exchange student or as a student seeking a degree. The University Life Division is responsible for coordinating academic support and campus life orientation for international students once they arrive on campus. The University Life Division also provides support for international students in their acclimation to American culture through individual meetings, group gatherings, programs and trips. Alvernia University fully complies with the USA Patriot Act and the record keeping and reporting requirements of the Student Exchange Visitor Information System (SEVIS). You may obtain further information on these acts and Alvernia's policy from the office of the Vice President of University Life (610-796-8211).

### **Library**

The Dr. Frank A. Franco Library Learning Center provides resources and services to support students both on and off campus. The virtual library is open 24/7 at <http://www.alvernia.edu/library>. In addition to a large print collection, the library offers access to over 90,000 academic journals and over 22,000 eBooks. Virtual access off campus is available to all enrolled students.

Students may check out books and AV materials with their ID cards and will find class reserve material for reading or viewing at the Circulation Desk. Copy machines and a public FAX are also available in the building. For materials not available in print or electronically, students may request an Interlibrary Loan. Forms can be found on the website as well as in the library.

In the Stairway Mini-Café students can find comfortable seating for enjoying a hot drink, get a snack from the vending machine, read the newspaper or a magazine, or study. The Browsing Room with its collection of popular fiction and non-fiction as well as comfortable furniture and interesting displays is also a welcoming place. Students may check out a movie from a growing collection containing both classic and current films.

Wireless throughout, the Franco Library Learning Center is a welcoming environment for quiet study or group collaboration. Laptops are available for checkout, and students may use them anywhere in the building. Group study rooms may be reserved for two-hour time periods. Rooms are equipped with a variety of technology options, such as large screen dual-boot iMAC computers capable of running the Windows or MAC operating system, a media:scape collaborative technology unit with dual monitors, and video viewing equipment.

The Library Learning Commons on the first floor of the building brings together students and librarians in a rich learning environment. This flexible study area offers café-style booths, comfortable seats on casters for mobility, an ADA-accessible workstation, mobile white boards, and a charging station for mobile devices. In the Bonaventure Reading Room, students will find a variety of resources, chairs, and tables for individual study or for group work. Poetry readings and other special events are often held in the Bonaventure Room.

The library staff includes professional librarians who are dedicated to encouraging learning and student success. Students may contact librarians in person, by phone, instant message, or by email. Librarians also teach information literacy classes and workshops and are available to students and faculty to assist with research, specific assignments, or major projects.

#### Library Hours:

Monday through Thursday: 7:30 a.m. to Midnight

Friday: 7:30 a.m. to 4:30 p.m.

Saturday: 9:00 a.m. to 5:00 p.m.

Sunday: Noon to Midnight

Library Website: <http://www.alvernia.edu/library>

#### **Registrar**

The Registrar, located in Francis Hall, plans the master course schedule, handles course registration and scheduling of all day students, maintains academic records, issues transcripts, and confirms eligibility to receive degrees. The following services are available in the Registrar's Office: questions regarding academic records, letters of enrollment verification, schedule changes (add/drop), permission forms for directed or independent study, and forms for Academic Overload, Repeat/Delete, Change of Address, Change of Major, Graduation Application, Transcript Request and Community Service.

#### **The Educational Planning Center**

The Educational Planning Center located in Bernardine Hall and supervised by the Associate Dean of Students, offers students a variety of academic services designed to help them achieve and maintain academic success while at Alvernia University. The center houses the Learning Center, the Freshman Foundations

Program, Study Abroad, and Career Development, and provides advising support and assistance to those students who are in the process of selecting a major, and coordinates the First-Year Seminar and freshman experience programming. The center also provides accommodations for students who have special needs, such as a learning disability or a physical disability.

### **First Year Experience**

First Year Experience coordinates programming and support for first year students, including the First-Year Seminar (a required course that emphasizes the role and value of the liberal arts core, led by a faculty director), the development of successful strategies and habits for academic success and educational planning, and freshman year advising. First Year Experience also coordinates advising for students who are in the process of selecting a major. Through individual advising, access to information and resources, workshops, and a credit-bearing course, students learn about themselves and the full range of academic options available to them.

### **The Learning Center**

The Learning Center offers a range of services that help students advance academically. The center provides tutoring in individual courses on a one-to-one basis. Services are available to all students, and arrangements can be made by calling 610-568-1494 or by registering for appointments via the Alvernia website. The Learning Center offers tutoring assistance in subjects across the curriculum including, but not limited to: math, anatomy and physiology, science, business, and foreign languages. Students may also receive assistance with all phases of the writing process from deciding on a topic through revision of rough drafts to MLA/APA documentation styles. Several workshops and academic coaching sessions are also offered to help students become and stay academically successful. Trained Peer Tutors and Graduate Assistants are available from 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Fridays. Summer hours — Monday through Friday: 8:00 a.m. to 4:30 p.m. A list of graduate tutors is available upon request.

### **Freshman Foundations Program**

Freshman Foundations is a one year support program for Alvernia freshmen who, based on their admission profile, demonstrate that they have the potential to succeed in college but also that they need added support. Support comes primarily through regular academic advising and focused attention to study skills. Some students, depending on the results of placement exams, may be required to take developmental courses in reading, writing, and/or math. Students enjoy full membership in the Alvernia community.

**Study Abroad Coordinator**

Alvernia Students may study abroad in a variety of programs in England, Ireland, Italy, South Africa, and Spain. Program options are available for most majors. Internships abroad are also available for many majors in Dublin and London. Financial aid can be applied to the study abroad semester. Students interested in studying abroad should inquire with the Study Abroad Coordinator to learn specifics regarding eligibility and program details. Students are advised to inquire at least six months to one year in advance of their planned semester abroad.

Application deadlines depend upon the program, and range from March 1 through April 20 for fall programs, or July 15 through October 1 for spring programs. Summer study abroad is also available. Students must maintain a cumulative GPA of 3.0 and a good disciplinary record to be eligible for study abroad. Website: [www.alvernia.edu/studyabroad](http://www.alvernia.edu/studyabroad)

**Career Development**

Located in Bernardine Hall, The Office of Career Development is designed to assist students in all phases of career decision-making and career planning. Resources and staff are available to aid in major and career exploration, career assessment, career counseling, and job, internship and graduate school searches. Additional services in interview preparation, resume critique, and networking are available. The center houses a career resource library and online services. Career Development is also home to the Genesis Program, which provides a network of services and support to first-year students who are deciding on a major. The Career Development Office is open Monday through Friday from 8:00 a.m. – 4:30 p.m., and evenings by appointment. Please contact Career Development at 610-790-2878 or [career.services@alvernia.edu](mailto:career.services@alvernia.edu) for more information or to schedule an appointment.

## Programs and Courses of Study Directory

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## **The Programs and Courses of Study...**

*...described herein are based upon reasonable projections of faculty availability and appropriate curriculum considerations.*

*Alvernia University reserves the right to terminate or modify program requirements, content, and sequence of program offerings from semester to semester for educational reasons which it deems sufficient to warrant such action.*

*Further, Alvernia University reserves the right to terminate programs from semester to semester for financial or other reasons which it determines warrant such action. Content, schedule, requirements, and means of presentation of courses may be changed at any time by the university for educational reasons which it determines are sufficient. Programs, services, or other activities of the university may be terminated at any time due to reasons beyond the control of the university including, but not limited to, acts of God, natural disasters, destruction of the premises, labor disturbances, governmental orders, financial insolvency, or other reasons or circumstances beyond the control of the university.*

## **PROGRAMS AND COURSES OF STUDY**

Alvernia University offers associate, bachelor's, master's, and doctoral degrees. Information on master's and doctoral degrees can be obtained by contacting the Graduate and Adult Education Division at 610-796-8228.

### **Associate of Science Degrees/Certificates**

Business

Child Advocacy Studies Certification (CAST)

Medical Imaging – Dual Admission

with Reading Hospital School of Health Sciences

Students who are interested in earning an associate degree and then a bachelor's degree must first complete the associate degree. Once the student has completed the associate degree, the student must reapply through the Admissions Office for acceptance into the bachelor's degree program.

### **Bachelor of Arts Degrees**

Behavioral Health (Traditional & Adult Education)

Communication (Traditional & Adult Education)

Criminal Justice Administration (Traditional & Adult Education)

English

History

Liberal Studies (Traditional & Adult Education)

Philosophy

Political Science

Psychology

Theology

Theatre

Education:

- Early Childhood Pre K-4
- Special Education Pre K-8/Early Childhood
- Middle School:
  - English/Lang/Reading
  - Math
  - Social Studies
  - Math & Science
- Special Education Certification
- Secondary Education Certifications:
  - Biology
  - Chemistry
  - English
  - Mathematics
  - Social Studies

**Bachelor of Science Degrees**

Accounting (Traditional & Adult Education)  
 Athletic Training  
 Biochemistry  
 Biology  
 Biology Medical Technology  
 Chemistry  
 Chemistry Medical Technology  
 Forensic Science  
 General Science  
 Healthcare Science  
 Human Resource Management  
 Mathematics  
 Management (Traditional & Adult Education)  
 Marketing (Traditional & Adult Education)  
 Sport Management

**Bachelor of Science in Nursing (BSN)**

Pre-Licensure Nursing (Traditional Only)  
 Nursing Completion – RN to BSN (Adult Education only)

**Bachelor of Social Work (BSW)** (Traditional & Adult Education)**Master's Degrees**

Master of Arts in Community Counseling  
 Master of Arts in Liberal Studies  
 Master in Business Administration  
 Master in Education  
 Master of Science in Nursing  
 Master of Science in Occupational Therapy

**Doctorate of Philosophy**

Leadership

**Minors**

In addition to the above major areas, the following minors are also available:

Art	Gerontology
Behavioral Health	History
Biology	Information Studies
Business	Mathematics
Chemistry	Music
Communication	Physics
Community & Environmental Sustainability	Political Science
Criminal Justice Administration	Psychology

Digital Media	Philosophy
Economics	Sociology
English	Spanish
Forensic Science	Theatre
General Science	Theology
	Women & Gender Studies

A minor is an optional program of study that will complement or supplement the student's major. Completion of a minor will be reflected on the transcript but not on the diploma. It is a sequence of courses constituting a coherent program of study outside of the major and less extensive than a major, typically 18-21 credits. The minor may not be in the discipline of the major and must include at least 12 credits not from the major's core, concentration, track or emphasis; related area courses supporting the major may be double-counted to fulfill the minor. Nine credits in the minor must be earned at Alvernia. A 2.0 GPA in the minor is required for completion.

## Liberal Arts Core

An Alvernia education is founded on the liberal arts. The aim of a liberal arts education is to develop the whole person and to assure an understanding of the wide range of human experience, expression and potential. To that end, all baccalaureate students must complete a body of requirements known as the "Liberal Arts Core." The core includes:

- Foundation Courses - 39/40 credits
- Area I Courses - 6 credits
- Area II Courses - 9 credits

Students must also complete "Graduation Requirements." These requirements include applying for graduation, First Year Seminar, human diversity and community service. Appropriate adjustments to graduation requirements are made for associate degree and transfer students.

### Course Numbering System

100 level courses	Designed for freshmen or qualified students
200 level courses	Designed for sophomores
300 level courses	Designed for juniors
400 level courses	Designed for seniors

### FOUNDATION COURSES: 39/40 CREDITS

Composition and Research — 3 credits

Introduces students to the writing and research skills needed by an educated person.

- Fulfilled by completing COM 101 Composition & Research with a "C" grade or better (certain majors may require a higher minimum grade).

### Communication — 3 credits

Introduces students to that essentially human endeavor, communication.

- Fulfilled by completing 3 credits in communication courses (other than COM 100).

### Literature — 3 credits

Introduces students to human expression as manifested in literature.

- Fulfilled by completing a 3-credit literature course, in any language.

### Art/Music/Theater — 3 credits

Introduces students to human expression as manifested in art, music, and theater.

- Fulfilled by completing 3 credits in art or music or theater courses (other than FA 100).

### Social Science — 3 credits

Assures that students encounter at least one discipline that studies the political, social or psychological dimension of human beings.

- Satisfied by completing 3 credits from among the courses in political science, sociology, social science, psychology, or economics and BH 102, 201, CJ 275.

### Foreign Language — 6 credits

Introduces students to a language and culture other than their own. Because the world is full of human beings of widely divergent backgrounds, the requirement seeks to heighten students' sensitivity to and appreciation of a foreign language and culture.

- Satisfied by completing 6 credits in sequence in one foreign language in Alvernia curriculum.

### History — 3 credits

Assures that students gain an appreciation of human behavior in a historical context.

- Fulfilled by completing 3 credits in history.

### Lab Science — 3-4 credits

Introduces students to the subjects of inquiry, methods, values and the relevance of a scientific discipline.

- Fulfilled by completing 3-4 credits in a biological, chemical or physical science.

### Mathematics — 3 credits

Introduces students to the role of mathematics in contemporary life or develops their proficiency in the use of mathematics. While students vary in their use of mathematics, all educated people should understand its applications in their lives.

- Satisfied by completing 3 credits in mathematics (other than MAT 100).

Theology 105 and Philosophy 105 — 6 credits

Assures that students encounter the disciplines devoted to human thought and faith.

Wellness — 3 credits

Introduces students to the potential and limitations of their own bodies, as well as the essentials of a healthy lifestyle.

- Satisfied by completing PED 304.

**AREA I COURSES (AT 200-400 LEVEL): 6 CREDITS**

Theology or Philosophy 3 credits

Ethics/Morality in Theology or Philosophy 3 credits\*

\*The Ethics and Morality requirement is fulfilled by taking 3 credits from THE 200, 210, 225 or PHI 200, 210, 220.

**AREA II COURSES (AT 200-400 LEVEL): 9 CREDITS**

Three courses from any one of the following: Art, Biology, Chemistry, Communication, Economics, Foreign Language, History, Literature, Mathematics, Music, Philosophy, Political Science, Psychology, Sociology, Theology.

*Note: An Area II course may not be in student's first major. However, the course may be met by double majors and minors.*

Total credits in the core: 54-55 credits

## **Graduation Requirements**

### **Applying for Graduation**

Graduation Application Forms are available in the Registrar's Office. Seniors must submit the Graduation Application Form to the Registrar's Office as follows: October 1 for May Graduation; December 1 for summer graduation; and March 1 for December graduation. The advisor and department chair must sign the form and attach a copy of the completed major sheet. All students are encouraged to participate in Commencement exercises, which are held in May and December.

### **First Year Seminar**

This seminar offers opportunity for practice, refinement, and success in the strategies that foster learning in a higher education setting, engagement in the college community, and beginning assimilation of the university's core values.

- All students entering with fewer than 15 credits of transferable college work must meet the First Year Seminar requirement. Students satisfy the requirement through COL 110 or COL 160.

### **Human Diversity Requirement**

The purpose of these courses is to increase awareness of the richness and variety of backgrounds that comprise the United States of America and recognize the need for more cooperation within a complex and increasingly interdependent global community.

- Fulfilled by completing at least three credits from among the approved courses listed on each semester's schedule.
- Courses that meet the Human Diversity Requirement:

BH	411	Counseling Special Populations
BUS	312	International Business I
BUS	412	International Business II
BUS	414	International Marketing
BUS	427	International Human Resource Management
COM	234	Intercultural Communication
CJ	216	Women and the Criminal Justice System
CJ	218	Multicultural Issues in Criminal Justice
ENG	207	Contemporary Fiction and Drama
ENG	216	Women in Literature
ENG	309	World Literature
HCS	320	Healthcare Science & Cultural Competency
HIS	110	World Civilizations
HIS	230	Women's History
HIS	240	Topics in Global History
HIS	245	Topics in Native American History
MUS	222	Multicultural Music
MUS	322	World Music
MUS	331	Women in the Arts
NUR	312	Transcultural Nursing
NUR	318	Dev. Cultural Competency & Global Awareness
PHI	245	Introduction to Eastern Philosophy and Religion
PHI	250	Feminist and Gender Theory
PSY	215	Multicultural Issues in Psychology
PSY	308	The Psychology of Gender
SM	210	Sport in Society
SOC	306	Racial and Cultural Relations
SOC	411	Sociology of Men and Women
SPA	151	Practical Spanish Conversation
SPA	311	Cultural Perspectives of Spain
SPA	312	Cultural Perspectives of Latin America
SPE	100	Intro to Exceptionalities in Children and Youth

SSC	201	Introduction to Cultural Anthropology
SSC	310	Cultural Geography I
SSC	311	Cultural Geography II
SSC	321	Global Society
SW	209	Death, Dying, and Bereavement
SW	231	Culturally Sensitive Human Service Practice
SW	347	International Community Development
THE	225	Global Ethics
THE	245	Introduction to Eastern Philosophy and Religion
THE	355	Franciscan Pilgrimage to Assisi and Rome

### **Community Service Requirement**

Service and civic engagement has its roots deeply embedded in the foundation of Alvernia University and is central to the mission of our Catholic, Franciscan Institution. Service provides students the opportunity to use their gifts and talents to help those in need and to support local non-profit organizations. Additionally, service and civic engagement is an integral part of students' learning experiences, contributing to their intellectual, social, and spiritual growth and development and providing a framework for students' roles as members of local, regional, and global communities.

Alvernia students must complete service and civic engagement hours as part of graduation requirements. Associate degree students must complete 20 hours; baccalaureate degree students must complete 40 hours. Under supervision of a campus unit, up to 50 percent of a student's service credit hours may be served on campus. Transfer students' service and civic engagement hours are based on the remaining number of credits required for graduation. Transfer students should consult with the Registrar or their faculty advisor for specific number of hours.

In collaboration with faculty, the Holleran Center uses the following criteria to guide decisions about the suitability of institutions; a) promotes the mission statement and core values of the university, b) advances students' intellectual, social, and spiritual growth, and c) augments the university's visibility in the community. Students can select a combination of opportunities and activities to achieve the total number of hours required:

1. An approved list of community partners;
2. Pre-approved non-profit organizations in a student's home community;
3. Credit-bearing service-learning courses offered by Alvernia University (successful completion of each course and its service-learning component achieves 10 service and civic engagement hours);
4. Academic year service trips and service retreats sponsored by Alvernia University or pre-approved through other institutions;

5. Alvernia University sponsored events that serve the greater Berks community (published by the Holleran Center);
6. Institutions not on the approved list but proposed by students and/or faculty, and approved by the Holleran Center on an individual case basis.

As with all curricular graduation requirements, the student may petition the Academic Standards Committee for a final determination in any dispute about service-hours. Upon completion of each community-service experience, the student will submit the approved form including a reflective piece to the Holleran Center to document hours served.

For a list of approved sites and guidelines refer to <http://www.alvernia.edu/about/holleran-center/communityservice.html> or contact the Holleran Center.

## **Background Check Policy for Academic Programs**

**It is the policy of Alvernia University's academic programs to fully comply with Pennsylvania Laws related to criminal record and child abuse history clearances prior to entering any field/clinical educational setting that involves direct contact with children or older adults (defined as a person who is 60 years of age or older) and is associated with academic programs and/or service learning. Depending on the academic program, a repeated background check may be required prior to entering senior-level coursework.**

Students in academic programs and/or service learning (if required by the facility) with convictions/charges documented on the background check reports will be advised on an individual basis. The student must understand and agree that Alvernia University may disclose the results of the background checks to the clinical/field facility where the student has sought to be placed. Certain types of clinical/field facilities have the right and/or responsibility to preclude students from the facility who have a history of criminal activity or child abuse.

Additionally, applicants to the **education** and pre-license **health** programs (nursing, occupational therapy and social work) must understand that in order to meet program outcomes they are obliged to directly work with children (education and nursing) and/or older adults (nursing, occupational therapy and social work). **There are no alternatives to meet program outcomes.** Such applicants/students with convictions/charges documented on the criminal or child abuse reports will be denied acceptance into courses with associated clinical/field practice and therefore cannot complete the applicable program of study. Such applicants/students will be advised of other academic study options

at Alvernia University. Convictions/charges documented on a PA Criminal Record Check report will be based on criteria outlined in Acts 169/13.

Many professions require further licensing or certification beyond a college degree and applicants may be denied employment in certain occupations for misdemeanors and felony convictions, including alcohol related offenses. Refer to the Pennsylvania Liquor Control Board for a complete listing of criminal violations related to licensure [www.lcb.state.pa.us/edu/](http://www.lcb.state.pa.us/edu/).

Academic programs will include written statements regarding background checks in their marketing and catalog documents. Students will be advised of the background check policy during the admission process prior to service learning (if required by the facility).

The specific laws affecting background checks and the accompanying mechanism of checking are outlined on the following page.

**PROCEDURES:**

Students are responsible for obtaining the following clearances. The fees for the clearances are the responsibility of the students. A copy of the clearances will be maintained in the student’s file.

1. Act 34 – PA State Police Criminal Record Check
2. Act 114 – FBI Clearance (fingerprint clearance through the Cogent System)
3. Act 151 – PA Child Abuse History Clearance
4. The decision to not allow enrollment in a nursing program clinical course based upon a positive criminal or child abuse record check may be appealed by the student. See Alvernia University Student Grievance Policy and Process.

Law	Description	Requirement	Mechanism of Checking
Older Adults Protective Services Act  OAPSA Act 169 (1996) and Act 13 (1997)  <a href="http://www.aging.state.pa.us">www.aging.state.pa.us</a>	Affects employees/students in nursing homes, personal care homes, domiciliary care homes, adult daycare centers and home healthcare providers	Submit to a criminal record background check  Report the suspected abuse of any person who is receiving care from the agency regardless of age	PA Criminal Record Check  Students who have not been residents of PA for two consecutive years immediately preceding the date of application must also submit the FBI Criminal History Background Check via Cogent Systems (6-4-12 Department

			of Aging notification).
<p>PA Department of Public Welfare Child Protective Services Law</p> <p>Section 6344 Title 23 Pa. Chap. 63 Act 73</p> <p><a href="http://www.dpw.state.pa.us">www.dpw.state.pa.us</a></p>	<p>Affects any individual with a significant likelihood of regular contact with children in the form of care, guidance, supervision, or training.</p>	<p>Submit to PA Child Abuse History Clearance, PA Criminal Record Check, and FBI Criminal History Background Check</p>	<p>PA Child Abuse History Clearance Form (CY-113-UF)</p> <p>PA Criminal Record Check</p> <p>FBI Criminal History Background Check via Cogent Systems</p>
<p>PA Department of Education</p> <p>Act 34 (1985) amended by Act 114 (2006) (criminal background)</p> <p>Act 151 (child abuse)</p> <p>Section 111 of Public School Code and Chapter 8 of State Board of Education Regulations</p> <p><a href="http://www.teaching.state.pa.us">www.teaching.state.pa.us</a></p>	<p>All student teachers participating in classroom teaching, internships, clinical, or field experiences; prospective employees of public and private schools, vo-tech, and intermediate units who have direct contact with children must provide a copy of PSP, FBI reports no more than 1 year old</p>	<p>Submit to PA Child Abuse History Clearance, PA Criminal Record Check, and FBI Criminal History Background Check</p>	<p>PA Child Abuse History Clearance Form (CY-113-UF)</p> <p>PA Criminal Record Check</p> <p>FBI Criminal History Background Check via Cogent Systems</p>
<p>PA Department of Education</p> <p>Background Checks (Act 114 and Act 24) Changes to Section 111 of School Code September 28, 2011</p>	<p>Act 24 of 2011 contains a number of significant changes to the PA School Code that are designed to enhance the safety of school children. Section 111 applies to all student teachers participating in classroom teaching, internships, clinical, or field experiences; prospective employees of public and private schools, vo-tech, and intermediate units who have direct contact with children.</p>	<p>Required reporting within 72 hours of any arrest or conviction of an offense listed in Section 111e that has occurred after September 28, 2011.</p>	<p>PA Child Abuse History Clearance Form (CY-113-UF)</p> <p>PA Criminal Record Check</p> <p>FBI Criminal History Background Check via Cogent Systems</p> <p>PDE reporting form 6004</p>

## ART

Alvernia offers a minor in art that provides students with the foundation needed to perceive and uniquely express their knowledge about the world. The study of art prepares students for independent critical thinking and provides inspiration for personal creativity. Basic skills acquired relate to all areas of curriculum and professional endeavors, and a minor in art may be well suited to students majoring in communication, education, general studies, history, marketing, occupational therapy or psychology. Courses in digital art are being added to the program.

**Art Minor Requirements:** 21 credits  
ART 101, 103, 251, and either 215 or 217.

Three courses from: ART 106, 120, 201, 208, 209, 212, 215 or 217, 220, 281, 307, 308, 309, 340, 390 (sculpture).

### COURSE DESCRIPTIONS

ART 101            3 credits

Drawing I

Applied study of drawing with emphasis on foundational elements, composition, materials, processes and aesthetic perception.

ART 103            3 credits

Color and Design

Study of the elements and principles of design and experimentation in the physical, psychological and theoretical use of color as applied to two-dimensional design. Students will learn to conceptualize, visualize and organize original designs.

ART 105            3 credits

Art Appreciation

An introductory course in art where visual manifestations of ideas are studied from pre-historic times through the present. Students will explore the development of social, political, philosophical, and theological ideas as they relate to art. Does not satisfy the art minor.

ART 106            3 credits

Design and Crafts

This course will encourage students to broaden and develop their creative skills, with techniques used in such crafts as weaving, scratchboard, carving, printing,

mosaics and clay. Emphasis will be on creative thinking and the technique of using various materials for final presentation.

ART 120            3 credits

#### Ceramics I

Clay, the most available art material, is used in a variety of hand-built formations such as pinch pot, slab and coil. Basic steps in glazing and underglazing are done on greenware and bisqueware.

ART 201            3 credits

#### Drawing II

Intermediate level course providing opportunities for further work in drawing with emphasis on achieving individual self-expression. Prerequisite: ART 101 or permission of instructor.

ART 208            3 credits

#### Painting I

An introductory course in painting using the traditional medium of oil. Basic studies in the formal and technical process of image arrangement and techniques are explored. Direct observation assignments and historical trends and painting methods are experienced. Students are encouraged to enroll if they have had some experience in drawing or two-dimensional design.

ART 209            3 credits

#### Basic Photography

Study of the creative process using photographic principles and techniques, including black and white darkroom procedures. 35mm camera with manual capabilities required.

ART 212            3 credits

#### Teaching Art

Study of ways to adapt visual arts concepts derived from studio arts, art history, art criticism and aesthetics across the early childhood, elementary and secondary curriculums. Content includes studio, lecture, critique and micro teaching experiences. Designed for education majors; suitable for fine arts core.

ART 215            3 credits

#### Art: Prehistoric through Middle Ages

Chronological approach to historical development of painting, sculpture, and architecture from prehistoric times through Middle Ages. Form and content of social, religious, and philosophical references are studied.

ART 217            3 credits

Art: Renaissance to Present

Chronological approach to historical development of painting, sculpture, architecture and crafts from Renaissance to present. Form and content of social, religious, and philosophical references are studied.

ART 220            3 credits

Ceramics II

Introduction to slip casting, care of molds, advanced glazing, and decorating materials and procedures. Prerequisite: ART 120 or permission of instructor.

ART 251            3 credits

3-D Design

Introduction to the concepts of 3-D design. Students construct 3-D models from conceptual drawings. Emphasis is on critical thinking, from conceptualization to final product presentation.

ART 281            3 credits

Graphic Design and Illustration

Introduces students to the techniques, software, and materials used in graphic design. Emphasis is on basic design principles, layout, type, and integrity of image. These elements are used to produce final computer generated graphic solutions such as logos, flyers, ads and newsletters.

ART 307            3 credits

Silkscreening

Study of single and multiple screen-printing processes. Emphasis is on aesthetic values, as well as preparation, techniques, color division, procedures, and print editions. Prerequisite: One of the following: ART 101, 103, or permission of instructor.

ART 308            3 credits

Painting II

This course is designed to further acquaint each student with a higher level of knowledge and skills needed for development of personal imagery and style. Students will explore new methods and materials beyond those of the oil medium, which will facilitate a more personal vision. Students will also focus on a higher degree of technical and aesthetic quality. Prerequisite: ART 208, or permission of instructor.

ART 309            3 credits

Intermediate Photography

Continuation of the study of black and white photography. Emphasis placed on creative use of the camera, alternative photographic processes and refinement of

darkroom techniques. Students focus on long-term projects allowing the development of individual self-expression through a personal photographic vision. 35 mm camera with manual capabilities required. Prerequisite: ART 209 or permission of instructor.

ART 319            3 credits

#### Digital Photography

Students will learn the basics of digital photography and editing. A digital camera is required. Pre-requisite: ART 209 or equivalent.

ART 340            3 credits

#### Watercolor

The elements and techniques of watercolor painting applied to both exercises and creative endeavors. Objective, subjective and conceptual approaches will be integrated into the course of study. Prerequisite: One of the following: ART 101, ART 103, ART 208, or permission of instructor.

## **ATHLETIC TRAINING**

According to the National Athletic Trainers' Association (NATA) a Certified Athletic Trainer (ATC) is a highly educated and skilled professional specializing in athletic healthcare. In cooperation with physicians and other allied health personnel, the athletic trainer functions as an integral member of the athletic healthcare team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs, and other athletic healthcare settings.

The athletic training education program is designed to prepare students to take the Board of Certification (BOC) exam. Students who fulfill the degree requirements are eligible to take the BOC exam. Once BOC certified, students are eligible to make application for Pennsylvania State certification. The Athletic Training Education program is accredited by CAATE (Commission on Accreditation of Athletic Training Education). The commission is located at: 2201 Double Creek Drive, Suite 5006, Round Rock, TX, (512) 733-9700.

The athletic training education program at Alvernia University has a primary purpose of providing students with the intellectual and clinical foundation that will enable them to play an important role in the healthcare of athletes and others involved in physical activity. The athletic training education program is committed to giving students the opportunities needed to develop the knowledge, skills and attitudes needed to become a highly-qualified allied health professional in the field of athletic training. Throughout the program, students will gain a breadth and depth of knowledge in the field of athletic training, as well as in the liberal arts. Students will also develop critical thinking skills, as

well as gain an appreciation for the profession of athletic training and the role of the Certified Athletic Trainer.

### Admission Requirements

Admission requirements of the university must be met before students are able to declare athletic training as their major. Upon completion of the criteria listed below, students must then apply for acceptance to the program (forms are available online at the [AT website](#)).

- Completion of at least 24 credits with a minimum GPA of 2.50. Courses must include AT 101, 113, 222; BIO 107, 108, 117, 118. (Department chair of the courses taken and program director of athletic training must approve comparable coursework for transfer students).
- Documentation of 50 directed observation clinical hours.
- Formal application and essay, two recommendation forms and a grade of “C” or better in all courses mentioned above.
- Approval of the faculty athletic training selection committee. Entry is limited on a space-available basis.

Selection criteria for admission into the Athletic Training Education Program are available in the Athletic Training Office and the *Athletic Training Student Policies and Procedures Manual*.

Selection criteria include the following (based on selection criteria utilized, a total of 12 points can be accumulated):

#### 1. Overall GPA – Maximum of 4 points

<u>GPA</u>	<u>POINTS</u>
3.5 to 4.0	4
3.0 to 3.49	3
2.5 to 2.99	2
(Under 2.5 GPA – Not eligible to apply to the program)	

#### 2. GPA for BIO 107, 108, 117, 118; AT 101, 113, 222 – Maximum of 4 points

<u>GPA</u>	<u>POINTS</u>
3.5 to 4.0	4
3.0 to 3.49	3
2.5 to 2.99	2
2.0 to 2.49	1

#### 3. Formal Application and Essay – Maximum of 2 points

Points are determined utilizing specific criteria located and available in the Athletic Training Office.

#### 4. Two Recommendation Forms – Maximum of 2 points (1 point each)

Maximum score on each recommendation = 70

$$57 - 70 = 1 \text{ point}$$

$$43 - 56 = .8 \text{ points}$$

$$29 - 42 = .6 \text{ points}$$

$$15 - 28 = .4 \text{ points}$$

$$< 15 = .2 \text{ points}$$

Admissions grievances: The Student Grievance Policy is included in the *Undergraduate Student Handbook*.

Acceptance in the program allows students to continue with the athletic training curriculum. Students admitted into the athletic training education program must maintain a 2.5 cumulative GPA. Students falling below these levels are reviewed by the program director and placed on probation or possibly dismissed from the program.

When students are formally admitted into the athletic training education program, they must meet the following requirements:

- Obtain specific immunizations: TB Test (yearly), Diphtheria Tetanus Booster, Measles, Mumps and Rubella, series of Hepatitis B vaccinations.
- Maintain current certification in CPR and First Aid.

Students entering their clinical rotations must:

- Provide transportation for clinical experience off-campus (public or private).
- Obtain a Pennsylvania Child Abuse History Clearance (Act 34), a Criminal History Check (Act 151) and an FBI Criminal History Check.

#### **Progression Policies**

- Achievement of a “C” or better in each athletic training (AT) course. Students may repeat/delete only one athletic training (AT) course throughout the athletic training education program.
- Students who receive a grade of less than a “C” in an athletic training course may not progress in athletic training courses for which that course is a prerequisite.

#### **Transfer Students**

Prospective transfer students are encouraged to view the Athletic Training Education Program requirements at the program website. Consultation with the Admissions Department and the Program Director are required.

A student who transfers to Alvernia University with the intent to pursue the athletic training major must start in the Pre-Professional Phase of the major. In

addition, the transfer student must complete at least one full semester in the Pre-Professional Phase to be eligible for acceptance into the Professional Phase, the student must complete the Professional Phase and all other requirements for graduation from Alvernia University.

Acceptance or non-acceptance of transfer courses to Alvernia University in place of the following courses will be at the discretion of the Alvernia University Registrar in consultation with the athletic training education program Director: any course that has the AT prefix, BIO 107, BIO 108, BIO 117, BIO 118, BIO 211, and BIO 216. Students seeking transfer credit for any of these courses may be asked to demonstrate the appropriate cognitive and psychomotor knowledge, skills, and abilities by passing a comprehensive exam. Should the Registrar and the Program Director determine that any athletic training education courses/credits taken previously will not transfer, the prospective transfer student may be required to remediate the course work at Alvernia University. All courses at Alvernia University with the AT prefix that are 300-level or higher and the related clinical education experiences must be taken at Alvernia University. For more information regarding these requirements, please contact the Program Director.

## **ATHLETIC TRAINING**

Major: 57 credits

AT 101, 113, 206, 209, 222, 250, 251, 301, 310, 311, 321, 340, 410, 411, 433, 440, 445, 446.

Related Areas: 31 credits

BIO 107, 108, 117, 118, 208, 211, 217; MAT 208; PSY 101, 208; THE 210.

## **COURSE DESCRIPTIONS**

AT 101                    3 credits

Introduction to Athletic Training

This course is intended to introduce students to the profession of athletic training and sports medicine; including history, function, career opportunities and professional standards of the national (NATA) and state (PATS) organizations, as well as the educational objectives of the athletic training major. Facilities where athletic training is practiced, types of clients treated, equipment used, and the various relationships with other healthcare professionals are discussed.

AT 113                    3 credits

Emergency Response

Provides the knowledge, skills, and confidences to help a person who is a victim of injury or sudden illness. Students learn how to assess a person's condition and how to recognize and care for life-threatening emergencies. Students will also

receive OSHA training in the handling of blood borne pathogens.  
Cross-listed with PED 104.

AT 206            4 credits

#### Therapeutic Exercise

Study of the basic types of exercises applied in the treatment of disease and injury. Emphasis is on the teaching aspect of working with the physically active client. Introduction to the physiological effects of exercise and the basic principle of joint range of motion, manual muscle testing and functional activities. Use of mechanical exercise equipment is also taught, stressing safety during exercise, signs of over dosage and use of proper body mechanics. Correct and incorrect exercise procedures as well as indications and contraindications for different exercise are reviewed. Student will acquire skills in performing goniometric measurements. Three hours lecture and two hours lab.

Prerequisites: BIO 107, 108, 117, and 118.

AT 209            4 credits

#### Therapeutic Modalities and Treatment Techniques

Students are introduced to theory, application, and treatment of therapeutic modalities including: moist heat, cryotherapy, paraffin, infrared, ultraviolet, fluidotherapy, spinal traction, ultrasound, magnetic therapy, hydrotherapy, and diathermy. Indications, contraindications, and precautions are emphasized. This course provides the knowledge, skills and values that the entry-level certified athletic trainer must possess to plan, implement, document, and evaluate the efficacy of therapeutic modalities in the treatment of injuries and illnesses of athletes and others involved in physical activity. Three hours lecture and two hours lab. Prerequisites: BIO 107, 108, 117, and 118.

AT 222            4 credits

#### Care & Prevention of Athletic Injuries

Introduction to the concepts of injury prevention, recognition and management, as they relate to athletics. Integrates three hours lecture and two hours lab weekly. Prerequisite: permission of instructor.

AT 250            4 credits

#### Recognition and Evaluation of Athletic Injuries I

This course is for students majoring in athletic training. It is designed to provide detailed cognitive, psychomotor and affective domain learning experiences. Students taking this course will be able to conduct thorough clinical injury/illness evaluation and determine the nature, type and severity of injuries for the basis of providing First Aid/emergency care, referring for medical diagnosis/treatment and follow up treatment. Major focus is on the upper extremities. This course requires three hours lecture and two hours lab.

Prerequisite: BIO 107, 108, 117, and 118.

AT 251            4 credits

Recognition and Evaluation of Athletic Injuries II

This course is for students majoring in athletic training. It is designed to provide detailed cognitive, psychomotor and affective domain learning experiences.

Students taking this course will be able to conduct thorough clinical injury/illness evaluations and determine the nature, type and severity of injuries for the basis of providing First Aid/emergency care, referring for medical diagnosis/treatment and follow up treatment. Major focus is on the lower extremities. This course requires three hours lecture and two hours lab.

Prerequisite: BIO 107, 108, 117, and 118.

AT 301            3 credits

Advanced Athletic Training Procedures

Advanced rehabilitation science procedures. Movement science focuses on a study of normal motor control and on movement abilities. This course discusses current applied neurosciences concepts to allow students to practice the application of motor learning principles to rehabilitation. The electro-therapy unit includes an in-depth discussion of electro-physiology, the instrumentation and application of various types of transcutaneous electrical stimulation.

Integrates two hours lecture and two hours lab weekly. Prerequisite: BIO 107, 108, 117, 118, 211.

AT 310            3 credits

Athletic Training Clinical I

Course includes both seminar and practical application. Students spend a minimum of 200 hours and maximum 320 hours working with a preceptor at the university's facilities or an affiliated site. Major focus is on lower extremities.

Prerequisite: AT 206, 209, 251 or permission of the Program Director.

AT 311            3 credits

Athletic Training Clinical II

Course includes both seminar and practical application. Students spend a minimum of 200 hours and maximum 320 hours working with a preceptor at the university's facilities or at an affiliated site. Major focus is on upper extremities.

Prerequisite: AT 310.

AT 321            2 credits

Strength and Conditioning Techniques for Rehabilitation Professionals

Course includes a functional, scientific approach to the design of strength and conditioning programs. Includes testing protocols used for measuring fitness, body composition, posture, flexibility, muscular strength, power, speed, and endurance. General fitness, wellness, and sports nutrition concepts and dietary supplements will be discussed. Course includes 1 hour of lecture and 2 hours of lab weekly. Prerequisite: AT 206.

AT 340            3 credits

#### Organization and Administration of Athletic Training

Organization and administration of athletic training programs as identified by the National Athletic Trainers' Association, in the "Competencies in Athletic Training" document. Topics include licensing, continuing education requirements, record keeping, purchasing and maintenance of equipment and facilities, and policies and procedures for the operation of athletic training program. Practical experiences are interwoven throughout the course.

AT 410            3 credits

#### Athletic Training Clinical III

Course includes both seminar and practical application. Students spend a minimum of 200 hours and maximum 320 hours working with a preceptor at the university's facilities or an affiliated site. Major focus is on contact sports and general medical conditions and disabilities. Prerequisite: AT 310 and 311, or permission of the Program Director.

AT 411            3 credits

#### Athletic Training Clinical IV

Course includes both seminar and practical application. Students spend a minimum of 200 hours and maximum 320 hours working with a preceptor at the university's facilities or an affiliated site. Major focus is on psychosocial intervention and counseling techniques. Prerequisite: AT 310 and 311, or permission of the Program Director.

AT 433            3 credits

#### Exercise Physiology

Study of the application of physiological principles of human performance to sports/exercise including theories and principles for improving performance. Examination of current literature and research. Focus on examples for athletic training and coaching application. Prerequisites: BIO 107, 108, 117, and 118.

AT 440            2 credits

#### Pharmacology in Athletic Training

Study of pharmacologic applications for injury/illness to athletes and the physically active. Includes indications, contraindications, interactions of medications, and relevant governing regulations.

AT 445            3 credits

#### Senior Capstone I

This course explores quantitative and qualitative research methodologies used in athletic training and evaluation of published research in the field. The capstone activity involves designing a research project and presenting it for Institutional Review Board approval. Basic format and organization issues are covered, along

with how to identify a research topic, access resources, and write a literature review. Pre-requisite: MAT 208 and senior status.

AT 446                    3 credits

### Senior Capstone II

This senior level capstone class involves the completion of a research project developed and designed in the previous course, AT 445. The student will carry out the research, analyze the data, and present the project. This course will cover content related to preparation for the BOC examination as well as professional development and responsibilities of the entry-level athletic trainer, including continuing education and ethical responsibilities. Pre-requisite: AT 445.

## **BEHAVIORAL HEALTH**

The behavioral health degree is one of the most versatile degrees found at the college or university level. It was established to provide a core of expertise for those individuals seeking administrative, counseling, and casework positions in areas such as addiction studies, mental illness, and child welfare. This unique yet expansive major is the outgrowth of community agencies needing to employ individuals with a broader base of expertise. This degree, with its different areas of concentration, is designed to build the professional competence needed to address today's various and complex issues.

Students who major in behavioral health will find their educational experience both enriching and enjoyable. Through the use of community-based adjunct faculty, "real time" information and experience is presented to the student, allowing for lively classroom discussion and bringing to life traditional textbook material. Our faculty includes national educators and published professionals, as well as top-level administrators who are actively involved with changes occurring in behavioral healthcare. Students are able to complement their classroom education with two field placements in licensed or state-approved programs, facilities and/or agencies. Such placements give the behavioral health major valuable exposure to the work environment prior to graduation.

Students intending to pursue a career as a licensed professional counselor will need to meet additional graduate and licensure requirements. At Alvernia University, students intending to continue into the Master of Arts in Community Counseling (MACC) program are required to take PSY 101, PSY 403, and a statistics or research methods course.

## **Areas of Concentration:**

### **Addiction Studies Concentration**

Alvernia's degree focusing on addiction studies was one of the first of its kind in the United States. Students who pursue this concentration find the subject area extremely relevant, challenging and rewarding in their quest to understand one of society's major problems.

*NOTE: All courses in the addiction studies concentration are approved as containing the content required by the Pennsylvania Certification Board (PCB). Students completing these requirements can contact the Certification Board for specific steps related to the certification process and the examination.*

### **Mental Health Concentration**

This area of concentration was established to provide a core of expertise and experience for students looking to find employment immediately after graduation in mental health clinics and centers. The concentration increases job readiness through its addiction studies component.

### **Child Welfare Concentration**

This challenging yet rewarding area will provide students with the essential knowledge to address the problem of child maltreatment. Abuse/neglect investigation, in-home services, out-of-home placement, adoption, and parenting education are just a few of the multiple employment opportunities that await graduates with this area of concentration.

### **Behavioral Health: 54 credits**

BH 201, 202, 204, 230, 303, 330, 402, 404, 405, 406, 407; PSY 101.

The behavioral health program also requires that students complete a Child Abuse Clearance, a PA Criminal Record Check and an FBI clearance including fingerprinting. Any arrest and/or conviction may or may not prohibit a BH student from participating in Practicum coursework, gaining future employment or continuing in graduate work toward licensure. Practicum-Specific Placement: Students will be required to complete two practicums within their area of concentration. Field placements will occur at facilities that are licensed or approved by the State of Pennsylvania. These additional 12 credits (and experience) will be critical in defining the student's area of expertise (i.e., addiction studies, mental health, child welfare).

### **Choose any four courses within one of the following three concentrations:**

**Addiction Studies:** BH 203, 220, 240, 304, 305, 306, 400, 411/413 (as appropriate), 414.

108

**Mental Health:** BH 203, 240, 300, 304, 306, 400, 411/413 (as appropriate), 414.

**Child Welfare:** SW 201, 202, 301; CJ 101, 175, 272 or 274, BH 300, 411/413 (as appropriate).

**Related Area:** 6 credits  
PSY 208, 215

**Minor:** 21 credits  
BH 201, 202, 203, 303, 330 and two approved electives from a specific area of concentration.

**Certificate Program:** 21 credits  
BH 201, 202, 204, 303, 330 and two approved electives from a specific area of concentration.

## **COURSE DESCRIPTIONS**

BH 102                    3 credits  
Substance Abuse and Society

An introductory course designed specifically for students not majoring in addiction studies. Offers a blend of information and exercises to assist the student in developing necessary skills for living in a world where alcohol, tobacco, medicines and other drugs are readily available. Involves a variety of individual and small group educational activities. Satisfies social science requirement.

BH 201                    3 credits  
Foundations of Addictions

Concepts from psychopharmacology, genetics, counseling theory, law, medicine, sociology, and other disciplines are applied to provide a basic understanding of the practical issues surrounding the prevention and treatment of substance abuse and dependence. This course, intended for behavioral health majors, also requires that student complete a Child Abuse Clearance, a PA Criminal Record Check, and an FBI clearance including fingerprinting. Any arrest and/or conviction may or may not prohibit a BH student from participating in Practicum coursework and gaining future employment. Satisfies social science requirement.

BH 202                    3 credits  
Origins of Mental Illness

This course will introduce students to the fundamentals of mental illness and psychiatric disorders. Particular emphasis will be placed on investigation of the

etiological factors that cause mental illness, as well as the common protocols used in their treatment. Students will receive a comprehensive perspective on: anxiety disorders, mood disorders, disorders of childhood and adolescence, schizophrenia and other psychotic disorders, obsessive-compulsive disorders, and other disorders related to the field of mental health treatment.

BH 203                    3 credits

#### Neuropharmacology

The primary goal of this course will be to educate students to the biochemical aspects of the human brain and the influence of chemicals within the brain. Students will become familiar with the neurological implications of drug abuse and its effects on brain function. This course will also focus on the most commonly utilized medications in the treatment of depression, psychosis, mania, schizophrenia, and other related psychiatric disorders. Prerequisite: 100 level Human Biology; BIO 109 preferred.

BH 204                    3 credits

#### Theories of Counseling and Psychotherapy

Major theoretical counseling orientations are examined with an emphasis on how each of these theories applies to the treatment of addiction and mental health disorders. Theories and types of therapeutic approaches considered include: Freudian Theory, Person-Centered Theory, Gestalt Theory, Reality Therapy, Rational-Emotive Therapy and other cognitive behavior theoretical approaches.

BH 220                    3 credits

#### Prevention and Intervention Services

Introduction to the current prevention and intervention services that substance abuse professionals are providing within the contexts of schools, the criminal justice system and the general community. Specific services examined include: Driving Under the Influence (DUI) programs, programs for juvenile offenders and peer counseling programs.

BH 230                    3 credits

#### Assessment and Evaluation

Students are introduced to the various instruments used in the assessment and evaluation of addiction and mental illness, and the interviewing skills that facilitate this process. Students will examine the components of clinical reasoning that are utilized in determining the various levels of counseling and treatment interventions. Prerequisite: BH 201 and BH 202.

BH 240                    3 credits

#### Addictive Behaviors

This course focuses on compulsive behaviors sometimes referred to as “the other addictions.” The origins and treatment of these behaviors will be examined

from a biological, psychological, and spiritual perspective. Areas covered include love and dependent relationships, sexual addiction, workaholism, compulsive gambling and eating disorders.

BH 300                    3 credits

#### Case Management

This course integrates case management theory and practice as it is applied to individuals, agencies, and communities. Students will learn about core case management components, and will gain valuable knowledge in the areas of assessing, planning, linking, monitoring, recording, and evaluating client care. Issues of diversity, community resources and the various arenas of case management will be explored. Actual case examples will be discussed and reviewed using a “best practices” model. Focus will be placed on the role of case management in mental health, child welfare and addiction treatment programs in Pennsylvania.

BH 303                    3 credits

#### Counseling Techniques I

The basic elements of interpersonal communication such as attending, reflection of feeling, paraphrasing, summarizing, self-disclosure, and interpretation are emphasized. Various styles are also explored with regard to appropriateness of use with the various client populations.

BH 304                    3 credits

#### Counseling Techniques II

Skills developed in Counseling Techniques I are built upon and applied to various behavioral health case studies. In addition, specific techniques such as relaxation training, assertiveness training and family intervention are introduced. Prerequisite: BH 303.

BH 305                    3 credits

#### Group Counseling I

The dynamics of group interaction and the role of the group therapist are examined. Emphasis is placed on understanding the special demands on the group leader which are unique to group therapy with behavioral health clients.

BH 306                    3 credits

#### Group Counseling II

Skills developed in Group Counseling I are expanded upon and further developed. Skills are applied in simulated group process. Participants co-lead simulated group sessions, review videotapes, critique and reflect on their performance and then revise performance. Prerequisite: BH 305.

**BH 330**                    3 credits**Crisis Intervention**

This course focuses on Crisis Theory, teaching the student how to more effectively identify and manage crisis situations; how to clearly and quickly recognize the behaviors which may precede certain crisis situations; and how to implement proven intervention techniques designed to deescalate volatile or potentially dangerous situations. An overview of voluntary and involuntary commitments will be presented, along with proven strategies for safely addressing these circumstances. Management of counselor stress and other legal and ethical issues will be discussed. Prerequisites: PSY 101, BH 201.

**BH 400**                    3 credits**Marriage and Family Counseling**

This course is designed to acquaint the student with the various theoretical schools of thought associated with family and family-systems counseling. The content will provide a review and practice of the basic techniques associated with family counseling. Students will be provided with various video examples of those techniques practiced by known experts in the field, and students will have an opportunity to practice the skills they are learning. Prerequisite: PSY 101, BH 201.

**BH 402**                    3 credits**Management of Human Service Agencies**

With a primary focus on the inner workings and structures of human service agencies, students will be afforded an opportunity to broaden their understanding of the administrative aspects of drug and alcohol, mental health, and child welfare services. Funding, federal and state regulations, licensing, credentialing, and the changing environment of managed care will be some of the primary issues addressed in this course.

**BH 404**                    3 credits**Practicum Field Experience**

The student will participate in a fieldwork site in a prevention/intervention/treatment setting in the area of behavioral health, consistent with the student's area of concentration (i.e. addiction, mental health, or child welfare) or in a generalist behavioral health practice. Field placements will occur at facilities that are licensed or approved by the Commonwealth of Pennsylvania. The fieldwork practicum promotes the integration of classroom and experiential learning in the development of clinical reasoning, reflective practice and professionalism. This practicum is a 100-hour experience (3 credits). Ideally each 3-credit practicum experience will be taken in conjunction with another 3-credit practicum course, with the entire experience amounting to 6 credits or 200 hours. Prerequisite: 24 credits in BH.

## BH 405                    3 credits

## Practicum Field Experience

The student will participate in a fieldwork site in a prevention/intervention/treatment setting in the area of behavioral health, consistent with the student's area of concentration (i.e. addiction, mental health, or child welfare) or generalist behavioral health practice. Field placements will occur at facilities that are licensed or approved by the Commonwealth of Pennsylvania. This fieldwork practicum promotes the integration of classroom and experiential learning in the development of clinical reasoning, reflective practice and professionalism. This practicum is a 100-hour experience (3 credits). Ideally, each 3-credit practicum experience will be taken in conjunction with another 3-credit practicum course, with the entire experience amounting to 6 credits or 200 hours. Prerequisite: 24 credits in BH.

## BH 406                    3 credits

## Practicum Field Experience

This field practicum will require the student to choose a suitable and approved field placement site that is consistent with their area of concentration (i.e., addiction, mental health, or child welfare) or generalist behavioral health practice. Field placements will occur at facilities that are licensed or approved by the Commonwealth of Pennsylvania. This fieldwork practicum promotes the integration of classroom and experiential learning in the development of clinical reasoning, reflective practice and professionalism. This field practicum is a 100-hour experience (3 credits). Ideally, each 3-credit practicum experience will be taken in conjunction with another 3-credit practicum course, with the entire experience amounting to 6 credits or 200 hours. Prerequisite: 24 credits in BH.

## BH 407                    3 credits

## Final Field Practicum

This final field practicum will require the student to choose a suitable and approved field placement site that is consistent with their area of concentration (i.e., addiction, mental health, or child welfare) or generalist behavioral health practice. Field placements will occur at facilities that are licensed or approved by the Commonwealth of Pennsylvania. This capstone fieldwork practicum promotes the integration of classroom and experiential learning in the development of clinical reasoning, reflective practice and professionalism. This field practicum is a 100-hour experience (3 credits). Ideally, each 3-credit practicum experience will be taken in conjunction with another 3-credit practicum course, with the entire experience amounting to 6 credits or 200 hours. Prerequisite: 24 credits in BH.

BH 411                    3 credits  
Counseling Special Populations

Issues relevant to working with members of special populations are examined. Impact of group membership on individual identity is explored. In addition, special populations such as the disabled, adolescents, elderly, women, sexual minorities, ethnic groups, and various professional groups (such as physicians, clergy and lawyers) are considered. This course fulfills the human diversity graduation requirement.

BH 413                    3 credits  
Special Issues Seminar

This course will address current issues within the field of addictions and mental health treatment. Possible topics include: the role of gender and culture in therapeutic relationships, bereavement, HIV, adolescent issues, specialized testing, the “cultures” of addiction and recovery, family issues, life span issues related to behavioral health and program/outcomes assessment. These courses are offered to broaden the student’s experience, as well as assuring that advancements and changes have a mechanism to be addressed within the program structure. Course may be repeated for credit with different topics. *Depending on the issue(s) identified, this course can be utilized as an elective for one, two, or all three areas of concentration.*

BH 414                    3 credits  
Emotional and Behavioral Pathology

The goal of this course is to challenge the student to develop an in-depth and working knowledge of the Diagnostic and Statistical Manual (DSM) classification of mental disorders. Knowledge will be expanded from a prerequisite course Origins of Mental Illness and students will learn to utilize the current DSM to formulate multi-axial diagnostic impressions of mental disorders. The course emphasizes a focused and therapeutic approach to conducting diagnostic interviews and assessments while learning to identify and classify presenting psychiatric symptomatology and record their findings in a professionally acceptable format. Prerequisite: BH 202.

## BIOLOGY

The program of specialization in biology aims to develop in students an appreciation for and knowledge of the fundamental biological principles and skills of biological techniques used in teaching on the secondary level, graduate study, biological research, medical technology, and in professional schools of medicine, dentistry, pharmacy and veterinary medicine.

**Biology:** 80-89 credits

**Core:** 28 credits

114

BIO 103, 104, 221, 303/309, 304/311, 402; either BIO 480 or BIO 316/317/407.

**Related Area:** 34-37 credits

CHE 104/110, 105/111, 107, 201/210, 202/211; PHY 110/111; MAT 209, 220, 230, 131 recommended.

**Electives:** 18-24 credits

BIO 115/116 or 107/117 & 108/118, , 205, 208, 211, 216, 320, 405, 409, 410.

Students are encouraged to conduct an independent research project. Permission from the instructor is required.

**Minor:** 17 credits

A minor in Biology consists of eight credits at the 100 level (either BIO 103 and 104 or BIO 107/117 and 108/118); at least three credits at the 200 level; and at least six credits at the 300/400 level.

### **Biology Secondary Education Certification**

**Total Program:** 131-133 credits

**Liberal Arts Core:** 43 credits

The following are required as part of the liberal arts core: MAT 209, PSY 101, COM 270

**Secondary Education Professional Education:** 33 credits

SPE 100, ED 203, 206, 209, 306, 313, 333, 416, 434, 470, 472

**Major:** 28 credits

BIO 103, 104, 115, 205, 221, 303, 320, 330

**Related Requirements:** 28 credits

CHE 104, 105, 107, 110, 111, 201, 210, MAT 230, PHY 103, 110, PSY 210

### **Biology Medical Technology**

**Emphasis:** 72-73 credits

Alvernia offers an emphasis in medical technology as part of a Bachelor of Science degree program in biology or chemistry.

**Major:** 61-62 credits

BIO 103, 104, 107, 108, 117, 118, 221, 303, 409, 420, 421; 3-4 credits in biology elective.

**Related Areas:** 25 credits

CHE 104, 105, 107, 110, 111, 201, 202, 210, 211, 212; MAT 209.

One year of clinical study and experience in a school of Medical Technology approved by the National Accrediting Agency for Clinical Laboratories Sciences (NAACLS) follows the requirements listed above. Alvernia has an affiliation agreement with Reading Hospital and Medical Center.

Alvernia provides assistance in making application for admission to the clinical year program; however, admission is determined solely by the hospital. The university cannot guarantee all students be accepted for the clinical year experience. All clinical year graduates become eligible to take the certification examination for medical technologists and after successful completion will be entitled to use the designation.

Clinical Experience and study in Hospital Facility: 30-32 credits. Courses include: Immunohematology, Chemistry, Clinical Microscopy, Coagulation, Hematology, Microbiology, Serology and Immunology. Consult Biology Specialization area of catalog for Biology-Medical Technology requirements.

### **LECOM PARTNERSHIP**

Alvernia University in partnership with LECOM offers an opportunity for students to enter in LECOM's School of Dental Medicine, the Pharmacy School and the Medical College after completion of their degree at Alvernia. Specific guidelines and requirements are available from the Chair of Science and Mathematics.

### **COURSE DESCRIPTIONS**

BIO 102                    4 credits

Fundamentals of Biology

Emphasizes important biological concepts and principles common to all living organisms. Topics include the cell, energetics, genetics, physiology, evolution, and ecology. Integrates laboratory and classroom work. Fulfills lab science requirement for non-science majors. Cannot take BIO 102 and BIO 103 for credit.

BIO 103                    4 credits

Principles of Biology

Provides a survey of important biological concepts and principles to all living organisms. Topics include prokaryotic and eukaryotic cells, energetic, comparative physiology, evolution and ecology. Integrates laboratory and classroom work. This course is limited to science majors, biology minors, and biology-secondary education majors.

BIO 104                    4 credits

Zoology

Investigative survey of life processes common in animals. Gas exchange, internal transport, nervous and endocrine control, reproduction, and homeostatic mechanisms are major topics included. Integrates laboratory and classroom work. Prerequisite: BIO 103 or permission of the instructor.

BIO 107            3 credits

Human Anatomy and Physiology

Homeostatic mechanisms of the human body with emphasis on structure and function are studied. Gross and microscopic structures are correlated with function of cells, tissues, organs and systems of the body. Major topics include: skeletal, muscular and nervous systems. Three hours of lecture per week.

Co-requisite: BIO 117.

BIO 108            3 credits

Human Anatomy and Physiology II

Emphasis is on structure and function of endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary and reproductive systems. Gross and microscopic structures are correlated with functions of cells, tissues, organs and systems of the body. Three hours of lecture per week. Co-requisite: BIO 118.

BIO 109            3 credits

Human Biology

An introductory course with emphasis on human physiology and the role humans play in biosphere. Application of biological principles to practical human concerns are covered in one semester. Integrates laboratory and classroom work.

BIO 115            3 credits

Human Form and Function

A one semester survey of human anatomy and physiology. Discusses all the major organ systems with an emphasis on structure and function. Required for biochemistry, forensic science, and biology-secondary education students.

Available as an elective for biology majors.

BIO 116            1 credit

Human Form and Function Laboratory

Laboratory course accompanying BIO 115 Human Form and Function. Includes both gross and microscopic examination of cells, tissues and organs with a hands-on approach to further develop, reinforce and apply lecture concepts.

Required for forensic and biochemistry majors.

BIO 117            1 credits

Human Anatomy & Physiology I Lab

Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented in the same time period the material is being discussed in lecture. One two-hour lab per week. Co-requisite:

BIO 107.

BIO 118            1 credit

Human Anatomy & Physiology II Lab

Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented in the same time period the material is being discussed in lecture. One two-hour lab per week. Co-requisite: BIO 108.

BIO 203            3 credits

Biosphere

The course Biosphere studies humans and their interactions with their environment. Topics include ecological principles (the nature of nature), energy and natural resources issues, pollution problems, and threats to the Biodiversity of the planet. Specific consideration will be given to humanity's ability to alter and change nature from historical and current perspectives; and how we can learn to live in harmony with nature. Fulfills lab science in liberal arts core.

BIO 205            4 credits

Botany

Plant anatomy and vital physiological processes are examined. Water regulation, metabolism, growth and reproduction are covered, along with a polygenetic survey of the major plant groups. The importance of plants in the scheme of global ecology is considered. Integrates laboratory and classroom work. Prerequisite: BIO 103 or permission of instructor.

BIO 208            3 credits

Neuroscience for Rehabilitation

Examine structure and functioning of the human nervous system through an integrated analysis of neuroanatomy, neurophysiology and neuropsychology. Emphasizes clinically relevant neuroscience concepts, focusing on application to patient rehabilitation and therapeutic approaches. Prerequisites: BIO 107/117, 108/118 or BIO 103, 104.

BIO 211            4 credits

Kinesiology

Study of interaction between muscular and skeletal systems to produce human movement. Student reviews the anatomy and physiology of muscular system and learns the biomechanical influence it has on skeletal system in order to affect joint movement. A study of normal gait and upright posture is also included. Three hours lecture and two hours lab weekly. Prerequisite: BIO 107/117 with a "C" grade.

## BIO 216            3 credits

## Nutrition

Overview of nutritional requirements of individuals in the healthful state as well as modification of those requirements during illness. Prerequisites: BIO 107/117, 108/118, or permission of instructor.

## BIO 217            3 credits

## Principles of Sports Nutrition

An overview of the field of nutrition with emphasis on nutritional requirements, practices, and conditions specific to people engaged in athletic activities. Course intended for students enrolled in the athletic training program and designed to meet competencies published by the National Athletic Trainers; Association. Prerequisites: BIO 107 & 117, 108 & 118, or permission of the instructor.

## BIO 220            4 credits

## Clinical Microbiology

Study of the morphological and physiological nature of microorganisms and their relationship to humans in both the normal and diseased states. Emphasis on bacteriological techniques such as cultivation, staining, identification, and other techniques important in a clinical setting. Integrates laboratory and classroom work.

## BIO 221            4 credits

## General Microbiology

An integrated laboratory and classroom course which looks at both the morphological as well as the physiological nature of microorganisms and their relationship to both the normal and the diseased state in humans. Bacteriological techniques such as staining, identification and cultivation are emphasized. Prerequisites include any one of the following: BIO 103, 104, 107/117, or permission of instructor.

## BIO 230            3 credits

## Sustainability Principles and Practices

As the opening course to the minor in community and environmental sustainability, students will be introduced to the theory, principles, and practices of sustainability. Approaching sustainability from a systems perspective, students will explore its interdisciplinary nature, including the environmental, social, economic, and cultural components of sustainability as they relate to creating sustainable communities. This course does *NOT* fulfill the lab science requirement of the liberal arts core.

BIO 303            3 credits

Genetics

Introduction to classical and modern genetics. Topics include Mendel's principles of heredity, chromosomal aberrations, protein synthesis, population genetics and regulation of gene action. Three hours of lecture per semester week. Prerequisites: BIO 104 or instructor permission.

BIO 304            3 credits

Cell Biology

Biological reactions at the cellular level. Modern trends in physiology with emphasis on the chemical and physical properties of cells. Colloidal properties and chemical composition of protoplasm, nucleic acids, cellular metabolism, enzymes, energy utilization, photosynthesis and cell processes are stressed. Three hours of lecture per semester week. Prerequisites: BIO 104; CHE 105, 202.

BIO 309            1 credit

Molecular Genetics Laboratory

Introduction to the basic methods and techniques employed in a modern genetics or biotechnology laboratory. Students will experiment with DNA amplification, electrophoretic separation, cloning and other recombinant DNA technologies. Co-requisite for biology and biochemistry majors enrolled in BIO 303 Genetics.

BIO 311            1 credit

Cellular Physiology Laboratory

Introduction to the laboratory methods and techniques employed in the study of microscopic organisms, individual cells and cellular tissues. Students will experiment with *in vitro* cell growth and culture techniques, cellular metabolism as well as DNA and protein biosynthesis. Co-requisite for biology and biochemistry majors enrolled in BIO 304 Cell Biology.

BIO 315            3 credits

Forensic Medicine

Provides an understanding of the basic scientific, ethical and legal principles that are relevant to the practice of forensic medicine. Students will be exposed to post-mortem examination including issues related to dealing with bereaved relatives of a deceased person or victim of crime. An understanding of basic human anatomy and physiology is expected. Graphic photos and/or attendance at a forensic autopsy will be included. Prerequisites: BIO 115 and 116.

BIO 316            2 credits

Introduction to Biology Research

First of three courses in the student research sequence. An introduction to investigative and/or synthetic research in biology. The course will focus on literature review in a selected area of interest and development of a rational

hypothesis and research proposal. Students will be introduced to research methods and procedures, be exposed to ongoing research projects and be expected to select a research mentor. Prerequisite: junior status.

BIO 317                    2 credits

Experimentation in Biology Research

Second of three courses in the student research sequence. Students will continue studies in a guided research project under the direction of a selected research mentor. Students will advance their research projects through weekly laboratory or field activities. The focus will be on designing and conducting experiments as well as evaluating and interpreting experimental results. Prerequisites: BIO 316 and junior status.

BIO 320                    4 credits

Ecology

This 4-credit lecture/laboratory course examines the ecological and evolutionary basis of natural systems from a hierarchical perspective. The major topics covered include: population and community ecology, interactions in communities, and ecosystem functions. Prerequisites: BIO 103, 104 or permission of the instructor.

BIO 330                    2 credits

Biotechnology

Introduces students to some of the basic and classical research techniques that are used in the biological sciences and familiarizes them with some of the equipment that is routinely used. Prerequisites: BIO 103, 104 or 115; CHE 104, 105, 201 or permission of the instructor.

BIO 402                    2 credits

Seminar

Students research a topic, including review of the literature, and then prepare a paper for presentation.

BIO 405                    3 credits

Pharmacology

Major concepts center around the physiological actions of drugs. Topics to be covered include the survey of major classes of drugs used in clinical therapeutics; prototype drugs developed for selected purposes; toxic interactions; and the physiological mechanism by which drugs produce their effects. Three hours of lecture per semester week. Prerequisites: 6 credits of biology or permission of instructor.

BIO 407                    2 credits

Data Analysis in Biology Research

This third and final course in the student research sequence focuses on the interpretation and dissemination of data compiled during investigative studies in laboratory or field biology. Students will complete any final experimentation and wrap up their research project. Students will work to formulate conclusions and output their data in a presentable research format. The focus will be on preparation of a formal oral presentation, poster presentation or research article. Prerequisites: BIO 317 and senior status.

BIO 409            3 credits

#### Immunology

Introduction to fundamental concepts of immune response. Principles relating to clinical immunology are discussed in terms of underlying experimental studies. Immunologic reactions and ideas on the function of the immune system are explained. Three hours of lecture per semester week. Prerequisites: BIO 104, 304, and CHE 105, or permission of instructor.

BIO 410            3 credits

#### Pathophysiology

Effects of internal and external stressors on body functions are examined. Normal human physiological principles and homeostatic mechanisms are reviewed. Genetic and nutritional aspects are integrated into the discussion of disease. Three hours of lecture per semester week. Prerequisites: BIO 107/117, 108/118 or permission of instructor.

BIO 420            16 credits

#### Medical Laboratory Science Clinical I

This course is a structured educational experience in a hospital facility consisting of lectures, conferences, enrichment experiences, reading assignments, examinations, unknowns and clinical laboratory rotations through the following departments: blood bank, chemistry, coagulation, hematology, microbiology, serology, urinalysis, and histology. Lab operations such as ethics, medical terminology, professionalism, cultural diversity, ergonomics, leadership, safety, management education and phlebotomy are integrated throughout the course. (Note: course is taught off campus at an affiliate School of Medical Terminology/Clinical Laboratory Science).

BIO 421            16 credits

#### Medical Laboratory Science Clinical II

This course is a structured educational experience in a hospital facility consisting of lectures, conferences, enrichment experiences, reading assignments, examinations, unknowns and clinical laboratory rotations through the following departments: blood bank, chemistry, coagulation, hematology, microbiology, serology, urinalysis, and histology. Lab operations such as ethics, medical terminology, professionalism, cultural diversity, ergonomics, leadership, safety, management education and phlebotomy are integrated

throughout the course. As a capstone (including research component and public speaking component), students select a case study covering at least three lab departments and present to lab staff. Prerequisite: BIO 420 (Note: course is taught off campus at an affiliate School of Medical Terminology/Clinical Laboratory Science).

BIO 480                      6 credits

Biology Internship

Student must participate in 200 hours or more of biology-related activities at an off-campus site under the supervision of an internship sponsor. Internships may be procured at any business, academic, government or non-profit agency willing to engage interns in meaningful work or research activities. Prerequisites: junior status and a 2.5 GPA.

## BUSINESS

The Business Department at Alvernia University embraces the Catholic, Franciscan tradition. Therefore, Alvernia's business programs examine the contemporary business world from both practical and ethical standpoints. The Alvernia University Business Department is committed to providing quality opportunities for students to obtain the necessary knowledge, skills, and advisement to become productive members of the business community. Opportunities are available for business majors to combine classroom learning with real world knowledge through experiential learning opportunities and cooperative education internships. This broad-based approach prepares Alvernia business majors to succeed professionally by developing the supervisory and managerial skills necessary for career advancement. The Alvernia business faculty members have solid academic qualifications and years of business experience. They are aware of the latest trends and issues in the business world and incorporate these in their class lectures.

**Admission Requirements for Junior Level:** Students will not be fully admitted to their respective Business Department major unless:

- They have an overall grade point average of 2.0 or higher (grades and credits from developmental courses are not considered) and
- They have completed 60 credits and have completed the following required courses with a minimum grade in each class of C: BUS 101, MAT core elective (MAT 110 suggested), MAT 208 or 209, BUS 206, and BUS 207

### ACCREDITATION

Alvernia University's Business Department is accredited by the Accreditation

Council for Business Schools and Programs (ACBSP). For information explaining all of the benefits of earning a degree from an ACBSP accredited program, please visit [www.acbsp.org](http://www.acbsp.org) or e-mail [info@acbsp.org](mailto:info@acbsp.org).

### **BACCALAUREATE DEGREE**

Students obtain a Bachelor of Science degree in one of five majors: accounting, human resources management, marketing, management, and sport management.

#### **Required Business Core: 33 credits**

BUS 101, either BUS 200 or 250, BUS 206, 207, 342, 410, 411, 426, and 438.  
Related Requirements: 6 credits: ECON 248 and 249.

Mathematics: 7 credits, in addition to meeting the liberal arts core requirement in math, students must complete: MAT 208 or 209.

#### **Recommended: 3-12 credits**

Cooperative Education BUS 441 and BUS 442

**In addition to meeting the core requirements, the five majors have specific requirements as follows:**

#### **Accounting: 21 credits**

Students prepare for careers in industry and/or public accounting and are encouraged to consider obtaining a Certified Management Accountant (CMA) or Certified Public Accountant (CPA) certification at the completion of their coursework. Students can satisfy the 150-hour CPA requirement, including the required 36 hours in accounting, by completing appropriate additional undergraduate courses currently available in the business curriculum, or by earning an Alvernia MBA degree. All accounting courses selected for the 36 credit requirement, that are in addition to those required to earn an undergraduate accounting degree, shall be approved by the student's advisor in order to ensure compliance with CPA rules. Accounting is a dynamic field which provides a vast array of employment possibilities including specialties such as management accounting, cost accounting, tax accounting, financial analysis, small business planning, mergers & acquisition work, forensic accounting and auditing.

BUS 252, 253, 301, 304, 305, 400, 402

#### **Human Resource Management: 21 credits**

Students develop an understanding of the components necessary to prepare for a career in human resource management including positions in training, recruitment, compensation management and benefit analysis. HR majors graduate with tools to develop and evaluate resources necessary to sustain

a positive return of the people investment in an organization. Students are encouraged to join the nationally recognized Society for Human Resource Management (SHRM) Student Chapter on campus.

BUS 280, 320, 420, 427, 443; one of either BUS 305 or BUS 311 or CIS 311, and one of either BUS 350 or PSY 350 or BUS 322 or BUS 450.

**Marketing:** 21 credits

Students develop an understanding of consumer perceptions and the creation of an exchange of value between the consumer and an organization. This major prepares students to serve a valued marketer role in any organization. As students learn more about the field, coursework can be tailored to enhance career prospects in fields such as advertising, sales, product development, direct marketing, public relations, consumer products, sports marketing and marketing research.

BUS 208, 305 or 311, 309, 324, 414, 434, 444.  
Related Requirement: COM 103 or 344 or 155.

**Management:** 21 credits

Students are motivated to develop management career potential and to be professional and community leaders. This major is designed to prepare the student for a variety of entry-level and mid-level management opportunities in small, mid-size, and large organizations in industry, government and service oriented fields. Working closely with an advisor, an enhanced curriculum allows a student to dual-major with other career areas such as accounting, marketing, human resource management and sport management.

BUS 280, BUS 305 or 311 or CIS 311; BUS 312; 320; 332; 431; and 450.

**Sport Management:** 21 credits

Students acquire an understanding of the role of sports in our society, the role of management in sports, and have opportunities to apply knowledge in a variety of practical experiences through coursework and the cooperative education internships. Students seeking careers in professional or collegiate sports, resorts, athletic clubs/facilities, retail sporting goods, public relations, activities programming, sales and marketing are able to specialize in this curriculum.

BUS 208, 311 or 305; SM 201, 210, 310, 325, 455.

## **ASSOCIATE DEGREE**

The business associate degree program provides a well-rounded curriculum for students who are interested in a two-year concentrated program. The curriculum also provides each student with an opportunity to continue their education to pursue a bachelor's degree in business applicable to any of the business core majors at Alvernia.

### **Total Associate Degree Program: 67 credits**

Liberal Arts Core (24 credits): COM 101; COM elective (not used in major); Art, Music, Theater or Literature; Math (not MAT 100 or 208); Science; Social Science; Philosophy; Theology.

Major (43 credits): BUS 101, 200 or 250, 206, 207, 208, 218, 280, 293, CIS 115, COM 103 or 131; ECON 110, 248, and 249; MAT 208.

### **Fraud Examination Concentration**

A concentration in fraud examination consists of courses necessary to provide the core competencies needed for students to excel in fraud examination and obtain the designation of Certified Fraud Examiner (CFE). The concentration prepares students to sit for the CFE Exam and is useful in many fields including accounting, human resources, management, criminal justice and insurance.

12 credits: BUS 101, 200 or 250 (prerequisite BUS 101), 205, and MBA 555 (prerequisite BUS 101 and BUS 200 or 250).

### **Business Minor: 21 credits**

Students who major in another discipline may minor in business by earning 21 credits. Required courses for a business minor are: BUS 101, 200, 206, 207, 342, 410; ECON 248 or 249.

### **Required Courses: 24 credits**

BUS 206, 280, 320, 322, 420, 427, 443; PSY 350.

## **Master in Business Administration**

The Master in Business Administration prepares students for leadership roles in both the for-profit and not-for-profit sectors. This program fosters the development of values and skills for managing human, financial, and technological resources. Students experience a range of courses in management, finance, accounting, marketing, legal environment, management information systems, and international business to prepare them for success in an increasingly dynamic and competitive business environment. Graduate Assistantship opportunities may be available for graduate students. For more information on these opportunities and the M.B.A. program, contact the Graduate Center at 610-796-8228.

## Course Descriptions

*\*500 and 600 level courses are for the M.B.A. program. Core courses for this program are located in the Liberal Studies section of this catalog. See the Graduate Catalog for course descriptions.*

BUS 100            3 credits

### Introduction to Business

Provides a foundation of business knowledge. Students are exposed to major facets of the business world that affect everyday decision making including: types of organizations, ethics, environmental impact, economics, management, marketing, and financial management. Enrollment is restricted to non-business majors and business majors with no more than six credits in business.

BUS 101            3 credits

### Financial Accounting

Emphasizes conceptual framework of accounting to enable students to analyze transactions in terms of their effects upon the financial condition of a business. Topics include selection of appropriate journals and ledger accounts, preparation of financial statements, and the impact of accounting methods upon operations of a business.

BUS 200            3 credits

### Managerial Accounting

The use of accounting data for managerial planning and control. Cost flows, cost-volume-profit analysis, capital budgeting, and pricing strategies are among the major topics included. Not for accounting majors. Prerequisite: BUS 101.

BUS 205            3 credits

### Fraud Examination

Study of how and why occupational fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. In addition to covering the material in the textbook, the instructor or a guest lecturer presents at least one actual fraud case to the class. The sessions are interactive, with students working through the cases, developing investigative strategies, and seeking to prove how the fraud was committed.

BUS 206            3 credits

### Management Principles

Provides an analysis of the traditional functions of management (i.e., planning, organizing, leading and controlling) with past, present and future application. Topics examined include quality issues, team-based approaches to work, organizational design and re-engineering efforts, motivational techniques, globalization, technology, diversity and ethics.

BUS 207            3 credits

Marketing Principles

An introduction to the basic functions of marketing and the marketing concept. Included topics of study are market analysis, consumer behavior, marketing research, the development of the marketing mix, and international and social marketing.

BUS 208            3 credits

Sales and Sales Management

An introduction to the sales process including prospecting, lead generation and qualification, sales presentation and closing skills. Sales management focuses on planning, organizing, staffing and supervision of the sales effort. Prerequisite: BUS 207 or permission of instructor.

BUS 218            3 credits

Personal Economics

Focuses on managing personal finances and financial planning. Prepares students to understand how consumers make choices in an economy. Course does not presuppose any formal knowledge of economics, accounting or finance. Major topics discussed include: budgeting, credit, housing and transportation, economy, insurance, basic investing, financial planning and income tax, and retirement/estate planning.

BUS 250            3 credits

Accounting Principles

Builds upon and expands fundamental accounting principles covered in Bus 101. Use of corporate asset, debt and equity accounts, preparation and analysis of financial statements, and impact of cash flow are highlighted. Prerequisite: BUS 101.

BUS 252            3 credits

Intermediate Accounting I

Utilizes and expands the generally accepted accounting principles learned in BUS 101 and 250. Detailed analysis of accounting problems and related theories are included. Emphasis is placed upon acceptable accounting alternatives and their effects upon the preparation of financial statements. Prerequisite: BUS 250.

BUS 253            3 credits

Intermediate Accounting II

Provides further development of student's ability to apply generally accepted accounting principles to more detailed and complex business situations. Topics relating to asset management, current and contingent debt, long term investments, corporate debt and equity securities, earnings per share, statement of cash flows, and the impact of accounting methods upon statement preparations are emphasized. Prerequisite: BUS 252.

BUS 280            3 credits

Human Resource Management

The study of human resources in the management of the organization. Emphasis placed on understanding human resource planning, talent acquisition and talent management, total rewards management, and the human resource practitioner as a strategic partner. Impact of Human Resource Information Systems (HRIS), legislative issues, work design techniques discussed as well as other issues affecting human capital, including: Employee Assistance Plans (EAP), discipline and discharge practices. Prerequisite: BUS 206.

BUS 293            3 credits

Change Management

An analysis of both traditional and contemporary approaches to fundamental issues of change management including challenges of sustainability, social responsibility, and the global economic system. Emphasis will be placed on the multiple perspectives of change and the implementation of leading change. Focus will be on analysis of successes and failures of programs in large and small organizations as well as for profit and non-profit. Prerequisites: BUS 200 or 250, 206, 207, 280; ECON 248 and 249.

BUS 301            3 credits

Advanced Accounting

Expands upon concepts learned in lower level accounting courses and presents major new areas for students to consider. Emphasis is placed upon business combinations, consolidated financial statements, and accounting for not-for-profit enterprises. Prerequisite: BUS 253.

BUS 304            3 credits

Federal Taxation

Covers basic theory and concepts of income taxation with emphasis on the application of the Internal Revenue Code to business and non-business activities of the individual. Prerequisite: BUS 250.

BUS 305            3 credits

Accounting Information Systems

Discussion of the design, implementation, and improvement of accounting systems while emphasizing the role technology plays in each phase. A systems approach to the gathering, processing, summarizing, and reporting of financial information is key. The implementation of internal controls is also stressed. General ledger, financial reporting, receivables, payables, inventory, and payroll are among the specific areas of application students experience through an automated accounting package. Prerequisite: BUS 250.

BUS 309            3 credits

Advertising and Promotion

In-depth study of factors that go into promotion and advertising campaigns. Students critically examine elements involved in planning, research, budgeting, public relations, media selection, creative concepts, message appeal, cost effectiveness, and legal constraints. Emphasis is placed on important role of promotion and advertising within the marketing context. Prerequisite: BUS 207 or permission of instructor.

BUS 311            3 credits

Principles of Management Information Systems

Examines the hardware and software components of information systems and the strategic uses of information. Topics include DSS (decision support systems), Executive Information Systems, AI (artificial intelligence), Expert Systems, and information ethics. The focus is on the Internet as an information tool and on E-commerce. Prerequisites: BUS 101, BUS 206, and evidence of computer information literacy.

BUS 312            3 credits

International Business I

Examines the nature of international business within domestic, international and foreign environments. Financial, economic, socioeconomic, physical, political, sociocultural, legal, labor, competitive and distributive forces that have an impact on businesses are explored. Current trends shaping corporate strategies are analyzed. This course fulfills the human diversity graduation requirement.

BUS 314            3 credits

Retail Management

Focuses on successful merchandise management as it relates to the constraints of time, place, quantity, and price. The managerial issues emphasized are retailing structure, financial standing, credit and collections, account and expense control, layout and location, display, customer service and community relations. Prerequisite: BUS 207.

BUS 320            3 credits

Labor Relations

Provides analysis of labor relations process; history, development and structure of unions; impasse resolution; union security; and the role of business and government in wage determination. Student participation in a collective bargaining exercise is required. Prerequisite: BUS 280 and junior status or above or permission of the department chair.

**BUS 322            3 credits****Current Issues in Human Resource Management**

Presents current changes and events in the human resource profession. Topics such as workplace violence and safety, workers compensation, human resource information systems, current legislation, and ergonomics are discussed.

Prerequisite: BUS 320.

**BUS 324            3 credits****Consumer Behavior**

An examination of the decision-making processes of consumers and the social forces that influence consumer decisions with an emphasis on the implications of relevant theories and research findings upon the practice of marketing.

**BUS 332            3 credits****Operations Management**

Fundamental concepts, issues and techniques used to plan, analyze and control systems of production. Investigate operational problems in producing goods and services. Case analysis to include topics in making quality happen, logistics of planning production, managing inventories, dealing with capacity change, opportunities for vertical integration and operations strategy. Prerequisites: BUS 206; and MAT 208 or 209.

**BUS 342            3 credits****Business Law**

Deals with the meaning and functions of business law as applied to negotiable contracts, sales, agency employment, real property, insurance, labor, anti-trust law, consumer protection, and other legal issues such as international, environmental, privacy, tort and criminal law.

**BUS 350            3 credits****Industrial and Organizational Psychology**

Explores application of psychological principles and results of empirical research to the behavior of individuals in the workplace. Topics include organizational issues (e.g. work motivation, job attitudes, leadership, and organizational stress) and industrial issues (e.g. employee attraction, selection, placement, performance appraisal and feedback, and ergonomics). Intrinsic connection between science and practice is emphasized throughout the course. Prerequisite: PSY 101.

**BUS 400            3 credits****Cost Accounting**

Focuses on the collection and allocation of costs of materials, labor, and overhead. Emphasizes application and interpretation of cost data, analyses of job, process, activity-based and operations systems, the implementation of

budgets and standards, the analysis of variances, and capital budgeting techniques. Prerequisite: BUS 253.

BUS 402            3 credits

#### Auditing

This course incorporates principles of accounting with auditing procedures and Generally Accepted Auditing Standards (GAAS). The impact of decisions by the SEC and the PCAOB on the auditing profession will be emphasized. The auditor's legal liability and responsibilities according to the Code of Professional Ethics established by the AICPA will also be reviewed and discussed. Prerequisite: BUS 301.

BUS 410            3 credits

#### Financial Analysis

Provides in-depth analysis of financial markets and how those markets facilitate the flow of funds to accommodate the needs of individuals, corporations, governments and the global market. The purpose is to study and understand the roles of the financial intermediaries in the market and how they direct funds in an ethical business manner. Prerequisites: BUS 101; Econ 248, 249.

BUS 411            3 credits

#### Corporate Finance

The role of the financial manager in the modern business organization is stressed. Topics include time value of money, financial analysis, risk analysis, financial forecasting, cost of capital, stock and bond valuation models, capital budgeting, investment decisions under conditions of uncertainty, long-term financial alternatives, and dividend policy. Prerequisites: BUS 200 and 410.

BUS 412            3 credits

#### International Business II

Focuses on how management deals with environmental forces in the global economy. Market assessment and analysis, export and import practices and procedures, global strategic planning, and technologically-driven changes will be analyzed. Emphasis is placed on diversified case studies. This course fulfills the human diversity graduation requirement. Prerequisite: BUS 312.

BUS 414            3 credits

#### International Marketing

Explore fundamental principles, theories and concepts of rapidly changing international markets. Strategic issues dealing with market entry, trade barriers, foreign trade imbalance, environmental and legal differences, foreign competition, currency fluctuation, and their effects upon marketing decisions are analyzed. This course fulfills the human diversity graduation requirement. Prerequisites: BUS 207 and ECON 248 or 249.

BUS 420            3 credits

Employment Law

Approaches the study of labor and employment law through text case studies, leading court decisions and current events. Insight into the workplace legal environment is presented through interactive analysis. Multicultural and global legal employment trends are presented. Prerequisite: BUS 320.

BUS 426            3 credits

Strategic Management

Study of development and implementation of strategic plans conceived by executive level management. Students integrate previously studied topics in the business core curriculum along with new information dealing specifically with strategic management. Utilization of in-depth case studies allows students to sharpen their skills of analysis and to develop coherent and comprehensive strategic plans. Prerequisites: BUS 200 or 250 and BUS 206, and BUS 410; senior-level standing.

BUS 427            3 credits

International Human Resource Management

Explores the implications that the process of internationalization has on the activities and policies of human resource management. This course fulfills the human diversity graduation requirement. Prerequisite: BUS 320.

BUS 431            3 credits

Entrepreneurship

Explores the challenges and opportunities experienced in starting and managing a small business. Emphasis is placed on the planning, financing, accounting, marketing, and management skills required to build a successful business enterprise. The importance of business innovation and specific management techniques will be explored. Prerequisites: BUS 200 or 250; and BUS 206.

BUS 434            3 credits

Marketing Management

A capstone course in the marketing curriculum that integrates previously presented principles and practices. The course is designed to develop an appreciation of the marketing executive's viewpoint which focuses on managing organizational resources to fully understand customer needs and wants; develop compelling offering of products and services; effectively communicate with targeted customers; capture and deliver optimal value. Detailed case studies and projects will be used to explore the application of marketing theory to practical situations. Coursework will be oriented to consider profit-oriented, not-for-profit and public-sector organizations.

BUS 438            3 credits

Business Seminar

Emphasizes career goals and objectives while developing professional skills and self-presentation. Research into current developments in the business field, corporate culture, team building, networking, and business etiquette is explored. This course is the business capstone course. Prerequisite: junior or senior standing. Students must have successfully completed 30 credits at Alvernia. Students with over 3 years of full-time professional experience may substitute a business elective with the program director's approval.

BUS 441            credits vary

Cooperative Education in Business I

Supervised learning experience that integrates theoretical coursework, career goals and objectives, and on-the-job work experience in the business field. Academic assignments supplement actual work experience. Maximum Cooperative credits for BUS 441 and BUS 442 are 9. Prerequisites: senior standing and 2.75 GPA. Special consideration may be given to outstanding juniors. Students must have successfully completed 30 credits at Alvernia, in which 15 must be in the business department.

BUS 442            credits vary

Cooperative Education in Business II

Extension of BUS 441 where the student continues on-the-job work experience in the business field through job expansion and job enrichment. Academic assignments supplement the actual work experience. Maximum Cooperative credits for BUS 441 and BUS 442 are 9. Prerequisites: BUS 441, senior standing and 2.75 GPA. Students must have successfully completed 30 credits at Alvernia, of which 15 credits must be in the business department.

BUS 443            3 credits

Compensation and Benefit Management

Applied examination of direct and indirect reward systems in organizations. Topics include job evaluation, wage surveys, incentives, pay equity, compensation and benefits strategy, benefit offerings, mandated benefits, benefit cost analysis and flexible benefit programs. Prerequisite: BUS 320.

BUS 444            3 credits

Marketing Research Seminar

Emphasizes principles of scientific methodology for marketing research. Topics include problem formulation, cost and research design, questionnaire construction, report preparation, data interpretation and reliability measurements. Findings are used to formulate marketing strategies directed toward specific market segmentation. Prerequisites: Statistics course, BUS 207 and either ECON 248 or 249; senior-level standing.

BUS 445            3 credits

Leadership Seminar

This course combines classroom instruction with practical experience via membership in one of our professional nationally affiliated organizations. Students will be expected to be active in one or more of these organizations and will be graded on specific projects/activities completed. This is an elective course for business and sport management majors only.

BUS 446            3 credits

Management Research Seminar

Capstone course in the management curriculum focusing on current problems and issues. Course takes an applied research approach through a thorough exploration of theoretical research issues and real-world business research. Required research paper is a major component of the course. Prerequisite: senior status or permission of instructor.

BUS 450            3 credits

Organizational Leadership, Governance and Accountability

Analyzes organizations in terms of structure, authority, culture, managerial philosophy and ethical scrutiny. Students learn theories of human perception, communication, motivation, organizational culture and change. Students apply these theories to practice through research, experiential exercises and case studies. Prerequisite: BUS 206.

BUS 492            3 credits

Essentials of Management and Marketing

This course is designed to provide undergraduate education students with a basic foundation to the traditional as well as the contemporary functions of management and marketing. Topics of study include the management process, quality issues, team-based approaches to work, globalization, the marketing mix, consumer behavior and social marketing, technology, diversity and ethics.

SM 201            3 credits

Introduction to Sport Management

Explores organizational and managerial foundations of sport management, leadership styles, governance bodies, international sport management, sport tourism, critical thinking, and career options in different sport environments. Ethical challenges and legal considerations in sport management are examined.

SM 210            3 credits

Sport in Society

Sport is examined through the paradigm of different cultures within the U.S. and throughout the world and is discussed as a major social institution with power as a socializing agent and unifier of people. Complex social issues are

analyzed through the forum of sport, forcing new and thought provoking ways of understanding the importance and value of different cultures within the interdependent global community. Cultural components explored include gender, race, ethnicity, religion, and class. Prerequisite: SM 201. Fulfills diversity requirement.

SM 310                    3 credits

#### Facility and Event Management

Analyzes the management process required in designing, managing, and selecting sites for sport facilities. Focuses on event planning and management for sport and special events and explores the economic impact of sport facilities and events. Prerequisite: SM 201.

SM 325                    3 credits

#### Sport Marketing, Promotions, and Fundraising

This course explores the marketing process and the promotional developments and strategies relative to the sport industry. Fundraising as essential to youth, interscholastic, and intercollegiate sport is discussed along with effective strategies to meet established financial goals. Prerequisite: BUS 207.

SM 441                    6 credits

#### Cooperative Education in Sport Management

Supervised learning experience that integrates theoretical coursework, career goals and objectives, and on-the-job work experience in the sports management field. Academic assignments supplement actual work experience. Prerequisite: senior standing and a 2.75 GPA. Special consideration may be given to outstanding juniors. Students must have successfully completed 30 credits at Alvernia. Cross-listed with BUS 441.

SM 455                    3 credits

#### Sport Management Seminar

A capstone course in the sport management curriculum that integrates previously presented principles and practices. Students will complete a capstone project culminating in a paper and presentation. The student must develop and detail an organizational plan for an organization in the sport industry utilizing the foundational skills learned in the business core and sport management core. This project will incorporate the overall financial structure and management structure of the organization including a study of its leadership utilizing leadership theory. Prerequisite: senior status or permission of the department chair.

## CHEMISTRY / BIOCHEMISTRY / FORENSIC SCIENCE

### CHEMISTRY

**Total Program:** 66-72 credits

Programs of specialization in chemistry provide opportunities and guided experiences through which the student may be introduced to the basic knowledge and skills essential to pursue careers in industrial and governmental research, medical technology, teaching in secondary schools and professional careers.

**Major:** 43 credits

CHE 104/110, 105/111, 107, 201/210, 202/211, 212, 221, 301, 302/303, 402, 404; either CHE 408 or CHE 316/317/407.

**Related area:** 17-20 credits

PHY 110, 111; MAT 230, 231, 220, 131 recommended.

**Electives 2 courses from:** CHE 401/410, 403, 404, 405, 406; MAT 209, 332.

### Chemistry Minor

A minor in Chemistry shall consist of 18-20 credits earned by completing CHE 104, 107, 110, 201, 202, 210, and 2 courses in either CHE 212, 401, 403, 404. Determination is made with assistance of the academic advisor.

### Chemistry Secondary Education Certification

**Total Program:** 130-132 credits

**Liberal Arts Core:** 39 credits

The following is required as part of the liberal arts core: PSY 101, COM 270.

**Secondary Education Professional Education:** 33 credits

SPE 100, ED 203, 206, 209, 306, 313, 333, 416, 434, 470, 472.

**Major:** 31 credits

CHE 104, 105, 107, 110, 111, 201, 202, 210, 211, 212, 301, 302, 401, 410.

**Related Requirements:** 27 credits

BIO 103, 104, MAT 230, 231, PHY 110, 111, PSY 210.

### Chemistry Medical Technology

**Emphasis:** 82 credits

Alvernia offers an emphasis in medical technology as part of a Bachelor of Science degree program in biology or chemistry.

One year of clinical study and experience in a school of Medical Technology approved by the National Accrediting Agency for Clinical Laboratories Sciences

(NAACLS) follows the requirements listed above. Alvernia has an affiliation agreement with Reading Hospital and Medical Center.

Alvernia provides assistance in making application for admission to the clinical year program; however, admission is determined solely by the hospital. The university cannot guarantee all students be accepted for the clinical year experience.

All clinical year graduates become eligible to take the certification examination for medical technologists and after successful completion will be entitled to use the designation.

Clinical Experience and study in Hospital Facility: 30-32 credits. Courses include: Immunohematology, Chemistry, Clinical Microscopy, Coagulation, Hematology, Microbiology, Serology and Immunology. Consult Biology Specialization area of catalog for Biology-Medical Technology requirements.

#### **LECOM PARTNERSHIP**

Alvernia University in partnership with LECOM offers an opportunity for students to enter in LECOM's School of Dental Medicine, the Pharmacy School and the Medical College after completion of their degree at Alvernia. Specific guidelines and requirements are available from the Chair of Science and Mathematics.

**Major:** 60 credits

CHE 104, 105, 107, 110, 111, 201, 202, 210, 211, 212, 301, 401, 410, 420, 421.

**Related Areas:** 22 credits

BIO 107, 108, 117, 118, 221, 303, 409; MAT 209.

**Clinical Experience and Study in Hospital Facility:** 30-32 credits

Courses include: immunohematology, chemistry, clinical microscopy, coagulation, hematology, microbiology, serology and immunology. Consult biology specialization area for Biology-Medical Technology requirements.

#### **Temple University Partnership**

Alvernia University in partnership with Temple University offers an opportunity for students to enter Temple's School of Dental Medicine after completion of their third year at Alvernia University. Temple University will consider admission of qualified students and this enables students to complete dental school one year earlier. Specific guidelines and requirements are available from the Chair of Science and Mathematics.

## BIOCHEMISTRY

**Total Program:** 75-80 credits

Biochemistry is specially designed as an interdisciplinary program for students with a strong interest in biology and chemistry. The program will prepare a biochemistry major to enter graduate school in chemistry, biochemistry, pharmacology or physiology; give adequate preparation for entering a professional school of medicine, dentistry, or optometry; and prepare the student for industry in chemical or pharmaceutical areas.

**Major:** 34 credits

CHE 104/110, 105/111, 107, 201/210, 202/211, 301, 302/303, 401/410.

**Select One:**

- 6 credits of Internship (either CHE 480 or BIO 480)
- 6 credits of Research Sequence CHE/BIO 316, 317, and 407.

**Major Electives:** select 1 course from: CHE 212, 221, 315; BIO 205, 315, 405, 409; MAT 231.

**Related Areas:** 41-46 credits

BIO 103, 115/116, 221, 303/309, 304/311, or 409; BIO/CHE 402; MAT 209, 220, 230 (MAT 131 recommended); PHY 110, 111.

## FORENSIC SCIENCE

**Total Program:** 86-92 credits

Forensic Science is specially designed as an interdisciplinary program for students with a strong interest in criminal justice and chemistry. The program will prepare a forensic science major to work in a modern crime laboratory, at the local, regional, state or federal level. Students may also pursue careers within the Drug Enforcement Administration, Food and Drug Administration, Environmental Protection Agency and Occupational Safety and Health Administration.

**Major:** 55-56 credits

CHE 104/110, 105/111, 107, 201/210, 202/211, 212, 221, 301, 405; CJ 101, 175, 203, 207, 275, Seminar (either CHE 402 or CJ 403).

**Select one:**

- 6 credits of Internship (either CHE 480 or CJ 408)
- 6 credits of Research Sequence (CHE 316, 317, and 407)

**Major Electives: 6-8 credits from:** CHE 401/410, CHE 315; BIO 303/309, 304/311, 315, 405, 409.

**Related Area:** 30-35 credits

BIO 103, BIO 115, BIO 116, PHY 110, 111; MAT 209, 220, 230 (MAT 131 recommended).

### **Forensic Science Minor**

Consists of 22 credits earned by completing CHE 104, 110, 405; BIO 103; one course from CHE 212 or 401 and 410; one course from BIO 303, 304, or 405; 3 credits of CJ electives (203 recommended). Science majors must take an additional 3 credits of CJ electives.

## **COURSE DESCRIPTIONS**

CHE 102            3 credits

Physical Science

Integrated course of chemistry physics and earth science with application and experiments to demonstrate the forces of nature and its environment. Three lecture hours per week. Open to non-science majors.

CHE 103            4 credits

Science and Contemporary Society

Study of science in the context of social, political, economic and ethical issues. Focus is on understanding of air, global warming, energy, water, nuclear power, polymers, drugs, nutrition, and genetic engineering issues. Open to science and non-science majors. Integrates laboratory and classroom work.

CHE 104            3 credits

General Chemistry I

Study of basic principles and theories of chemistry including stoichiometry, atomic and molecular structures, the periodic law and its application, solutions, and gas laws. Problem solving is introduced. Three lecture hours per week. Co-requisite: CHE 110 or 112.

CHE 105            3 credits

General Chemistry II

Introductory thermodynamics, kinetics, acid bases, chemical equilibrium, electro-chemistry and fundamental descriptive chemistry. Three hours lecture per week. Prerequisites: CHE 104, 110 or 112; Co-requisite: CHE 111.

CHE 106            3 credits

Fundamentals of Chemistry

Survey of basic concepts and principles related to general, organic and biochemistry. Open to science and non-science majors. Co-requisite: CHE 109.

CHE 107            1 credit

Laboratory Safety

Basic study of all laboratory safety rules and regulations including fire hazards, chemical toxicity, waste control, explosive chemicals, emergency procedures, protective equipment, and laboratory equipment hazards. Required: science majors.

CHE 109            1 credit

Fundamental Laboratory Techniques

Survey of basic laboratory skills, techniques, and safety with emphasis on applying theoretical ideas in practical situations involving chemistry in everyday life. Two hours of laboratory per week. Open to science and non-science majors. Co-requisite: CHE 106.

CHE 110            1 credit

General Chemistry Laboratory I

Laboratory techniques will be discussed and applied to the solution of typical chemical problems and the experimental nature of chemistry. Three hours of laboratory per week. Co-requisite: CHE 104.

CHE 111            1 credit

General Chemistry Laboratory II

Laboratory techniques emphasizing qualitative analysis. Three hours of laboratory per week. Prerequisites: CHE 104, 110 or 112; Co-requisite: CHE 105.

CHE 112            1 credit

Introduction to Forensic Lab

Survey of basic laboratory skills, techniques, and safety, with emphasis on analysis performed in a forensic laboratory. An investigation of physical evidence through the use of scientific procedures will be studied. Open to science and non-science majors. Co-requisite: CHE 104.

CHE 118            3 credits

Hands-on Science in the Elementary School

Through hands-on activities in the life, physical and earth sciences, elementary education students and teachers are given opportunities to acquire knowledge of science, increase their skills in using scientific processes, and develop positive attitudes toward science. Open only to elementary education majors.

CHE 201            3 credits

Organic Chemistry I

Study of fundamental principles of organic chemistry emphasizing topics involving structure, reactivity, bonding, stereochemistry, acids and bases, electrophilic addition and nucleophilic substitution. Three hours lecture per week. Prerequisites: CHE 104, 105, 110 or 112, 111; Co-requisite: CHE 210, 275, 403, 408.

CHE 202            3 credits

Organic Chemistry II

Study of functional groups, reaction mechanisms and problems in synthesis. Three hours lecture per week. Prerequisites: CHE 201, 210; Co-requisite: CHE 211.

CHE 203            4 credits

Environmental Issues

Study of humanity and its environment. Material may be drawn from various disciplines but will include ecological principles, energy resources, population dynamics and pollution. Specific consideration given to human alteration of the environment. Students may not receive credit for both BIO 203 and CHE 203. Integrates laboratory and classroom work for a total of four class hours per semester week.

CHE 210            1 credit

Organic Chemistry Laboratory I

Study and practice in the basic techniques employed in an organic chemistry laboratory, including crystallization, melting point determination, extraction, chromatography, distillation and other techniques for the isolation and purification of organic compounds. Three hours of laboratory per week. Prerequisites: CHE 104, 110; 105, 111 or 112. Co-requisite: CHE 201.

CHE 211            1 credit

Organic Chemistry Laboratory II

Focus is placed on the chemical synthesis of organic compounds using routine reactions including nucleophilic substitution and elimination, Williamson ether synthesis, Aldol and Claisen condensations, aromatic substitution, and condensation polymerization. Three hours of laboratory per week. Prerequisites: CHE 201, 210. Co-requisite: CHE 202.

CHE 212            4 credits

Analytical Chemistry

Quantitative study of gravimetric and volumetric methods of analysis with emphasis on problem solving. Other topics will include a survey on the use of instrumental methods of analysis. Attention will be directed primarily to

practical aspects of solving analytical problems. Integrates laboratory and classroom work. Prerequisite: CHE 104, 105, 110 or 112, 111.

CHE 221            4 credits

Instrumental Analysis

Introduction to modern methods of chemical analysis involving the analytical instrumentation routinely employed in chemical, pharmaceutical, biomedical and forensic science laboratories. Students will be introduced to UV-Vis, IR, GC-MS, AA, Raman, HPLC, and other types of instrumental analysis. This integrates laboratory and classroom work. Prerequisites: CHE 212.

CHE 301            3 credits

Physical Chemistry I

Study of properties of gases, laws of thermodynamics and thermochemistry. Three lecture hours per week. Prerequisites: CHE 104, 105, 110 or 112, 111.

CHE 302            3 credits

Physical Chemistry II

Emphasis on reaction kinetics, solution properties, electrochemistry and macromolecules. Three hours lecture per week. Prerequisite: CHE 301. Co-requisite: CHE 303.

CHE 303            1 credit

Physical Chemistry Laboratory

Experimental investigation of physical forces acting on matter and various chemical processes. Examination of thermodynamics, kinetics, light absorption, electrochemical potential and conductance, viscosity, diffusion and other physical-chemical phenomena is performed. Prerequisites: CHE 104, 105, 110 or 111, 112. Co-requisite: CHE 302.

CHE 305            credits vary

Research in Chemistry

Research of a selected problem following a preliminary investigation under direction of a staff member. May be extended two or more semesters. Hours and credits to be arranged.

CHE 315            3 credits

Forensic Toxicology

Provides a broad exposure and understanding of the field of modern forensic toxicology. Methods and concepts including pharmacokinetics, pharmacodynamics, human performance, post mortem, and forensics drug testing will be addressed. Prerequisites: CHE 212 and 221.

## CHE 316            2 credits

## Introduction to Chemistry Research

First of three courses in the student research sequence. An introduction to investigative and/or synthetic research in chemistry. The course will focus on literature review in a selected area of interest and development of a rational hypothesis and research proposal. Students will be introduced to research methods and procedures, be exposed to ongoing research projects and be expected to select a research mentor. Prerequisite: junior status.

## CHE 317            2 credits

## Experimentation in Chemistry Research

Second of three courses in the student research sequence. Students will continue studies in a guided research project under the direction of a selected research mentor. Students will advance their research projects through weekly laboratory or field activities. The focus will be on designing and conducting experiments as well as evaluating and interpreting experimental results. Prerequisites: CHE 305 and junior status.

## CHE 401            3 credits

## Biochemistry

Study of proteins, enzymes, carbohydrates, lipids and nucleic acids in relationship to biological and metabolic processes. Prerequisites: CHE 104, 105, 110 or 112, 111; 201, 210; 202, 211.

## CHE 402            2 credits

## Seminar

Presentation/discussion of research papers prepared by students. Prescribed for seniors.

## CHE 403            3 credits

## Spectroscopic Methods of Analysis

Theoretical approach to spectroscopic methods of analysis involving infrared, nuclear magnetic resonance, ultraviolet and mass spectroscopy. Problem solving dealing with interpretation of data obtained from spectroscopic instruments will also be studied. Prerequisites: CHE 201, 210, 202, 211.

## CHE 404            3 credits

## Advanced Organic Chemistry

Current theories of organic chemistry, stereochemistry and reaction mechanism of organic compounds. Three lectures per week with discussions. Prerequisites: CHE 104, 105, 110 or 112, 111, 201, 210, 202, 211.

## CHE 405            4 credits

## Forensic Chemistry

A study of chemistry as it pertains to law. Focus is on the many facets of forensic science, such as drug analysis, toxicology, trace analysis, arson analysis, and DNA/serology. Numerous methods of analyses will be covered, including gas chromatography (GC), mass spectrometry (MS), high performance liquid chromatography (HPLC), thin layer chromatography (TLC), infrared spectrometry (IR) and ultraviolet/visible spectrometry (UV/Vis). Integrates laboratory and classroom work. Prerequisites: CHE 104, 105, 111, 112, 201, 202; CJ 203.

## CHE 406            3 credits

## Advanced Inorganic Chemistry

Study of the stereochemistry of the inorganic compounds and the oxidation states of individual elements, the coordination of compounds of the transition elements, and the theory of metal ligand bonding. Prerequisites: CHE 104, 105, 110 or 112, 111, 301, 302, 303.

## CHE 407            2 credits

## Data Analysis in Math/Science Research

This third and final course in the student research sequence focuses on the interpretation and dissemination of data compiled during investigative studies in laboratory or field studies. Students will complete any final experimentation and wrap-up their research project. Students will work to formulate conclusions and output their data in a presentable research format. The focus will be on preparation of a formal oral presentation, poster presentation or research article. Prerequisites: CHE 317 and senior status.

## CHE 410            1 credit

## Biochemistry Laboratory

Advanced studies in the isolation, purification and characterization of proteins and nucleic acids. An introduction to separation techniques like chromatography, electrophoresis and the evaluation of enzyme activity is provided, as well as an exploration into the basic techniques employed for the isolation, purification and manipulation of DNA. Three hours of laboratory per week. Prerequisites: CHE 104, 105, 110 or 112, 111, 201, 202, 210, 211. Co-requisite: CHE 401.

## CHE 420            16 credits

## Medical Laboratory Science Clinical I

This course is a structured educational experience in a hospital facility consisting of lectures, conferences, enrichment experiences, reading assignments, examinations, unknowns and clinical laboratory rotations through the following departments: blood bank, chemistry, coagulation, hematology,

microbiology, serology, urinalysis, and histology. Lab operations such as ethics, medical terminology, professionalism, cultural diversity, ergonomics, leadership, safety, management education and phlebotomy are integrated throughout the course. (Note: course is taught off campus at an affiliate School of Medical Terminology/Clinical Laboratory Science).

CHE 421            16 credits

#### Medical Laboratory Science Clinical II

This course is a structured educational experience in a hospital facility consisting of lectures, conferences, enrichment experiences, reading assignments, examinations, unknowns and clinical laboratory rotations through the following departments: blood bank, chemistry, coagulation, hematology, microbiology, serology, urinalysis, and histology. Lab operations such as ethics, medical terminology, professionalism, cultural diversity, ergonomics, leadership, safety, management education and phlebotomy are integrated throughout the course. As a capstone (including research component and public speaking component), students select a case study covering at least three lab departments and present to lab staff. Prerequisite: CHE 420 (Note: course is taught off campus at an affiliate School of Medical Terminology/Clinical Laboratory Science).

CHE 480            6 credits

#### Chemistry Internship

Student must participate in 200 hours or more of chemistry-related activities at an off-campus site under the supervision of an internship sponsor. Internships may be procured at any business, academic, government or non-profit agency willing to engage interns in meaningful work or research activities.

Prerequisites: junior status and a 2.5 GPA.

## COLLEGE

Alvernia University offers courses that are college-wide in nature; some of which are required of all students in any major program and other courses that are recommended to all students.

### COURSE DESCRIPTIONS

COL 101            1 credit

#### Freshman Tutorial I

Provides academic support for students admitted to the Freshman Foundations program. It will be attached to two core courses during the fall semester at one

credit per course. Students spend one hour twice a week working with student assistant(s) reviewing notes and assignments and taking and reviewing quizzes and tests for the specified courses to which this course is attached. Grading is Pass/Fail.

COL 102            1 credit

Freshman Tutorial II

Provides academic support for students admitted to the Freshman Foundations program. The course is attached to two core courses during the spring semester at one credit per course. Students spend one hour twice a week working with student assistant(s) reviewing notes and assignments and taking/reviewing quizzes and tests for the specified courses to which this course is attached. This course is graded Pass/Fail.

COL 110            2 credits

First Year Seminar

Designed specifically for new college students, the course emphasizes the principles and methods that promote academic success and personal development. Students are introduced to the expectations and values of the academic community, learn to be self-reflective and active learners, strengthen their overall study habits and time management skills, and learn the basics of educational planning. The course emphasizes the student's role in his or her success.

COL 150            3 credits

The Community Classroom

Students have the opportunity to integrate service with academic study. Students identify directly with the needy and seek to meet their needs through service projects. Academic area consists of readings, reflections, projects, research, and papers.

COL 180            1 credit

Information Literacy

Information retrieval and evaluation assume growing importance in most professions and occupations. This course focuses on the skills necessary to effectively use technology-based information resources. Through classroom instruction and hands-on experience, students explore computer-mediated information resources while acquiring skills needed to intelligently use such resources.

COL 210            credits vary

Life Experience Portfolio

Students entering Alvernia have a one-time opportunity to earn general college credits for life experiences and work achievements made prior to admission. Students must write a statement of goals and objectives and complete a portfolio

that both describes and documents the achievements for which they are seeking college credit. Portfolio is examined by the Life Experience Committee, which determines the number of credits, if any, awarded to the student. A detailed description of the requirements for the portfolio is available at the Registrar's Office. Maximum credits available is 30.

COL 300                    3 credits

Contemporary American Culture

Examination of American culture and society at the threshold of the 21st century. Emphasis is on value systems and their relation to technology, economics and social issues. Prerequisite: junior standing.

COL 400                    1 credit

Liberal Studies Capstone

This culminating experience for the Liberal Studies major will be the development and maintenance of a portfolio that reflects the critical learning and content of the program of study and related independent learning experiences beyond the coursework. Included in the portfolio will be an introductory paper explaining the content and significance of each learning experience. Such items might include: scholarly or creative papers; written comments from professors on presentations or projects; research data and related conclusions regarding a relevant theory; journal entries delineating the time, effort, and reactions to any learning opportunity in the program. The portfolio will be reviewed by the advisor and defended in the presence of a panel of two professors from the relevant academic areas and the advisor.

COL 471                    12 credits

The Washington Center Experience

Students spend a semester in Washington, D.C., interning in a Congressional office, government agency, non-profit institution, major corporation, newspaper network, or special interest group. Opportunities exist in: environment, women's issues, the arts, education, science, and labor relations, among others.

Participants should be juniors or seniors, have a 2.5 grade point average, and have approval of department under which credit is awarded. (If internship is interdisciplinary, credit is awarded for COL 471, as listed here; if internship is within an Alvernia discipline, credit is awarded under appropriate department.) Approval from the Provost is required for this internship.

## COMMUNICATION

Communication is an extremely flexible and practical major that prepares students for a variety of careers. The Alvernia University communication program includes a broad spectrum of courses encompassing journalism, speech, film, theatre, plus functional and creative writing for various media applications. Communication majors pursue careers in journalism, public relations, event management, advertising, marketing, publishing, broadcasting, corporate communications, and theatre. Courses are structured to strengthen problem-solving abilities and to develop writing skills for professional and personal use. The program also focuses on enhancing critical thinking, oral communication, clear organization, and concise expression of ideas. Students are encouraged to develop practical experience in media-related fields through internships with local businesses, advertising agencies, and television and radio stations. Communication faculty members have professional experience in television reporting, print journalism, creative writing, and theatre.

English and communication courses may be selected to fulfill the liberal arts core requirements; each of these courses requires a minimum of 2500 written words.

**Major:** 48 credits

**Required of all majors:** COM 103, 122, 131, 420; COM 480 or 481

Track requirements: 12 credits

Communication electives: 6 credits

English electives: 9 credits

Related electives: 6 credits

**Majors must complete one of the six following tracks:**

**Corporate Communications:** Four of the following: COM 213, 240, 332, 344, 362, 422

Related Electives: Business, Psychology. Two of the following: BUS 206, 280, 320; COM 220; PSY 101, 306, 350, 405

**Film, Culture and the Creative Arts:** Four of the following: COM 250, 261, 263, 351, 353, 360, and any 3-credit course in Theatre (COM 434 may be counted only once as fulfilling emphasis requirements).

Related Electives: Arts and Music: Two of the following: Any Art or Music course

**Journalism:** Four of the following: COM 251, 330, 332, 362, 422, 432\*, 452\*

Related Electives: History, Political Science, Social Science

Two of the following: Any History or Political Science course; SSC 222 (recommended) and SSC 321

**Media Design and Production:** Four courses from the following: COM 220, 251, 257, 332, 340, 352, 362, 432\*, 452\*

Related Electives: Art, Computer Information Studies. Two of the following:  
Any ART or CIS course

**Public Relations and Advertising:** Four of the following: COM 213, 257, 220, 240, 332, 340, 362, 422

Related Electives: Business, Psychology, Art. Two of the following: BUS 207, 208, 309, 314; PSY 101, 405; ART 103, 209, 281, 309

**Theatre Studies:** In major requirements COM 103 may be substituted with COM 155. COM 434 may substitute for COM 480 or 481. Also, COM 255, 350, 355, 404

Communication Electives: Two from the following: COM 213, 250, 351.

English Electives: Three of the following: ENG 207, 213, 302, 303, 321.

Related Electives: One from the following: ART 101, 103, 105, 215, 217. One from the following: MUS 121, 135, 222, 224, 331, 333. Students are advised to enroll in 4 credits of COM 134.

*\*course may be counted only once as fulfilling emphasis requirements.*

**Communication Minor:** 18 credits

Credits in communication and/or English with a maximum of 6 in English and a maximum of 6 in Internship; COM 100 and 101 do not count toward the minor. Seniors may not register for a 100 level English or communication course without the permission of the Department Chair.

Communication majors must achieve a 2.5 GPA in their writing courses, successfully complete an EXCEL course (CIS 115 or CIS 105), and contribute to one of the university publications for at least one semester to graduate.

## COURSE DESCRIPTIONS

COM 100            3 credits

Fundamentals of Communication

Course focuses on the fundamental processes of reading and writing that are essential to communication. Students develop critical reading skills that can be applied to all content areas and review the fundamental principles of rhetoric, grammar, punctuation, capitalization, and spelling. Course carries transcript credit only; the qualified student, however, may petition for graduation credits following completion of the course. This course cannot substitute for COM 101, nor can it fulfill the core requirement in Communication. It should be used as an elective only after consultation with the academic advisor and the English/Communication chairperson.

COM 101            3 credits

Composition and Research

Core writing requirement, reviews fundamental principles of rhetoric, grammar, punctuation and spelling. Requirements include a research paper using MLA documentation guidelines and several expository papers. Course is available only after placement by departmental faculty. Students must achieve "C" or better to fulfill core requirements.

COM 103            3 credits

Fundamentals of Speech

Basic course in the development of communication attitudes and skills with a view to enabling the student to feel comfortable and competent in public speaking ventures. Includes exercises in the oral interpretation of literature; the organization, delivery, and evaluation of various types of speeches; and participation in panels or symposiums.

COM 122            3 credits

Mass Media Theory and Application

Introduction to interrelationships between contemporary American life and communication media. Includes a survey of basic theories, models, and practices of mass communication.

COM 131            3 credits

Writing for the Media

Introduction to writing styles and format requirements necessary to write for various American media. Emphasis on process of gathering and writing news for print and broadcast media.

COM 132            1 credit

Journalism Workshop

Workshop where students write for the university newspaper, the *Alvernian*, and are responsible for production assignments. Prerequisites or co-requisites: COM 131 or 330 or permission of the instructor. May be repeated.

COM 134            1 credit

Theatre Workshop

An overview of the various elements that make up the art of the theater. Students participate in the Alvernia University Theatre Ensemble (ACTE) and are responsible for production assignments. May be repeated for credit. Cross-listed with THR 134.

COM 142            3 credits

Creativity Workshop

The course explores the art of creativity in various fields of study. Through exercises, discussions, and research, students will learn the many tools and techniques for expressing creativity in their own field of study. Cross-listed with THR 142.

COM 150            3 credits

Introduction to Theatre

A brief, but comprehensive introductory view of the theatre examining all elements that make it a lively art. Cross-listed with THR 150.

COM 155            3 credits

Introduction to Acting

Principles of basic acting technique-given circumstances, tasks, facets of embodying and experiencing the portrayal of a character. Some attention given to physical and vocal characterizations. Cross-listed with THR 155.

COM 156            3 credits

Theatrical Production and Design

This class is designed to give students an introduction to crafting scenery and to basic principles of scenery and lighting design. Cross-listed with THR 156.

COM 170            3 credits

ESL Learners

This course is designed to offer non-native English speakers opportunities for individualized conferencing and one-on-one instruction, both of which can lead to a greater mastery of writing at the college level. Course runs concurrently with COM 270 ESL Teachers.

COM 212            3 credits

Grammar Studies

Study of various linguistic theories incorporated with practical application of rules of English syntax and usage. Designed primarily for elementary and secondary English education majors; recommended for English majors and minors. Suggested for all who wish to base improvement in their writing upon sound mechanics and effective rhetorical strategies. Prerequisite: COM 101.

COM 213            3 credits

Interpersonal Communication

An introductory survey of basic theories, models, and practices of interpersonal communication. Students learn interpersonal communication principles, sharpen awareness of own and others' personal communication habits, and ultimately improve interpersonal communication skills.

COM 220            3 credits

Event Planning

This course introduces students to special event planning processes and techniques. Emphasis is on creating, organizing, identifying sponsors, marketing and implementing community and business events.

COM 234            3 credits

Intercultural Communication

This course is designed to provide a survey of intercultural communication theory and practice and to develop a better understanding of human interactions in global contexts. The relationship between the culture, behavior, and communication of individuals and groups, both internationally and nationally, will be studied. Students will analyze and research how intercultural communication factors affect the way business, services, and communication are handled in various settings. Course fulfills diversity requirement.

COM 240            3 credits

Public Relations

A study of principles and applications of public relations in contemporary society. The course will include an overview of the relationship between the public relations practitioner and both internal and external publics. Topics include media relations, publications, crisis management, and the development of public relations plans/campaigns.

COM 244            3 credits

Computer-Assisted Design

A course in computer-assisted design such as AutoCAD and other design programs with a particular emphasis on their use in theatre.

COM 250            3 credits

Interpretation of Film

Critical approach to analyzing film and its significance in contemporary society.

COM 251            3 credits

Broadcasting and Electronic Media

Overview of contemporary broadcasting and electronic media with an emphasis on television. Students study the history of broadcasting, development of technology, as well as the business and administrative aspects surrounding broadcast media. Students apply their textbook learning in an actual broadcast facility. At the facility, students produce video assignments such as PSAs (public service announcements) for non-profit organizations. Most of the sessions are held at a local broadcast facility.

COM 255            3 credits

Intermediate Acting

Intermediate instruction in techniques for character development including improvisation. Also an introduction to acting styles and acting in verse plays. Cross-listed with THR 255.

COM 257            3 credits

Communications in the Cloud

The course explores the concept of "the cloud," the use of computing resources that are delivered as a service over a network (especially the Internet). In particular, this course addresses how the cloud is the backbone of social media and how the cloud facilitates business communication and collaboration. Technologies studied range from smartphones to tablets to virtualization to cloud services such as storage and telepresence. Social and ethical impact of cloud technology trends are discussed and debated.

COM 261            3 credits

Poetry Writing

Workshop in which principle forms of poetry are studied, with emphasis on developing student's own ability to write poems.

COM 263            3 credits

Fiction Writing

Study of fiction styles/techniques aimed at developing student's ability to write fiction.

COM 270            3 credits

ESL Teachers

Students learn teaching techniques, tutoring strategies, and oral reading skills appropriate for working with ESL students. The course seeks to provide opportunities for native English speakers to tutor ESL students and to design and present lessons in grammar for both native and non-native speakers.

COM 302            3 credits

Principles of Writing Instruction

This course focuses on the theoretical knowledge and practical strategies for the teaching of language arts with an emphasis on writing. In-depth studies of handwriting, spelling strategies, grammar, developmental stages of writing, and the modes of writing including poetry will be accomplished. An additional focus will address the assessment of students' writing progress. This course is restricted to students majoring in education or English. Prerequisite SPE 211 for education majors only. Cross-listed with ED 302.

**COM 310**            1 credit**Tutoring Assistant**

An experiential learning course in the training and tutoring of writing across the disciplines, requiring a minimum of 30 hours of work in the Learning Center. Students receive training in theory and techniques of tutoring writing and work as tutors in the Learning Center throughout the semester. Course is required for English/secondary education majors; permission of instruction required for all other students. Course is graded pass/fail and may be repeated for credit.

**COM 330**            3 credits**News and Feature Writing**

Thorough study of news writing techniques; emphasis on development of feature stories, investigative pieces, and multi-source news articles for newspapers and news magazines. Prerequisite: COM 131 or permission of instructor.

**COM 332**            3 credits**Multimedia Design and Editing**

Designed to introduce students to the processes involved in planning, designing, creating and copy-editing multimedia projects. Topics include design and layout principles for a variety of print and electronic publications, image and text manipulations, and editing for consistency and clarity. Cross-listed with CIS 332.

**COM 340**            3 credits**Advertising Workshop**

Students plan and produce advertising programs for the college and/or non-profit organizations; workshop-styled atmosphere.

**COM 344**            3 credits**Writing for the Workplace**

Advanced writing course oriented toward communication beyond the academic world. Assignments include correspondence, memos, resumes, proposals, oral presentations, and one or more major reports. Introduces students to current communication software, to familiarize with requirements of writing in their specific disciplines, and to help develop a clear, concise writing style.

**COM 350**            3 credits**Directing for the Stage**

Study of the principles and techniques used in leading the production of theatre and the development of the director. Students mount a one-act play. Prerequisites: COM 134, 150, 155, or permission of instructor. Cross-listed with THR 350.

COM 351            3 credits

Scriptwriting/Playwriting

Study of the writing of dramatic texts for a variety of media — live and electronic. Students are expected to produce a first draft of an original script by the end of the course.

COM 352            3 credits

Video Production

Study of the process of producing a creative work in the video medium. Students are introduced to basic concepts of video production and post-production editing. Most of the classes are held at a local broadcast facility.

COM 353            3 credits

Film Studies

An upper-level examination of film as a form of narrative, a work of art, and as representative of popular culture. Topics vary from semester to semester; they may include specific study of genres, directors, time periods, techniques, adaptations. The course may be repeated under different topics.

COM 355            3 credits

Theatre History

A comprehensive study of the history of theatre from its origins through the Renaissance. Cross-listed with ENG 355 and THR 355.

COM 356            3 credits

Theatre History II

A comprehensive study of the history of theatre from the neo-Classical era through today. Cross-listed with ENG 356 and THR 356.

COM 360            3 credits

Writers Workshop

Seminar for writers who wish to broaden and develop their creative writing skills. Offered as either a poetry writing or fiction writing workshop.

Prerequisite: COM 261 or 263 or permission of instructor. May be repeated for credit.

COM 362            3 credits

New Media

This course provides understanding and application of current interactive multimedia, exploring the use and integration of visual, textual, and aural components of digital environments. The challenges of writing for nonlinear and interactive texts are explored through online exercises, electronic presentations and publications, and web design. Cross-listed with CIS 362. Prerequisite: CIS 114 or permission of instructor.

COM 404            3 credits

Arts Operations

Explores business and finance issues associated with working in the arts as a profession. Includes working with arts organizations as well as arts entrepreneurship. Cross-listed with THR 404.

COM 413            3 credits

Language Development Through Literature

This course is designed to prepare prospective teaching candidates to select, evaluate, and utilize literary materials for children from pre-school through the elementary grades. Candidates will develop an understanding and appreciation for the various genres in children's literature. Instructional methods for using literature for language development, communication, and literacy learning in the elementary classroom will be discussed and examined. SPE 211 is the prerequisite required. Cross-listed with ED 413.

COM 420            3 credits

Law and Ethics of Mass Communication

Study of legal and ethical framework within which mass communication media operate. Examines legal philosophy bearing on the mass media, the development of freedom of expression, and privileges and restraints affecting the media. Topics include the study of libel, invasion of privacy, copyright, contempt and government regulation.

COM 422            3 credits

Social Impact of Mass Media

Investigates the principal research findings concerning the role of mass media in shaping the attitudes, values, and behaviors of our culture. Includes survey of advanced theories, models and practices of mass communication.

COM 432            3 credits

Newspaper Production

Restricted to student editorial staff of the university newspaper, this course requires intensive application (80-100 hours) of skills as copy editors, business managers, or page design and layout editors. Course may be repeated for credit. Prerequisites: COM 131 and permission of the *Alvernian* advisor.

COM 434            3 credits

Senior Production Workshop

Students assume leadership positions in the production of a theatrical event. Experiences may include acting, directing and/or design. Students establish an appropriate project with the director of the theatre program prior to enrolling in the course. Prerequisite: Permission of instructor. Cross-listed with THR 434.

COM 452            3 credits

“The Campus Show” — Television Production

Students are responsible for putting together half-hour television shows that focus on Alvernia University. Students assist in all aspects of television production both in front and behind the camera including anchoring, reporting, producing, lighting, sound, camera and technical directing. Course may be repeated once for credit. Prerequisites: COM 251 or COM 352 or permission of instructor.

COM 480            3 credits

Research Seminar

Qualified students may choose a creative writing project, a mass media or audio-visual production project, or an intensive study of a phase of communication that culminates in a significant research paper. For senior English or communication majors.

COM 481            credits vary

Internship

By special arrangement, a student may be granted up to 12 credits for an extended assignment involving in-depth work in some phase of communication. Such assignments might include an apprenticeship in a TV or radio station, a position as reporter at a local newspaper, internship in the communication division of a corporation or non-profit agency, etc. Prerequisite: 2.5 GPA or permission of department chair.

## **COMMUNITY & ENVIRONMENTAL SUSTAINABILITY**

### **Minor**

The minor in community and environmental sustainability is an interdisciplinary program that provides students with an innovative way to enrich their education by providing them with the knowledge and skills to address society's most pressing issues. Required 8 credits: BIO 230, BIO 203; CES 330. Electives 9 credits from the following 3 areas: Science-Environmental: BIO 104, 205, 320; PHY 103; Socio-Cultural: COM 131, 422; ENG 106, 207, 309; HCS 420; PHI 250; SW 302; THE 310; Business-Economics: BUS 100, BUS 324.

CES 330            2 credits

Sustainability Field Experience

The purpose of this course is to give students an opportunity to design, implement, and reflect upon a service project toward community and/or environmental sustainability in cooperation with a community nonprofit or municipal organization. The project requires students to apply knowledge

acquired in the minor in community and environmental sustainability program while engaging with a community organization. The course will culminate in a public presentation on the outcomes of the project.

## COMPUTER & INFORMATION STUDIES

### **CIST Minors**

There are three minors related to information technology. The CIST minor is for the student seriously interested in programming; the information studies minor is designed around business information needs; and the digital media minor emphasizes communication tools.

#### **CIST Minor:** 18 credits

For students seriously interested in programming.

Required courses: CIS 115, or 3 CIS Boot Camps (CIS 104, 105, 106, 107), CIS 152, 226, 235,, CIS 410 or 420; three elective CIS credits.

#### **Digital Media Minor:** 21 credits

An interdisciplinary minor consisting of classes in CIS (6 credits), Communication (9 credits), and Art (6 credits). The student will select from these three categories: CIS: Select either CIS 115 (3) or 3 1-credits CIS boot camps (CIS 104, 105, 106, 107). Select three credits from the following: CIS 152, 235, or 311. Art: Select 6 credits from the following: ART 209, 281, 309, or 319. Communication: COM 332 and 362 and select 3 credits from: COM 131, 240, 244, 251, 340, 344, 352, 432, 452.

#### **Information Studies Minor:** 21 credits

Gives the student a platform of information and communication technology and sets it in the context of management information systems.

Required courses: CIS 115, 152, 235, 328, 410, COM/CIS 362, one from BUS/CIS 311 or BUS 305.

## COURSE DESCRIPTIONS

### CIS 104                    1 credit

MS PowerPoint and Beyond: Ways to Present

Part of the Alvernia Basic Training Series. Hands-on experience in MS PowerPoint, GoogleDocs, and other cloud-based presentation packages. Lessons in PowerPoint and the other packages will include themes; tables and graphs; transitions and animations; printing notes, handouts and slides; customizing presentations; embedding and linking files; saving, managing and delivering presentations; collaboration on a presentation; presenting at a distance.

CIS 105            1 credit

MS Excel Bootcamp

Part of the Alvernia Basic Training Series. Hands-on experience in Microsoft Excel including data manipulation, formulas, filters, formatting and conditional formatting, charting, use of ranges and multiple spreadsheets, and pivot tables.

CIS 106            1 credit

MS Word Bootcamp

Part of the Alvernia Basic Training Series. Hands-on experience in Microsoft Word including APA and MLA document formatting, page formatting, tabs, columns, mail merge, footnotes, endnotes, comments, and document sharing.

CIS 107            1 credit

MS Access Bootcamp

Part of the Alvernia Basic Training Series. Hands-on experience in Microsoft Access including database design and organization, tables, compound and foreign keys, queries, forms and reports.

CIS 114            3 credits

Microcomputer Applications: Word Processing, Spreadsheets and Database Study value of microcomputer as a tool in business, school and home through projects involving use of currently popular word processing, database, and spreadsheet packages. Students may audit course only with instructor's permission.

CIS 115            3 credits

Technology for the Workplace

Essential workplace computer knowledge and skills. Provides requisite fundamental knowledge expected for most professional disciplines. Topics include computer system components, peripherals, media formats, communications and networks, computer security, office productivity software, specialized software, hardware, societal implications, and finer points of using the Internet. Prerequisite: Basic familiarity with word processing, spreadsheets and presentations.

CIS 152            3 credits

Intro to Programming I

Primarily logic development and structured programming, although concepts of systems analysis and design are reviewed. Programming features standard input and output, data types, declarations, and functions (including pass by value and pass by reference), as well as introduction to object orientation and the .NET framework. Importance of planning and documentation is stressed.

CIS 202                    3 credits

Projects in Computer Applications

This is a hands-on course, which introduces the student to concepts in microcomputer hardware, operating systems, application software through business examples, and the Internet.

CIS 205                    3 credits

Scripting Languages

Developing proficiency in general purpose scripting languages. Scripting languages form the basis for a variety of computer applications, from hardware and software configuration, to rendering images and graphics on web pages. The student will become familiar with a variety of terminal emulators and examine assorted shells, security issues, editors, mechanisms for handling user input, and structured commands along with basic scripting methods. Differences in standalone, networked and web-based computers will be discussed. Specific scripting software will be selected from languages commonly used in business applications. Pre-requisites: CIS 152 or permission of the instructor.

CIS 226                    3 credits

Programming II

Continued development of programming skills. Emphasis on object-oriented concepts; introduction of data structures and logic development. Topics include classes and abstract data types; arrays, searching and sorting, strings, data storage options, memory allocation and management; and operator overloading. Programming assignments feature increasing size and complexity. Prerequisites: CIS 152 or permission of instructor.

CIS 235                    3 credits

Networking and Communications

Examines communications: data representation, media, equipment, transmissions and protocols. Topics include the open systems interconnection model, local area networks, wide area networks, distributed networks, and the Internet. Prerequisites CIS 115 or 3 CIS boot camps from CIS 104, 105, 106, and 107.

CIS 240                    3 credits

Computer Organization

Basic digital circuits, data representation and transfer, processor organization, digital arithmetic, assembly language programming, interplay of hardware, software, and firmware. Prerequisite: one previous programming course.

**CIS 302            3 credits****Advanced Projects in Computer Applications**

This is a hands-on course, which assumes prior experience in microcomputer concepts through CIS 202 Projects in Computer Applications or its equivalent. This course is designed primarily for the student majoring in business information systems secondary education. As such, it emphasizes advanced techniques in business applications as well as exposure to web and multimedia applications and the use of new classroom technologies.

**CIS 311            3 credits****Principles of Management Information Systems**

Examines the hardware and software components of information systems and the strategic uses of information. Topics include DSS (decision support systems), Executive Information Systems, AI (artificial intelligence), Expert System, and information ethics. The focus is on the Internet as an information tool and on E-Commerce. Prerequisites: BUS 101; BUS 206 and evidence of computer information literacy.

**CIS 315            3 credits****E-Commerce**

The study of how business is conducted over the Internet. Hands-on simulation of a commercial website over which products are bought, sold, and supported. Topics include good design of an e-commerce site, database connection, third-party payment, and customer support. Other topics include commercial use of social networking, site security and viral marketing. Pre-requisites: One programming or scripting language, CIS 235. BUS/CIS 311 is recommended.

**CIS 328            3 credits****Programming for Rapid Application Development**

Introduces the upper-level student to object-oriented application development using graphical user interface. Topics include: events and triggers; design-time and run-time changes to properties; functions and function calls; conditions and selection control; loops; built-in and user-defined data types; access to files and databases; and graphics. Course can be taken multiple times for different topics. Prerequisites: at least one programming language or permission of instructor.

**CIS 330            3 credits****Operating Systems**

Basic principles of operating systems. Structure and implementation of multi-programmed and time-shared computer systems. Sequential, interacting, and shared processes. Memory management, synchronization, protection, virtual memory, input-output, buffering, interrupt processing. Prerequisite: CIS 240.

CIS 332                    3 credits

Multimedia Design and Editing

Examines the processes and theories involved in planning, designing, creating and copy-editing multimedia projects. Topics include design and layout principles for a variety of print and electronic publications, image and text manipulations, and editing for consistency and clarity. Cross-listed with COM 332.

CIS 338                    3 credits

Advanced Rapid Application Development

Students explore advanced programming concepts for RAD: graphics and animation, 3D simulation, DDE (dynamic data exchange), OLE (object linking and embedding), ActiveX controls, and accessing a relational database, including SQL and Data Access Objects. Prerequisite: CIS 328 or permission of the CIS faculty.

CIS 362                    3 credits

New Media

This course provides understanding and application of current interactive multimedia, exploring the use and integration of visual, textual, and aural components of digital environments. The challenges of writing for nonlinear and interactive texts are explored through online exercises, electronic presentations and publications, and web design. Cross-listed with COM 362. Prerequisite: permission of instructor.

CIS 405                    3 credits

New Technologies Research Seminar

Through journal readings, speakers, site visits, webinars and significant research, students will learn about, analyze, and present current and leading-edge technologies related to Information Technology. Pre-requisites: at least three CIS classes 200-level or higher and junior or senior status.

CIS 410                    4 credits

Systems Analysis and Project Management

Advanced study of structured systems development. Emphasis on strategies and techniques of structured analysis and structured design for producing logical systems specifications and deriving physical system designs. This course includes a project management dimension as a fourth credit that will complement and reinforce analysis and design strategy. Pre-requisite: at least one programming course or Bus 311/CIS 311.

CIS 420                    3 credits

#### Database Management Systems

Architecture of a database system; physical and logical data organization; relational, network and hierarchical data model; query languages and optimization; integrity, security and concurrency. Prerequisite: CIS 351 or permission of instructor.

CIS 481                    3 credits

#### Internship

By special arrangement, a student may be granted up to 12 credits for an extended assignment involving in-depth work in some phase of computer science. Such assignments might include an apprenticeship for an information technology firm, or work as a team member engaged in an information technology project for a local business. Prerequisite: 2.5 GPA or permission of department chair.

## **CRIMINAL JUSTICE ADMINISTRATION**

The Criminal Justice Department is dedicated to providing the theoretical, practical and professional knowledge needed in today's environment to be successful in the fields of law enforcement, corrections, probation and parole, private security, and related careers. Emphasis is placed on preparing the student to enter the professional workplace or continue studies in graduate school. The curriculum is designed to provide students with expert instruction on the most current trends, policies and practices in the discipline. This is not a "one size fits all" major, but one that provides the variety offered in course selection to encourage each individual to build a personal program for the future with the assistance of an advisor.

Alvernia University has recruited faculty who are former or current practitioners in their respective criminal justice disciplines. The strength of the department lies in the philosophy that faculty members teach in areas wherein they have multiple years of experience. The curriculum of the criminal justice administration major demands intensive classroom learning combined with extensive research and a required internship experience. The internship is completed as a class, which is CJ 408 Agency Practicum. All students in this class are required to complete criminal background checks and child abuse clearances. The fees for these background checks and clearances may cost up to fifty dollars.

At the completion of sixty (60) credits at Alvernia University, criminal justice majors must have maintained a C average overall, and obtained a C or better in all required criminal justice courses. A criminal justice major may use the repeat/delete option for a required criminal justice course a total of two (2)

times. If the preceding requirements are not met, students will be compelled to withdraw/drop criminal justice as a major.

Students with career goals in law enforcement have the option of the Law Enforcement Track and may attend the Reading Police Academy to obtain Municipal Police Officer Certification (ACT 120) as part of their four-year degree without extended time or expense. Students apply for the Academy during their junior year. If accepted, these students will attend the Academy during the fall semester of their senior year at Alvernia University. If the students successfully complete the Academy, they will be awarded fifteen (15) Alvernia University credits.

Students with criminal histories and/or serious motor vehicle violations may not be able to successfully complete this program. As noted above, criminal justice majors are required to complete an internship. If a student has a criminal record, agencies may not accept them as an intern, and the student will not be able to complete their criminal justice degree at Alvernia University. In addition, students with criminal records may not be able to obtain employment in the discipline, and should consider another major course of study.

**Major:** 48 credits

CJ 101, 175, 201, 216 or 218, 221, 272 or 274, 275, 301 or 309, 302, 377, 379, 403, 408, 422. CJ elective course: 3 credits. All required CJ courses must have a grade of C or higher.

**Minor:** 18 credits

Required courses: CJ 101, 218, 275, CJ 379, and two CJ elective courses (6 credits).

## COURSE DESCRIPTIONS

CJ 101                    3 credits

Introduction to Criminal Justice

Introduction to organization, administration and operation of the criminal justice system in the United States, with a broad view of interrelationships of police, courts and the correctional process. Major problems discussed include constitutional guarantees, conflicting purposes, mutual support and a view of recommended reforms. CJ 101 is a prerequisite for all other courses in the major.

CJ 104                    3 credits

Introduction to Security Management

Nature and scope of private security in modern society from the historical, philosophical and legal vantage points. Basic principles of administration, organization, and operation of security and protection units.

CJ 175                    3 credits

#### Fundamentals of Criminal Investigation

Principles and methods of investigating criminal offenses to include: history, theories and problems of criminal investigations; crime scene searches; collection, preservation, and recording of physical evidence; impartial gathering of information; interview and interrogation methods; identification of modus operandi and sources of information; development and handling of informants; scientific aids to investigating, and report writing. Prerequisite: CJ 101.

CJ 201                    3 credits

#### Criminal Law

Study of criminal offenses by statutory and common law definition/classification; laws of arrest, search and seizure; and analysis of constitutional and statutory concepts governing introduction and use of information in formalized legal proceedings. PA Crimes Code is used as supplemental text reference. Prerequisite: CJ 101 and CJ 175.

CJ 203                    3 credits

#### Criminalistics

Familiarizes the student with the techniques, skills, and limitations of the modern crime laboratory with respect to collection and processing of physical evidence. Areas analyzed include but are not limited to serology, DNA, hairs and fibers, fingerprints, soil, paint, and glass fragments. Prerequisite: CJ 175.

CJ 207                    3 credits

#### Rules of Evidence

Rules of evidence, principles of exclusion, evaluation and examination of evidence and proof, competency, consideration of witnesses, laws of search and seizure, and court procedures from perspective of moving evidence into court proceedings. Prerequisite: CJ 201.

CJ 216                    3 credits

#### Women and the Criminal Justice System

Reviews diversity in general as it pertains to women and criminal justice. The history and contribution of equity issues are examined in the context of contemporary diversity themes. Gender issues examined include discrimination, glass ceiling, sexual harassment, role barriers. Focuses on the role of women in the criminal justice system; women as victims, women as offenders, and women as professionals. This course fulfills the human diversity graduation requirement. Prerequisite: CJ 101 and 175.

CJ 218                    3 credits

#### Multicultural Issues in Criminal Justice

Examines diversity issues as they impact criminal justice agencies both internally and externally on race, sex, religion, ethnicity and related subjects.

Racism, stereotypes and scapegoating themes are developed. This course fulfills the human diversity graduation requirement. Prerequisite: CJ 101.

CJ 221                    3 credits

Research Methods I for Criminal Justice

Introduces students to fundamental issues associated with the application of scientific methods to criminal justice problems. Topics covered include research design, the relationship between theory and research, types of research methods, ethical considerations, and data analysis techniques. Prerequisite: CJ 101 and 175.

CJ 235                    3 credits

Community Policing

Analysis of the relationships among police, courts, correctional systems, and community resources. Emphasis is on community policing as a continuing departmental philosophy that in which the police and the community forms a partnership to identify and solve crime problems. A variety of programs and resources are evaluated.

CJ 272                    3 credits

Probation and Parole

Examines the role of probation and parole as a component of the criminal justice system. Areas analyzed and discussed include probation and parole philosophy, programs and practices, theories, case law history, system components, supervision, presentence investigations, specialized programs, innovative sentencing, training issues, and probation and parole standards. Prerequisite: CJ 101.

CJ 274                    3 credits

Corrections and Rehabilitation

Survey of the correctional field covering incarceration, institutions, probation and parole, modern correctional counseling, case method, and techniques of supervision. Prerequisite: CJ 101.

CJ 275                    3 credits

Criminology

Examination of classical and contemporary theories of crime, nature and causes of crime and criminal behavior as well as relationship between law and crime. Emphasis placed on identifying various criminological theories and their advocates to give student an overview of the many theories posited as causes of criminal behavior and crime. Course satisfies the social science core requirement. Prerequisites: CJ 101, 175.

## CJ 285                    3 credits

## Victimology

Deals with the many concerns that surround the victims of crime and address the issues that tend to “twice victimize” the victim through the ways in which they are treated by the system that is supposed to help them. Current policies, trends, theories, and programs for dealing with the victims of crime and their family or survivors are discussed. Specialized responses to victims of violence as well as the etiology of victimization is presented. Historical antecedents, victim compensation, victim impact statements, support agencies, and public policy are presented. This course may be taken for four credits as an option without extra charge for those students who opt to include a community service component.

Prerequisite: CJ 101.

## CJ 301                    3 credits

## Organized Crime

Nature and problems of the criminal organization including historic roots; causal factors of organized crime in American society; activities, organizations, and economics of organized crime including the trafficking of controlled substances; the problems of corruption and graft, and the development of strategies to control the activities of organized crime, drug trafficking organizations including drug cartels and outlaw motorcycle gangs, gangs, and the new ethnic mobs. Proactive strategies of investigation are presented including the use of undercover police officers, confidential informants, and electronic surveillance.

Prerequisite: CJ 101, 175.

## CJ 302                    3 credits

## Judicial Process and Procedures

Explanation of the role of the judiciary, its historical background and development in the United States with stress on due process of law, and the judicial procedure by which an arrested offender enters the system. Problems of change and reform of the process are also discussed. Prerequisite: CJ 201.

## CJ 307                    3 credits

## Court Administration

Introductory course designed to acquaint students with the problems of management of the courts from the local systems up to the Supreme Court. The role of the Prothonotary is examined. Prerequisite: CJ 201, 302.

## CJ 308                    3 credits

## Commercial Security Management

Retail, commercial and corporate security functions of organizations and establishments with emphasis on internal theft, shoplifting, armed robbery, dignitary protection, economic espionage, and tested security programs. Role of management, public relations, and special laws and procedures are discussed.

CJ 309                    3 credits

White Collar Crime

Analysis and evaluation of white-collar crime, including public perception, sociological, political and economic impacts, as well as, past and present enforcement strategies. The role of the computer in committing white-collar crime is discussed. Prerequisite: CJ 101, 175.

CJ 311                    3 credits

Criminal Profiling

Examines the history and contemporary use of profiling in the criminal justice field. Crime scene characteristics, as well as personality and behavioral characteristics used to identify offenders are presented. Training and research opportunities in profiling are provided. Prerequisites: CJ 101 and 175.

CJ 346                    3 credits

Terrorism

Students gain an understanding of the concept of terrorism through an integrated approach to the subject, which includes domestic and international issues. Effects on the political agenda will be viewed from the religious and historical perspective. Case studies of terrorist groups and their activities are presented. Prerequisite: CJ 175.

CJ 377                    3 credits

Juvenile Delinquency & Juvenile Justice

Nature and extent of delinquency is discussed. Explanatory models and theories of juvenile delinquency are presented. History, philosophy, and evaluation of juvenile court practices and procedures are presented including the role of the juvenile officer. Prevention and intervention programs and their techniques are illustrated. Prerequisite: CJ 101, 175, and 275.

CJ 379                    3 credits

Ethics in Criminal Justice

Examines challenge and conflict between professional standards of behavior and the acceptable system within the organization. Roles of Inspector General and Internal Affairs are presented. Issues concerning dual relationships, corruption, perjury, false reports, gratuities, wrongful acts, and code of silence are discussed. Civil Rights and brutality, and use of deadly force are viewed as ethical concerns. Honesty, integrity and ethical behavior in criminal justice professions are key themes in the course. Prerequisites: CJ 101, 175.

CJ 403                    3 credits

Senior Seminar in Criminal Justice

Examine basic principles, structures and processes of supervision and management. Emphasis on legal issues associated with CJ administration that

provide student with informative, balanced and realistic perspective taught in a seminar. Prerequisite: senior status.

CJ 408                    6 credits

#### Agency Practicum

Actual involvement in a work-study internship designed to broaden educational experience through appropriate observation and assignment with criminal justice, private corporate security, and service agencies on the local, state, or federal level. It is the responsibility of the student to locate and secure the internship placement. Prerequisite: 2.0 GPA overall, 2.0 GPA in major, senior status (90 or more credits), CJ 201, 221, 275, 403 and permission of instructor.

CJ 411                    3 credits

#### Domestic Violence

Study of various forms of violence that take place within the family and partnership relations. Focuses on spousal abuse, partner abuse, adolescent abuse, abuse of elderly and societal/legal responses. Prerequisites: CJ 175, 201, 275. May be taken as elective for women's studies minor without prerequisites.

CJ 412                    3 credits

#### Undercover Investigations

Comprehensive study of undercover operations as they pertain to various aspects of CJ system, including but not limited to: controlling an informant, various dangers and precautions associated with undercover operations, forensic photography and benefits provided to law enforcement and private/corporate security. Prerequisite: CJ 175, 201, 302.

CJ 422                    3 credits

#### Crisis Management

Encompasses an overview of crisis as it affects law enforcement officials and the criminal justice system, including dealing with suicidal individuals, barricaded subjects, hostage takers and their hostages. Psychological and behavioral profiles of perpetrators and victims are discussed. Protocols for dealing with the several identified issues are presented. Students will participate in classroom scenarios and exercises designed to incorporate the material presented. Prerequisite: CJ 101, 175, 201, and either 216 or 218.

CJ 426                    3 credits

#### Interview and Interrogation

Study of interview and interrogation techniques to include: a step-by-step pragmatic approach using psychological methods and principles; studies of actual criminal cases, legal issues involved; and extensive classroom practical exercises. Prerequisite: senior status in CJ major or permission of instructor.

CJ 444                    3 credits

**Violent Crime**

The nature, theory, history and psychology of violence in America are discussed through a study of the crimes of violence including homicide, rape, assault, and serial crimes. Interpersonal, group, and official violence is explored.

Prerequisites: CJ 201, 275.

CJ 470                    15 credits

**Police Academy**

The basic training course prescribed by ACT 120 is designed to provide students with the initial skills to begin their police careers. Prerequisites: senior status, permission of instructor, successful completion of application process and acceptance by the Reading Police Academy. Prerequisites: CJ 201, 221, 275, and 403.

*NOTE: Prerequisites may be waived for non-criminal justice majors. The decision is made by the Criminal Justice Department Chair.*

## **ECONOMICS**

With a minor in economics, students will be in demand in both the private and public sectors. A course of study in economics will provide students with an understanding of economics and train students to engage in critical thinking by studying behaviors of firms, workers, resource distribution, and the performance of exchange systems. Knowledge of economics is important to creating an informed public, and a minor in economics will equip students to engage society in an informed manner.

**Minor:** 18 credits

Required courses: ECON 248, 249, 348, 349 plus 6 credits of electives; 3 of which may be applied from BUS.

### **COURSE DESCRIPTIONS**

ECON 110                3 credits

**Current Economic Issues**

The class is designed to use basic economic theory and demonstrate how it is applied to current real-world public policy decisions, and how the outcomes have immediate and personal impact.

ECON 248            3 credits

Macroeconomics

Surveys the performance of the American economic system through National Income Accounting with emphasis on the aggregates of government, consumers and business. The focus is on total employment, total income, total output, general level of prices and the major current problems of unemployment, inflation, and fiscal and monetary policy.

ECON 249            3 credits

Microeconomics

Surveys behavior of individual economic units (household and business firms) and the price mechanism interacting in the market structures of American capitalism. Emphasis is on the specific product price and specific amount of production in an efficient and profit-oriented competitive economic system. Prerequisite: ECON 248.

ECON 348            3 credits

Intermediate Macroeconomics

Measurement and determination of national income, employment, and output; economic significance of consumption, saving, investment, foreign trade, money and prices, fiscal and monetary policy. Prerequisite: ECON 248.

ECON 349            3 credits

Intermediate Microeconomics

Theory and application of microeconomics; demand, supply, optimal consumer choice, production, cost, profit-maximizing pricing and output decisions, employment of resources, externalities, efficiency and welfare. Prerequisite: ECON 249.

ECON 352            3 credits

History of Economic Thought

Survey of economic ideas from Ancient Greece to present, emphasizing the changing focus and methodologies of economics relative to economic problems perceived at the time.

ECON 353            3 credits

Economic Justice and  
Judeo-Christian Conscience

Examination of economics and Judeo-Christian concern for justice. Topics include: the meaning of "economic justice" in economic development; North-South relationships; economic system theories; poverty and prosperity; business ethics and labor-management issues; issues related to economic faithfulness for individual Judeo-Christians.

ECON 432            3 credits  
International Political Economy

The course emphasizes the nature of international trade and international economic theory, monetary and fiscal policies, and development. It will discuss the interplay between politics and economics. Current problems affecting international economic relations will be discussed.

## EDUCATION

The teacher education program combines a sound liberal arts background, fieldwork, and studies in human growth and development. In addition, a concentrated focus on curriculum, methods, and materials serves to prepare candidates to work in a variety of educational settings.

Students are admitted into the Education Department and are fully accepted when the following criteria have been met:

- Successful completion of 48 credit hours
- Six (6) semester credit hours in college level mathematics
- Three (3) semester credit hours in college level English Composition
- Three (3) semester credit hours in college level English/American Literature
- Successful completion of the Pre-Service Academic Performance Assessment (PAPA): Reading, Writing, and Mathematics. Education students are required to meet the Pennsylvania required minimum scores in order to be officially accepted into the Education Department as a Certification Candidate.
- Minimum cumulative grade point average (GPA) of 3.0 or higher
- Application Form for Certification Candidacy

All education students complete three or more Field Experiences and a Student Teaching experience. Before the first Field Experience, the education student must obtain the following clearances: State Police Criminal Records Check (Act 34), the Child Abuse History Clearance (Act 151), and the Federal Criminal History Record (Act 114) and an annual TB test. These clearances must be obtained and submitted again before the Student Teaching semester. In all cases, the clearances must show no violations.

Prior to student teaching, the student must have the approval of the Education Department, completion of the required coursework, a GPA of 3.0 or higher, and have taken the appropriate Pearson and/or ETX content assessment.

Achievement of a “C” or better in each required education course, and a minimum cumulative grade point average (GPA) of 3.0 or higher is required for certification.

Upon completion of the approved state program in education, and the successful completion of all PDE required assessments, the student may apply for Pennsylvania Certification. Applicants submit the required information and documentation through the Pennsylvania Teacher Information Management System (TIMS).

**The Pennsylvania Department of Education (PDE) has established new guidelines for Early Childhood (Pre K-4), Middle Level (4-8), and Special Education dual certifications for individuals entering the workforce in 2013. Alvernia University’s education curriculum has been totally re-designed to meet the new standards and the updates have been approved by PDE.**

### **EARLY CHILDHOOD EDUCATION (GRADES PRE K-4)**

The early childhood education program (Pre K-4) prepares teachers to serve a diverse group of young children and families in a variety of educational settings. The program prepares students for Pennsylvania Certification in Early Childhood Education focusing on the learning needs of children through age nine.

**Total Program:** 122-123 credits

**Liberal Arts Core:** The following are required as part of the Liberal Arts Core: MAT 105, PSY 101, HIS 112, BIO 102 or 109, PED 304, COM 270, COM/ED 302, COM/ED 413

**Professional Education:** SPE 100, 211, ED 200, 204, 206, 209, 210, 300, 306, 310, 313, 314, 400, 402, 403, 404, 414, 436, 470, 472

**Related Requirement:** MAT 106

### **EARLY CHILDHOOD EDUCATION (PRE K-4) AND SPECIAL EDUCATION (PRE K-8) CERTIFICATION**

This program leads to a dual Pennsylvania Certification in both Early Childhood Education (Pre K-4) and Special Education (Pre K-8). The design of the dual certification program allows candidates to effectively teach students with special needs in the regular classroom, along with preparing them to teach students in most special education classrooms that are Pre K-8.

**Total Program:** 126 credits

**Liberal Arts Core:** The following are required as part of the Liberal Arts Core: MAT 105, PSY 101, HIS 112, BIO 102/109, PED 304, COM 270, COM/ED 302, COM/ED 413.

**Professional Education:** ED 200, 204, 206, 209, 210, 300, 306, 310, 314, 403, 404, 414, 436, 470, 472.

**Special Education Requirements:** SPE 100, 211, 335, 345, 350, 370, 410, 425.

**Related Requirements:** MAT 106

## MIDDLE LEVEL EDUCATION (GRADES 4-8)

The Middle Level Program is grounded in adolescent development and prepares teachers to serve a diverse group of learners in a variety of educational settings. The program prepares students for Pennsylvania Certification in Middle Level (Grades 4-8).

Students choose from one of four (4) curricular options (total credits ranging from 129-133).

Middle Level Professional Education Core Requirements (Grades 4-8) (42 credits):

ED 203, 206, 209, 210, 215, 306, 313, 333, 402, 436, 470, 472; SPE 100.

Social Studies Option (65 cr.):

Math: MAT 105, 106, 205; ED 463.

Science: BIO 103, 320; CHE 102; ED 464.

E/L/R: COM 101, 270; ENG Elective; ED 460.

Social Studies: POS 111, 225; ECON110; SSC 222; HIS 110, 240, 303, 308; HIS/ED 461.

English/Language/Reading Option (62 cr.):

Math: MAT 105, 106, 205; ED 463.

Science: BIO 103, 320; CHE 102; ED 464.

Social Studies: POS 111; ECON 110; SSC 222; HIS/ED 461.

E/L/R: COM 101, 261 or 263, 270; ENG 202 or 209, 302, or 303, ENG American Literature, ENG Elective, ED 460.

Mathematics Option (69 cr.):

Science: BIO 103, 320; CHE 102; ED 464; PHY 110.

E/L/R: COM 101, 270; ENG Elective; ED 460.

Social Studies: POS 111; ECON 110; SSC 222; HIS/ED 461.

Math: MAT 105, 106, 131, 204, 205, 208, 230; ED 463.

Math and Science Option (61 cr.):

E/L/R: COM 101, 270; ENG Elective; ED 460.

Social Studies: POS 111; ECON 110; SSC 222; HIS/ED 461.

Math: MAT 105, 106, 204, 205, 208; ED 463.

Science: BIO 103, 320; CHE 102; PHY 110; ED 464.

## SECONDARY EDUCATION (7-12)

Students who wish to teach in the secondary schools (7-12) select a specific content area. The number of credits required varies according to the discipline chosen as a major of study (biology, chemistry, English, mathematics, and social studies). Refer to appropriate discipline for details. The secondary education program is fully approved by the Pennsylvania Department of Education

### **Secondary Education (7-12) Professional Education:** 33 credits

SPE 100, ED 203, 206, 209, 306, 313, 333, 416, 470, 472, and 430 or 431 or 432 or 433 or 434 Methods of Teaching Content area.

**Related Area COM 270**, PSY 101, 210, Math elective not 100 or Math in Liberal Arts.

## COURSE DESCRIPTIONS

*\*500 and 600 level courses are for the M.Ed. program. Core courses for this program are located in the Liberal Studies section of this catalog. See the Graduate Catalog for course descriptions.*

ED 200                      3 credits

Fundamentals of Early Childhood Education

The purpose of this course is to provide prospective teachers with an introductory overview of the historical, philosophical, social and cultural foundations of early childhood education. Topics covered will include becoming a professional, curriculum models and approaches, and assessment and instructional practices for young children birth through age 8. Co-requisite: ED 206.

ED 203                      3 credits

Social Foundations for the Middle Learner (Grades 4-8)

This introductory course provides an overview of the historical, philosophical, social and cultural foundations of education. Topics covered include professionalism, ethical and legal issues and the philosophy of middle school education. Co-requisite ED 206.

ED 204                    3 credits

Human Development and Learning

This course explores the various theories and stages of human development. Physical, cognitive, social, personality, and moral development from birth to early adolescence are examined, as well as typical and atypical patterns of language development. Culture and socio-economic status are studied as they relate to human development and learning.

ED 206                    1 credit

Field Experience Stage I

This experience is an introduction to the teaching profession, which allows students the opportunity to observe classrooms in operation and to apply theory to practice using a lesson plan design that emphasizes small group/whole group instruction. All education majors should do this field experience in an inclusive general education setting with access to a separate special education setting as well. Students will have the opportunity to observe a practicing teacher in action and work with students in the classroom. As described in the Handbook, this experience is the first developmental phase, which provides active observation and participation. Co-requisite: ED 200.

ED 209                    3 credits

Planning, Instruction, & Assessment

Study of research-based teaching methods and education measures for students in diverse classrooms including lesson planning, implementation, and assessment.

ED 210                    3 credits

Methods for the Elementary Inclusive Classroom

This course addresses the learning needs of exceptional and at-risk students, kindergarten through high school, and the needed instructional management strategies to be acquired by special education and regular education teachers who will teach these students in inclusive classroom settings. This course fulfills the human diversity graduation requirement. Prerequisite: ED 209, SPE 100.

ED 211                    3 credits

Teaching Music in the Elementary School

Study of methods, resources, techniques and issues of music instruction by classroom teachers in the elementary school. Includes basic performance on classroom instruments, observation and lesson planning. Emphasis on cooperation with other specialists, use of readily available resources, multi-cultural music activities, and music in early childhood education. No music experience is necessary. Satisfies fine arts core requirement.

ED 215                    3 credits

#### Adolescent Development

This course explores the various and multi-dimensional elements of adolescent development, from ages 9 to 14, including social, emotional, physical, moral, cognitive, and academic. In addition, the individual's place in society and the role of peers will be addressed.

ED 300                    3 credits

#### Teaching Science in Elementary School

Strengthens content background of the elementary school science teacher and models methods for presenting this content through hands-on, interactive learning experiences. Evaluation of student outcomes is studied. Topics include: earth and universe; weather; geology; oceanography; energy, matter; life forms. Prerequisite: lab science requirement and ED 209.

ED 302                    3 credits

#### Principles of Writing Instruction

This course focuses on the theoretical knowledge and practical strategies for the teaching of language arts with an emphasis on writing. In-depth studies of handwriting, spelling strategies, grammar, developmental stages of writing, and the modes of writing including poetry will be accomplished. An additional focus will address the assessment of students' writing progress. This course is restricted to students majoring in education or English. Prerequisite SPE 211 for education majors only. Cross-listed with COM 302.

ED 306                    1 credit

#### Field Experience Stage II

This experience provides the teaching candidate with the opportunity to apply theory to practice using classroom management and instructional strategies. It will include supervised observations of teaching with an emphasis on management skills, instruction, and assessment. Special education dual majors should do this field experience in special education. Co-requisite: ED 313 or SPE 370.

ED 310                    3 credits

#### Skills for Early Childhood Education

The skills for establishing a learning environment and advancing cognitive, physical, creative, communication, and social development in young children are covered in this course. These skills are derived from the original six competency goals refined by the Council for Early Childhood Professional Recognition sponsored by the National Association for the Education of Young Children. Time in this course will be dedicated to Early Childhood Praxis preparation.

## ED 313                    3 credits

## Managing Classroom Learning Communities

This course will prepare teachers to be educational leaders who effectively manage their classrooms. It will focus on taking a pro-active approach to create a positive learning environment for all students. This course will operate from a perspective that it is the teacher's responsibility to bring an enhanced level of professionalism and strong sense of ethical behavior to the classroom. Special attention will be given to the recognition that today's classrooms are inclusive and contain students with a variety of needs and learning styles that need to be accommodated. A successful learning environment requires effective lesson plans and appropriate communication with students, parents, administration, and community resources. Co-requisite: ED 306 (secondary education students).

## ED 314                    3 credits

## Teaching the Arts in Elementary School

The purpose of this course is to look at the role of art and music, specifically in the child's physical, social, emotional, cognitive, musical, and creative development. The concepts of creativity and aesthetics, and their relationship to enriching the school curriculum content areas: language arts, math, science, and social studies will be explored. Topics will include teaching methods, planning and implementing dramatic play, puppetry, movement, and how to include multicultural holidays into the curriculum.

## ED 333                    3 credits

## Literacy Methods for Middle and Secondary Inclusive Classrooms

This course is concerned with helping adolescents become more skillful with reading, writing, speaking, listening, viewing and performing in all content areas. Participants will explore strategies and methods to effectively improve literacy skills (comprehension, vocabulary, writing) of middle and secondary students within the context of demanding subject matter classes. Course content will include strategies to address students with special educational needs, English language learners and other diverse learning styles.

## ED 400                    3 credits

## Assessment and Evaluation

Assessment and Evaluation is an introductory course in measurement and evaluation in education. It is an attempt to acquaint the student with the relationship between assessment and the teaching process. The student will be introduced to the testing process in schools, techniques for preparing teacher-made tests and interpreting standardized tests.

ED 402            3 credits

#### Professional Seminar

This course focuses on the development of dispositions required in the teaching profession. The concept of professionalism will be defined and discussed in depth. Other topics will include the importance of effective communication, building and sustaining relationships, and practicing professional responsibilities. These topics will be studied with regards to diversity of ethnicity, culture, socio-economic status, and family structures that influence and shape policies in schools today. Teacher candidates will also become thoroughly familiar with the evaluation instruments used to assess teacher competence and professionalism in Pennsylvania public schools. Co-requisite: ED 436 (early childhood education students).

ED 403            3 credits

#### Reading Methods for the Elementary Inclusive Classroom

Through engaging instructional experiences teacher candidates will explore current best practices in literacy instruction and balanced literacy development. Candidates will acquire the skills, attitudes, and theoretical knowledge to integrate literacy standards for diverse student populations. Strategies designed to improve thinking skills and communication will help the candidates infuse comprehensive literacy strategies into their repertoires of teaching approaches. Prerequisites: SPE 211 Teaching Reading/Language Arts to Students with Disabilities and ED 302 Principles of Language Arts Instruction.

ED 404            3 credits

#### Teaching Mathematics in the Elementary School

Study of content, methods and materials for helping elementary school students develop mathematical concepts and problem-solving skills. Emphasis on strategies that take into account students' developmental levels and need for active participation in the learning process. Includes assessment of student outcomes. Prerequisites: ED 209 & 210.

ED 413            3 credits

#### Language Development Through Literature

This course is designed to prepare prospective teaching candidates to select, evaluate, and utilize literary materials for children from pre-school through the elementary grades. Candidates will develop an understanding and appreciation for the various genres in children's literature. Instructional methods for using literature for language development, communication, and literacy learning in the elementary classroom will be discussed and examined. Prerequisite: SPE 211. Cross-listed with COM 413.

ED 414            3 credits

Teaching Social Studies in Elementary School

As an academic field for young children, social studies includes geography, history, economics, environmental science, and current events. The teaching skills covered in this course for creating an integrated social studies curriculum are derived from the Curriculum Standards for Social Studies.

ED 416            1 credit

Field Experience III

This experience provides an opportunity to observe and participate in implementing classroom management strategies in the local school sites. It will include supervised observation and teaching with an emphasis on management skills. Co-requisite: ED 313 for elementary education students; ED 430-434 for secondary education students.

ED 426            1 credits

Field Experience IV

This experience provides the candidate with the opportunity to apply theory to practice in learning, motivation and development through lesson plans, assessment and management. There will be supervised observation and teaching in local school sites with an emphasis on teaching individual lessons.

Co-requisite: ED 402.

ED 430            3 credits

Methods of Teaching Secondary English

This course will focus on the study of research-based teaching methods and the educational measures required to satisfy the PDE Standards for teacher certification. The student will demonstrate the ability to analyze and apply models of instructional approaches and to apply learning assessments in the areas of literature, reading skills, writing and language development. All instruction will be designed to meet the needs of diverse learners. Co-requisite: ED 416.

ED 431            3 credits

Methods of Teaching Secondary Social Studies

Study of research-based teaching methods and education measures required to meet the needs of students in social studies classrooms, including lesson planning and implementation, use of instructional media and materials, and the processes of teacher-student and student-teacher interaction. Co-requisite: ED 416.

## ED 432            3 credits

## Methods of Teaching Business, Computer and Information Technology

This comprehensive course is designed to present the theory and methodology to develop, teach and evaluate instructional lessons and units relating to business subjects including accounting, business laws, career development, communication, computation, economics and personal finance, entrepreneurship, information technology, international business, management, and marketing. Students will learn about establishing and administering advisory committees, business clubs, and work experiences. Applications are appropriate to the elementary, middle and high school settings. Co-requisite: ED 416.

## ED 433            3 credits

## Methods of Teaching Secondary Mathematics

Comprehensive study of how to plan and deliver instruction in the areas of mathematics that is taught in today's secondary schools. Topics include lesson planning and implementation use of instructional media and materials including mathematical computer software, and learning theories in mathematic education. Co-requisite: ED 416.

## ED 434            3 credits

## Methods for Teaching Secondary Science

A comprehensive study of how to plan and deliver instruction in the areas of science that is taught in today's secondary schools. Topics include lesson planning and implementation, use of instructional media and materials including science computer software. Learning theories are integrated. Co-requisite: ED 416.

## ED 436            4 credits

## Field Experience III

This experience provides the candidate with the opportunity to apply theory to practice in learning, motivation and development through lesson plans, assessment and management. The experience will provide opportunity to develop lessons that include reading, math, science, social studies strategies. This semester will provide students with practical classroom experience on a daily basis. Dual-major students will split the classroom experience between a special education setting and an inclusive general education setting. There will be supervised observations of the teacher candidates by school district and university personnel. The observations will emphasize teaching individual lessons. Co-requisite for Pre-K-4: ED 300, ED 403, ED 404, ED 414, Co-requisite for middle school: ED 460, ED 461, ED 463, ED 464.

## ED 460            3 credits

## Teaching Literacy/Language Arts to Developing Readers

The purpose of this methods course is to provide teacher candidates with the strategies and skills needed to extend the literacy, language arts, and reading

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skills of students, ages 9-13. Course content will include an in-depth study of current research, methodology for teaching vocabulary and comprehension, use of assessments, and lesson planning for various instructional formats. Co-requisite: ED 436.

ED 461                    3 credits

Social Studies Methods: Pennsylvania's Founding and the World

This course examines the historical and contextual development of Pennsylvania from 1683 to 1824. As a methodology course, it focuses on the types of research and methods of presentation within a classroom setting. Cross-listed with HIS 461.

ED 463                    3 credits

Methods of Middle School Mathematics

This course is a comprehensive study of how to plan and deliver instruction in the areas of mathematics that are taught in today's middle schools. Topics include lesson planning and implementation, use of instructional media and materials including mathematical computer software, and learning theories in mathematics education. Co-requisite: ED 436.

ED 464                    3 credits

Methods of Middle School Science

This course is a comprehensive study of how to plan and deliver instruction in the areas of science that are taught in today's middle schools. Topics include lesson planning and implementation, use of instructional media and materials (including science computer software), and learning theories in science education. Co-requisite: ED 436.

ED 470                    10 credits

Student Teaching

Classroom instruction of early childhood, middle school, secondary, and/or special education students during a fourteen-week period. Prerequisite: Completion of all other coursework and Praxis Tests. Co-requisite: 472.

ED 472                    2 credits

Student Teaching Seminar

Provides guidance in clinical experiences as well as review of current educational research and issues related to professional development. Co-requisite: ED 470.

## SPECIAL EDUCATION COURSE DESCRIPTIONS

SPE 100            3 credits

### Overview of Human Exceptionalities

Designed for prospective classroom teachers, this course surveys the process and provision of special education services for students with special needs. The causes and characteristics of individuals with mental retardation, learning disabilities, emotional and behavior disorders, autism, and sensory impairment, and the impact of disabilities on families are addressed. This course fulfills the human diversity graduation requirement.

SPE 211            3 credits

### Teaching Reading/Language Arts to Students with Disabilities

This course addresses the diagnostic and learning needs of exceptional and at-risk students, kindergarten through high school, and instructional strategies for teaching reading and literacy to these students in inclusive and/or special education classrooms settings.

SPE 335            3 credits

### High Incidence Disabilities

An overview of the historical and educational basis for development of programs for those students who have been identified as needing Learning Support is provided. Introduction to definitions, etiologies, classroom diagnostic procedures, and remediation techniques will be addressed. Prerequisite: SPE 100.

SPE 345            3 credits

### Low Incidence Disabilities

The education of persons with mental retardation, autism and multiple disabilities is addressed as a collaborative effort of various individuals whose shared goal is meeting these children's unique learning needs across the life span. The use of adaptive equipment, assistive technology and issues of inclusion with these populations are explored in this course.

SPE 350            3 credits

### Autism Spectrum Disorders

This course presents an understanding of autism through a review of current research as well as through the words and behaviors of those who live it. The impact of this human condition on families and various professionals will be addressed, along with how various treatment approaches and collaboration support the education of these individuals. Prerequisite: SPE 100 or permission of the instructor.

**SPE 370**                      3 credits  
**Positive Behavior Support**

This course will focus upon the identification process for students who might be labeled as having emotional/behavioral disorders, and will address interventions which promote academic learning and appropriate social behavior, measures of students' progress toward behavioral goals and management objectives, effective classroom management systems, and general systems of care, as well as those assisting agencies and interventions that may be available for this population and their families. Co-requisite: ED 306.

**SPE 410**                      3 credits  
**Evaluation and Progress Monitoring with Special Needs Students**

An overview of the historical foundation and major contributions to the field of progress monitoring will be presented. Introduction to definitions, etiologies and theoretical approaches to curriculum-based management systems and forms of progress monitoring are given. Students will learn about various systems for data collection, charting, and reporting classroom performance as they drive planning and implementation of remediation and intervention programs.

**SPE 425**                      3 credits  
**Legal and Professional Practices in Special Education**

This course will focus on understanding the legal statutes and regulations regarding students with disabilities and the resulting impact on the delivery of services and educational programs. Skills in development and delivery of the Individualized Education Plan, from age 3-21, including effective communication and collaboration, will be addressed. Discussion of professional dispositions and ethical behaviors of effective special educators will be reviewed. Teacher candidates will become thoroughly familiar with the evaluation instrument used to assess teacher competence and professionalism in Pennsylvania public schools.

## **ENGLISH**

The primary focus of the English program is the study and appreciation of literature. A traditional liberal arts major, English has always offered its students opportunities for self-knowledge and growth as they explore the ideas of great writers of the past and present. However, the English major is also a practical choice. Because English courses encourage critical thinking, clear writing, and effective communication, students electing this major often choose careers in teaching, law, management, journalism, library science, government service and other fields. The English program also offers students the opportunity to prepare for graduate study.

**Major Courses Required:** complete at least 36-37 credits according to one of the following sequences:

**English Major Sequence:** ENG 302 or 303, 406. Three credits of intensive study of a major writer or period; 6 credits each in British, American and world literature; and 9 credits of electives in literature and communication.

### **English Secondary Education Certification**

**Total Program:** 122-124 credits

**Liberal Arts Core:** 43 credits

The following are required as part of the Liberal Arts Core: COM 103 or 155, PSY 101, COM 101 with a minimum grade of B-

**Secondary Education Professional Education:** 33 credits

SPE 100, ED 203, 206, 209, 306, 313, 333, 416, 430, 470, 472

**Major:** 40 credits

ENG 202, 209, 302 or 303, 404, 406, COM 270; 310; a 3-credit COM Media, Film or Theatre; 3 credits in Expository or Creative Writing; 3 credits of intensive study of a major writer or period; 12 credits of electives representing British, American, and world literature, including at least one course each in fiction, drama, or poetry.

**Related Requirements:** 6 credits

PSY 210, MAT (not MAT 100 or under Liberal Arts)

### **English Minor**

Students majoring in other fields, particularly those in which communication skills are valuable assets, may wish to consider an English minor attained by completing 18 credits in English and/or communication with a maximum of 6 credits in communication. COM 100 and 101 cannot be applied toward the minor.

Seniors may not register for a 100 level English or communication course without the permission of the Department Chair.

### **Theatre Minor**

Students interested in the theatre minor should see the communication section of this catalog.

## COURSE DESCRIPTIONS

ENG 103            3 credits

Introduction to Poetry

Introduction to the basic forms of poetry, surveying primarily British and American poets of the last three centuries.

ENG 106            3 credits

Short Story

Introduction to the short story genre through a critical and analytical interpretation of selected stories from world literature.

ENG 202            3 credits

Critical Approaches to Literature

Basic study of literature using a variety of critical approaches to interpret major works in world literature.

ENG 203            3 credits

Early American Poetry

Study of early American poetry from Colonial period through 19th century. Poets include Taylor, Bryant, Poe, Emerson, Whitman, Melville, Dickinson, Crane and others.

ENG 204            3 credits

Modern American Poetry

Study of selected American poets of 20th Century, including Frost, Eliot, Stevens, Cummings, Wilbur, among others.

ENG 205            3 credits

Early British Literature

Study of early British literature before the eighteenth century, including Chaucer, Spenser, Shakespeare (poetry), Jonson, Donne and Milton.

ENG 206            3 credits

Modern British Poetry

Select British poets of Modern period.

ENG 207            3 credits

Contemporary Fiction and Drama

Study of selected short novels, stories and plays drawn from world literature of the last 30 years. This course fulfills the human diversity graduation requirement.

ENG 209            3 credits

Adolescent Literature

The study of literature for young adults, with a particular emphasis on how to teach such works in the middle and secondary schools. Course is restricted to students majoring in education or English or with permission of the instructor.

ENG 213            3 credits

Modern Drama

Study of the major trends in the 19th and 20th centuries with a concentration upon representative American, British, and continental dramatists.

ENG 216            3 credits

Women in Literature

Study of the varying images of women as portrayed in writing by and about women. Topics vary from semester to semester. May be repeated under different topics. This course fulfills the human diversity graduation requirement.

ENG 302            3 credits

Shakespeare: Histories and Comedies

Study of Shakespeare's development as a writer of historical dramas and comedies.

ENG 303            3 credits

Shakespeare: Tragedies and Romances

Study of Shakespeare's development as a writer of tragedies and romances.

ENG 304            3 credits

Satire and Sentiment

Exploring drama, fiction, and poetry by major eighteenth-century writers including Dryden, Sheridan, Defoe, Pope, Swift, and Dr. Johnson.

ENG 305            3 credits

Early American Fiction

Analysis of trends in American prose literature with emphasis on significant novelists and short story writers from early 19th century to 1900.

ENG 306            3 credits

Modern American Fiction

Study of significant American novelists and short story writers from 1920s to the present, including Fitzgerald, Hemingway, Steinbeck, Salinger, Heller and others.

ENG 307            3 credits

The English Novel

Development of the novel as a genre, with emphasis on selected British novelists of the 18th and 19th Centuries.

ENG 309            3 credits

World Literature

Study of world literature in translation, excluding American and British works.

This course fulfills the human diversity graduation requirement.

ENG 310            3 credits

Modern Novel

Study of selected novels from world literature to illustrate techniques and developments in the genre in the modern period.

ENG 321            3 credits

Ethics and Tragedy

Study of ethics in context of tragic literature. Focus on Aristotle's understanding of the ethical content of tragedy by examining connections between his works on moral psychology (Ethics, Rhetoric) and his analysis of tragedy in the Poetics. Readings also include plays of Sophocles, Euripides, Shakespeare, Racine and others.

ENG 355            3 credits

Theatre History

A comprehensive study of the history of theatre from its origins through the Renaissance. Cross-listed with COM 355 and THR 355.

ENG 356            3 credits

Theatre History II

A comprehensive study of the history of theatre from the neo-Classical era through today. Cross-listed with COM 356 and THR 356.

ENG 401            3 credits

Romantic and Victorian Writers

Study of major poets and prose writers of the British Romantic and Victorian periods.

ENG 404            3 credits

History of the English Language

Study of English language with emphasis on exploring its historical and structural development, including grammar and semantics. Students also study basic linguistics. This course includes the study of early English literature and counts as a literature elective for the core requirement.

ENG 406            3 credits

Research Seminar

Concentration on a research area selected by consultation with the academic advisor. Required of English majors.

## **FOREIGN LANGUAGES**

Courses are designed to enable students to acquire a functional competence of French, German, Italian, Latin and Spanish. Since the acquisition of a foreign language is closely linked with the culture of a given country, the instructors offer opportunities for students to appreciate, experience and learn to respect cultural differences through classroom discussions and/or presentation of a variety of material.

### **Requirements/Placement:**

Students are required to complete 6 credits, in sequence, in any one foreign language offered in the Alvernia curriculum. Placement of the student in the appropriate course level is determined by testing and/or the decision of the foreign language department staff.

### **Spanish Minor:**

A Spanish minor consists of 18 credits of Spanish at the 200 level and above. Exception: SPA 113 and 114 (Elementary Spanish I & II) are accepted toward the minor.

## **COURSE DESCRIPTIONS**

### **FRENCH**

FRE 101            3 credits

Elementary French I

Intro to basic skills of French speaking, listening, reading and writing. Emphasis on competence in grammar, vocabulary, pronunciation, and comprehension. For students with no previous background in French.

FRE 102            3 credits

Elementary French II

Continuation of French 101. Prerequisite: FRE 101 or equivalent.

FRE 201            3 credits

Intermediate French I

Review of grammar and syntax. Progressive development of the four basic communication skills. Introduction to literary readings. Prerequisite: FRE 102 or equivalent; or two years high school French.

FRE 202            3 credits

Intermediate French II

Continuation of French 201. Prerequisite: FRE 201 or equivalent.

## **GERMAN**

GER 101            3 credits

Elementary German I

Introduction to basic skills of German speaking, listening, reading, writing. Emphasis on competence in grammar, vocabulary, pronunciation, comprehension. Prerequisite: no previous experience or one year high school German.

GER 102            3 credits

Elementary German II

Continuation of German 101. Prerequisite: GER 101 or equivalent.

GER 201            3 credits

Intermediate German I

Review of grammar and syntax. Progressive development of four basic communication skills. Prerequisite: GER 102 or equivalent.

GER 202            3 credits

Intermediate German II

Continuation of German 201.

## **ITALIAN**

ITA 101            3 credits

Elementary Italian I

Introduction to basic skills of Italian speaking, listening, reading and writing. Emphasis on competence in grammar, vocabulary, pronunciation, comprehension. No prerequisite.

ITA 102            3 credits

Elementary Italian II

Continuation of Italian 101. Prerequisite: ITA 101 or equivalent.

**LATIN**

LAT 101            3 credits

Elementary Latin I

Introduction to basic forms, syntax and vocabulary. Selected prose readings. No prerequisite.

LAT 102            3 credits

Elementary Latin II

Continuation of Latin 101. Prerequisite: LAT 101.

**SPANISH**

SPA 101            3 credits

Spanish for Beginners I

Introduction to basic skills of Spanish speaking, listening, reading and writing. Emphasis on competence in grammar, vocabulary, pronunciation and comprehension. For students with no previous Spanish background.

SPA 102            3 credits

Spanish for Beginners II

Continuation of Spanish 101. Prerequisite: SPA 101 or equivalent.

SPA 107            3 credits

Spanish for Health Professionals I

Designed to help students in health professions to develop proficiency in their communicative skills. Focus on vocabulary and situations encountered by health professionals. No prerequisite.

SPA 108            3 credits

Spanish for Health Professionals II

Continuation of Spanish 107. Prerequisite: Spanish 107 or equivalent.

SPA 109            3 credits

Spanish for Law Enforcement I

Designed to develop basic communication skills dealing with the law enforcement profession. No prerequisite.

SPA 110            3 credits

Spanish for Law Enforcement II

Continuation of Spanish 109. Prerequisite: SPA 109 or equivalent.

SPA 111            3 credits

Spanish for Teachers I

Designed to develop basic communication skills dealing with the education profession. No prerequisite.

SPA 112            3 credits

Spanish for Teachers II

Continuation of Spanish 111. Prerequisite: SPA 111 or equivalent.

SPA 113            3 credits

Elementary Spanish I

Development of proficiency in basic communication skills. Emphasis on listening comprehension and oral expression. Prerequisite: Spanish 102 or equivalent or 3 years of high school Spanish or permission of the instructor.

SPA 114            3 credits

Elementary Spanish II

Continuation of Spanish 113. Prerequisite: SPA 113 or equivalent.

SPA 151            3 credits

Practical Spanish Conversation

An immersion setting in which students learn related vocabulary and employ their language skills in real life experiences such as a one-week day camp for children in the Dominican Republic. Satisfies human diversity requirement.

Prerequisite: SPA 102 or equivalent.

SPA 201            3 credits

Intermediate Spanish I

Review of grammar and syntax. Progressive development of four basic communication skills. Introduction to literary readings. Prerequisite: SPA 114 or equivalent or permission of instructor.

SPA 202            3 credits

Intermediate Spanish II

Continuation of Spanish 201. Prerequisite: SPA 201 or equivalent.

SPA 203            3 credits

Spanish Conversation and Composition I

Progressive development of oral proficiency and writing skills with emphasis on current topics. Literary and cultural readings. Prerequisite: SPA 202 or equivalent.

SPA 204                    3 credits  
 Conversation and Composition II  
 Continuation of Spanish 203. Prerequisite: SPA 203 or equivalent.

SPA 311                    3 credits  
 Cultural Perspectives of Spain  
 Discusses history, geography, art and music, daily life, celebrations, foods, stereotypes, ethnic groups, current events and the role of women today in Spain. This course is taught primarily in Spanish and fulfills the human diversity graduation requirement. Prerequisite: SPA 202 or permission of instructor.

SPA 312                    3 credits  
 Cultural Perspectives of Latin America  
 Discusses history, geography, art and music, daily life, celebrations, foods, stereotypes, ethnic groups, current events and the role of women today in Mexico, the Caribbean, Central and South America. This course is primarily taught in Spanish and fulfills the human diversity graduation requirement. Prerequisite: SPA 202 or permission.

## GENERAL SCIENCE

The General Science program aims to develop in the student insight into the intellectual and philosophical nature of science. This program helps the student to develop the ability to select, adopt, evaluate and use strategies and materials for the teaching of science, preparing for graduate study and professional programs.

### GENERAL SCIENCE

**Major:** 41 credits

BIO 103, 104; CHE 104, 105, 107, 110, 111, 402; MAT 131, 209; PHY 103, 110, 111; 3 credits in research and independent study; CIS 114.

**Electives:** 10-14 credits

To be chosen in one area of concentration: biology, chemistry, or physics.

**Minor:** 19-23 credits

Complete two courses from each discipline (biology, chemistry, physics): BIO 103, 104, 109, 203; CHE 102, 103, 106, 203; PHY 103, 106, 110, 111. Students may not earn credit for both BIO 203 and CHE 203. Other courses from these disciplines may be substituted with the assistance of the student's academic advisor.

## HEALTHCARE SCIENCE

The purpose of the healthcare science program is to provide a rigorous curriculum, which will prepare graduates for meaningful roles and careers in our current healthcare environment. Consistent with the university's Franciscan values, students will become broadly educated, life-long learners who will engage with their communities. Utilizing a strong interdisciplinary design, this program encourages service and the promotion of healthy lifestyles for all persons of all abilities, income levels and social/cultural backgrounds. The Healthcare Science program creates advocates for individuals and communities that are underserved or under-informed on issues related to health and wellness, health systems policies and health management. Students with a healthcare science degree will graduate prepared to work in healthcare agencies, businesses, and various medical care settings.

### ACADEMIC QUALITY

The healthcare science program is an excellent mid degree opportunity for transfers or new applicants with associate degrees as occupational therapy assistants, physical therapy assistants, medical imaging professionals, dental hygienists, and respiratory therapists. Students in the healthcare science program are concerned with the well-being of all people. Completing the healthcare science program requires a mastery of science, the ability to engage in critical appraisal, and the desire to serve the community. In addition to taking the required courses in healthcare science, students are able to study 15 credits in an area of concentration such as business, communication, biology, etc.

### CAREER SUCCESS

The healthcare science program prepares students for work in healthcare agencies, businesses, and medical care settings as healthcare educators, healthcare advocates, or healthcare managers. Emphasis on health behavior theories through educational programming and experience with practical applications through volunteer service in the health field will provide students with a variety of educational tools and techniques to use in their professions. Healthcare program graduates could enter the healthcare field as health counselors or advocates, science and health writers, or policy analysts. In addition, graduates from the healthcare science program may find positions in government organizations, consumer groups, healthcare agencies, scientific research or consumer institutes.

### HEALTHCARE SCIENCE

**Major:** 30 credits

Required Healthcare Science Courses: HCS 200, 300, 310, 320, 330, 340, 400, 410, 420, 430. (PED 304 met in major).

**Related Requirements:** BIO 100 level with Lab (recommended: BIO 107/117, 115, or 109), BIO 216, BIO 410, SOC 111, PSY 101, PSY 208

**Electives:** Choose 15 credits from: AT/PED 113; BH 101, 201, 202, 203, 240, 330, 402; BIO 203, 208, 211, 405; BUS 101, 200, 206, 207, 324, 350; COM 131, 213, 234, 344; MUS 220, 222; SM 201; SW 203, 209, 231.

## COURSE DESCRIPTIONS

HCS 200            3 credits

Foundations of Healthcare Science

This course will identify current information in healthcare science and how it relates to different healthcare science professions. Various topics covered include medical ethics, legal obligations, the human body and wellness. Medical terminology is discussed as well as the importance of evidence-based research.

HCS 300            3 credits

Writing for Healthcare Science

This required course emphasizes how to think critically and write effectively within the field of healthcare science. The approach focuses on the role of the healthcare science professional as an informed consumer of research and other evidence for the best practices within the healthcare industry. Evidence-based principles are viewed as a lens through which all information is critically analyzed. Students review and analyze the research of others with an emphasis on adequacy of design, appropriateness of the analysis, and generalization of the results. Quantitative and qualitative approaches to the study of healthcare presented and compared, and the course stresses the importance of critical evaluation. Professional writing is designed to introduce students to a set of advanced intellectual and rhetorical skills. Various forms of writing for healthcare science professionals are practiced including research reports, data-driven summaries, literature reviews, the development of educational brochures and materials and grant writing.

HCS 310            3 credits

Health & Wellness over the Life Span

This course focuses on the issues of health and wellness throughout the life span. Students learn various challenges concerning health and wellness including sociological, psychological, and economic factors that can impact their overall health. Motivational strategies, techniques, and plans for designing age-appropriate exercise and fitness programs will be discussed and implemented. Current research in health and wellness programs will be studied and evaluated for effectiveness. Prerequisite: HCS 200.

**HCS 320            3 credits****Healthcare Science and Cultural Competency**

This course focuses on the healthcare beliefs in a variety of cultures that interact with the healthcare system in the United States. The myriad of factors presented by diverse individuals and communities will be examined including: geographical, societal, economic, political and spiritual factors. Cultural competency for the healthcare science professional will be defined, modeled and practiced. This course fulfills the human diversity graduation requirement.

**HCS 330            3 credits****Healthcare Literacy and Advocacy**

This course will focus on the value of health literacy as an ideal for our country. Students will discuss the present barriers to that ideal and propose strategies for overcoming them. The requirements for health literacy for patients, providers, communities and society will be explored and strategies propose to contribute to health literacy at each level. Current national, state and local initiatives to address health literacy will be described and explored. The ethical principles of healthcare will be used as course themes to establish this need for literacy, advocacy for individuals and communities and healthcare reform.

**HCS 340            3 credits****Healthcare Science Management**

This course examines the organizational principles, practices, and pertinent management of health service organizations. Topics covered include quality improvement, risk management, strategic planning, financial planning and control, medical terminology, and medical ethics. Managerial implications of emerging issues in healthcare area also discussed.

**HCS 400            3 credits****Healthcare Systems and Policy**

This course introduces students to the U.S. health services system, describing healthcare institutions and the variant strengths and challenges of those systems, providers, payment practices, and significant health legislation. It examines current trends and perspectives against a historical background. This course focuses on healthcare delivery systems, including practice models and multi-level methods of intervention for effective service in healthcare, including health promotion, disease prevention, assessment, treatment, rehabilitation, continuing care, and discharge planning. Examples of topics covered include the use of current ICD system in assessment, screening and intervention including workplace health promotion and community crisis intervention. The impact of differences in ability, age, class, color, culture, ethnicity, family structure, gender (including gender identity and gender expression) marital status, national origin, race, religion or spirituality, sex, and sexual orientation will be examined, as these relate to various health practices, policies and services. This course will

help the student analyze the various components of American healthcare policy, including political and economic policy, as well as the process of policy formulation. Current medical legal and ethical questions are examined.

HCS 410                    3 credits

Community Health Organization and Administration

This course explores the healthcare system and its evolution in the United States. Provides a review of health related study of the US healthcare system and its structure, finance, governance, personnel, and cultural values. Economic, political, and social forces are observed.

HCS 420                    3 credits

Current Issues in Healthcare Science

This course focuses on the current issues in healthcare science/healthcare related to society. The focus on wellness and healthcare at the individual, community and global perspective will be explored. Investigation of emerging trends, practices and procedures including current research and implications will be discussed in the healthcare science/healthcare fields will be explored.

HCS 430                    3 credits

Healthcare Science Capstone

The purpose of this course is to guide and facilitate the final development of the professional attitudes, practices and skills necessary for effective leadership within the healthcare sciences, with an emphasis on the roles and functions of those in leadership positions. Competencies and roles covered in the course include those related to motivation, accountability, organizational awareness, conflict resolution, negotiation, critical thinking and analysis, innovation, professionalism, change management, collaboration, influence, and communication. The overall outcome of this course is to develop and present a capstone project in the area of healthcare science, in alignment with the student's professional goals and aspirations. Prerequisites: senior status healthcare science major.

## HISTORY

History is the story told of our past. It informs us of who we were, who we are, and from where we came. It is a foundation of the liberal arts and is essential to understand not only ourselves, but also the world around us. History hones the tools all students need to move upward in their professions — cultural literacy, reading, writing and research skills. History majors can plan, design, and think critically. They are ready for numerous professional paths, including teaching, the law, and government service. The Department of the Humanities, in

conjunction with education, supervises student preparations for Pennsylvania teacher certification.

## **HISTORY**

**Major:** 33 credits

HIS 110, 102, 112; 6 credits at the 200 level; HIS 303; 6 credits of American: HIS 300, 308, 322, 334, 344, 352, 364; 6 credits from European sequence: HIS 307, 319, 323, 337, 349, 353; HIS 426 and HIS 493.

**Minor:** 18 credits

HIS 110, 112; HIS 426; plus 9 other history credits, 6 of which must be at the 300 or 400 level.

## **COURSE DESCRIPTIONS**

HIS 110                    3 credits

World Civilizations

An introduction to some of the major civilizations of the past 4000 years of human history, including ancient and modern civilizations in China, India, the Middle East, Africa, Europe, and the Americas. Particular attention will be paid to the sources and documents of these peoples, as well as their cultural, social, and economic interactions. This course fulfills the human diversity requirement.

HIS 112                    3 credits

The Study of American History

Introduces students to the chronology of American history, a broad selection of key documents, appropriate secondary reading materials, and descriptions of selected key events in the evolution of American history.

HIS 121                    3 credits

The Study of European History

Introduces students to chronology of European history, a broad selection of key documents, appropriate secondary reading materials, and descriptions of selected key events in the evolution of European history.

HIS 230                    3 credits

Women in History

Focused study of women in history through analyses of women's roles or comparative studies between cultures or biography. This course fulfills the human diversity graduation requirement.

HIS 240                    3 credits

Topics in Global History

The study of non-Western culture and history. Potential topics include: East Asian, Middle Eastern, Latin American, and African histories. This course fulfills the human diversity graduation requirement. Course may be repeated for credit with different topics.

HIS 245                    3 credits

Topics in Native American History

Study of the different aspects of the past of the indigenous peoples of the Americas. Emphasis is placed on introducing students to the very different cultures which have occupied the American continents for tens of thousands of years and which continue to influence Euro-American cultures to an extraordinary degree. This course fulfills the human diversity graduation requirement.

HIS 250                    3 credits

Interdisciplinary History

Introduction to the historical aspects of a particular discipline such as business, economics, social work or criminal justice.

HIS 255                    3 credits

Historical Biography

The study of a prominent individual or individuals in order to understand not just their lives, but the issues and contexts with which they had to deal. The course also seeks to understand the challenges which all people, not just historians, face in reconstructing past events and evaluating them. Some possible lives to study include: Adolf Hitler, Joseph Stalin, Mahatma Gandhi, Martin Luther King, Florence Nightingale, or Queen Elizabeth I.

HIS 260                    3 credits

Pennsylvania and Local History

Traces and coordinates Pennsylvania and local history by following the key events of state and local histories; the goal of the course is to familiarize the student with both the historical nature of their local environment and provide insights into that history.

HIS 281                    3 credits

Topics in Military History

The study of war and military history. The course looks at the battles and fighting and investigates the underlying economic, social, and cultural factors that have driven and influenced war over the centuries. Topics may vary from semester to semester. May be repeated under different topics.

HIS 300            3 credits

Colonial America

Traces Anglo-Spanish and Anglo-French struggles for control of North America, the transplanting of European peoples and institutions to the original 13 British colonies, and development of those 13 colonies into semi-independent states before 1763. Prerequisite: HIS 112 or junior-level standing.

HIS 303            3 credits

20<sup>th</sup> Century World History

This course covers world history in the 20<sup>th</sup> century, focusing on major changes from the end of World War I to the present.

HIS 307            3 credits

Greco-Roman Civilization

Covers the growth of the classical civilizations of the West, from the Minoan/Mycenaean civilization through the rise of Greece, the transformation of Greek civilization into the Hellenistic civilizations, and the triumph and decline of Rome. Prerequisite: HIS 121 or junior-level standing.

HIS 308            3 credits

American Revolution and Constitution

Examines late colonial era including causes of the Revolutionary War, emergence of the United States under the Articles of Confederation, and special emphasis on origins and ratification of the Constitution. Prerequisite: HIS 112 or junior-level standing.

HIS 319            3 credits

Late Antiquity and Early Medieval

Traces fusion of classical civilization, Christianity and German tribes into the first Europe. Emphasizes understanding the transition from the Ancient World to the birth of European civilization of the High Middle Ages. Prerequisite: HIS 121 or junior-level standing.

HIS 322            3 credits

Early National & Jeffersonian America

Follows development of American society and culture as Americans sought to define precisely what their revolution had won for them and what an “American” was. Traces Federalist, and Jeffersonian periods and the emergence of the Jacksonian age. Prerequisites: HIS 112 or junior-level standing.

HIS 323            3 credits

The High and Late Middle Ages

The High Middle Ages was the burst of development, which formed Western European civilization. It was followed by a partial collapse known as the Late

Middle Ages, which served as the transition to the Renaissance and to modern Europe. Traces this coalescing of Western European civilization and the period of collapse. Prerequisite: HIS 121 or junior-level standing.

HIS 334                    3 credits

Jacksonian and Ante-Bellum America

Traces development of America from the Battle of New Orleans to the sectional breakdown of the early 1850s. Covers late Jeffersonians, age of Jackson, era of Manifest Destiny, Mexican War, and the growth of the North/South conflict after the Mexican War. Also examines the old South. Prerequisite: HIS 112 or junior-level standing.

HIS 337                    3 credits

Early Modern Europe

From the Renaissance to the Elizabethan Age to the court of Louis XIV, this course follows fragmenting of the medieval world and emergence, through upheaval, of new religious, political and intellectual styles. Prerequisite: HIS 121 or junior-level standing.

HIS 344                    3 credits

The Era of the Civil War

Covers the development of the sectional crisis from the Compromise of 1850, through the crisis of the 1850s, to the Civil War itself, and to the passing of Reconstruction. Course ends with the disputed election of Hayes and the North's abandonment of Reconstruction. Prerequisite: HIS 112 or junior-level standing.

HIS 349                    3 credits

The Age of Revolutions (1610-1815)

Traces political, intellectual, and socio-economic upheavals associated with such figures as Galileo, Newton, Cromwell, Louis XIV, Locke, Montesquieu, Washington, Franklin, Jefferson, Adam Smith, Voltaire, Robespierre and Napoleon. Concentrates on interplay of individuals and trends. Prerequisite: HIS 121 or junior-level standing.

HIS 352                    3 credits

America's Industrial Revolution and the Age of Reform

Examines America's Industrial Revolution, westward expansion, immigration, urbanization, and attempts to control rapid change through reform. Also covers America's growing involvement in world affairs through World War I and the Versailles Treaty. Prerequisite: HIS 112 or junior-level standing.

HIS 353                    3 credits

The European Century (1763-1914)

Follows Western European civilization as it approached its apogee and spread across the world. Focuses on European civilization as it developed its mature

forms of political, intellectual, and socio-economic thought. Prerequisite: HIS 121 or junior-level standing.

HIS 364                    3 credits

America's Trial: The Depression through the Korean War  
Studies 24 years that covered Great Depression, New Deal, World War II, the Cold War, and the Korean War, and how these years affected American institutions. Examines upheavals of the "Jazz Age" and the 1920s. Prerequisite: HIS 112 or junior-level standing.

HIS 426                    3 credits

Research Seminar

Intensive study in research methodology followed by a major research paper on a topic approved by the department chairperson.

HIS 461                    3 credits

Social Studies Methods: Pennsylvania's Founding and the World

This course examines the historical and contextual development of Pennsylvania from 1683 to 1824. As a methodology course, it focuses on the types of research and methods of presentation within a classroom setting. Cross-listed with ED 461.

HIS 493                    3 credits

Contemporary Historiography

This course examines the processes by which history is written and created. In particular, it looks at the theories, ideas, and beliefs that underpin the study of history itself, using such thinkers as Foucault, Thucydides, Genovese, and Partha Chatterjee.

## HONORS

The honors program offers students the opportunity to challenge themselves through innovative and imaginative curricula. Students are encouraged to excel academically, to prepare for graduate and professional school, and to participate in leadership and service opportunities. The program provides co-curricular activities, service opportunities, and intellectual and social support, adding significant dimension to the student's academic program.

HNR 160                    2 credits

First Year Honors Seminar (FYHS)

Introduces students to intellectual inquiry, orients them to campus life (includes Honors Program), assists in development of academic and personal goals, and introduces preparation for graduate and professional school. Students learn to

use various methods of inquiry to explore questions, collect evidence, critically evaluate and synthesize information, construct reasoned arguments, and communicate results to others both orally and in writing. Builds on classroom learning through related co-curricular activities and field experiences. Generates collaboration and builds intellectual community among students and faculty. Course is team taught by faculty in diverse areas; students lead discussion and complete individual and group projects. Satisfies COL 110 requirement.

HNR 260/360 3/3 credits

Interdisciplinary Honors Colloquia

Honors Colloquia build on the foundation established in the First Year Honors Seminar. An interdisciplinary approach is taken, emphasizing integration of methods from both the arts and the sciences to approach complex questions. The course topic is used as a context within which methods of investigation, synthesis and expression will be further developed. Topics are based on expertise of faculty members in diverse areas, and on student interest. In the course students lead discussion, complete individual and group projects, and participate in co-curricular activities and field trips. Recent colloquia examples: Titanic: Myth and Reality; Good and Evil in Fact and Fiction; and Leaders: Born, Made & Portrayed.

HNR 460 6 credits\*

Honors Thesis

Working closely with a faculty mentor, students complete a thesis, which involves identifying and solving a scholarly problem or developing a creative work. Project must be interdisciplinary, and students must successfully defend a proposal and final project to the Honors Advisory Board and present to the college community. \*May be taken in one semester for 6 credits or two semesters for 3 credits each.

## LIBERAL STUDIES

### Rationale

The liberal studies major is a self-designed major available for students to develop a program of study that is not currently offered at the university. Whether the student is seeking an opportunity to broaden intellectual and cultural awareness, or whether the student is preparing for specific graduate pursuits, liberal studies will provide both a solid foundation and a program tailored to the student's individual goals.

### Purpose

The purpose of the liberal studies major is to provide students the flexibility to explore a wide range of subjects while tailoring their studies to career or

educational goals. This individualized program can be more meaningful and practical to the individual with specific professional or intellectual interests.

### **Restrictions**

Students who have not yet earned 75 credits should discuss their planned course of study with the relevant department chairs. Students then submit a proposal, including a rationale for pursuing the Liberal Studies major and a program of studies with the courses that constitute this major. Once the proposal has been approved by the chairs of the two relevant academic departments\* and by the Dean of Arts & Sciences, the Registrar will be informed of the student's intent to pursue a liberal studies major and will keep the signed and approved proposal on file.

## **LIBERAL STUDIES**

### **Major Requirements:**

**Bachelor's Degree:** 37 credits

1. Students should declare their intention to pursue the liberal studies major and submit a rationale for their program of studies and the courses that will constitute it before they earn 75 credits.
2. This proposal must be approved by the **two** department chairs\* who have agreed to sponsor the major. An advisor will be appointed from one of the departments.
3. A minimum of 15 credits must be taken in each of the two departments or programs. A minimum of 18 credits must be taken at the 300/400 level.
4. Students must complete a one credit capstone course, COL 400, supervised by their advisor.
5. All major requirements are in addition to those required by the university core. Area II courses may not be fulfilled by courses from either of the two selected disciplines.

*\*If the two areas of study are within the same department, then the department chair and a faculty member who teaches in one of the specific areas are asked to approve the proposal.*

## MASTER OF ARTS IN LIBERAL STUDIES

The Master of Arts in Liberal Studies program cultivates an understanding of ideas, questions, and works from the liberal arts tradition. Exploring various approaches to studies of the arts and sciences complement students' attempts to create and discover meaning in their personal and professional lives. Students broaden their understanding of ways to use knowledge from the liberal arts tradition to enrich the lives of individuals and to inform social action. Students who are serving in leadership roles in nonprofit organizations, churches, schools, and businesses can select courses, which expand their understanding of core areas of theology and the practical implications of these concepts for the ministries and human services.

## MATHEMATICS

The mathematics program is designed to provide students with sufficient background into mathematical theory and practice so they may pursue graduate work, research, teaching in the secondary schools and various types of work in industry.

### MATHEMATICS

**Major:** 53-57 credits

**Core:** 27-30 credits

MAT 230, 231, 307, 332, 401, 415, either MAT 480 or MAT 316/317/407, 131 recommended.

Related area: 14 credits

CIS 151, 152; PHY 110, 111.

Electives: **4 courses** from: MAT 204, 209, 210, 240, 304, 308, 403.

### Mathematics Secondary Education Certification

**Total Program:** 124-126 credits

**Liberal Arts Core:** 39 credits

The following is required as part of the liberal arts core: PSY 101, COM 270

### Secondary Education Professional Education: 33 credits

SPE 100, ED 203, 206, 209, 306, 313, 333, 416, 433, 470, 472

**Major:** 34 credits

MAT 131, 204, 209, 230, 231, 240, 307, 308, 332, 415

**Related Requirements:** 17 credits

CIS 151, 152, PHY 110, 111, PSY 210

### Minor: 17-18 credits

MATH 209, 230, 307. Two from 204, 231, 240, 304, 308.

## COURSE DESCRIPTIONS

MAT 100            3 credits

### Elementary Algebra

Designed for students who need to develop their algebraic skills. Topics include review of arithmetic, real number concepts, linear and quadratic equations and inequalities. It carries transcript credit, but does not count in the credits applied toward graduation.

MAT 101            3 credits

### Survey of Mathematics

Survey of modern concepts of mathematics. Topics include set theory, logic, mathematical system, systems of numeration, counting methods, probability and statistics. Fulfills the liberal arts requirement for non-math or non-science students. Prerequisite: satisfactory score on Mathematics Placement Test.

MAT 102            3 credits

### Algebra II

This course is designed to prepare science or mathematics major for pre-calculus. Topics include algebra of polynomials, roots, radicals and exponents, relations and functions and their graphs, systems of equations and logarithms. Prerequisite: MAT 100 or satisfactory score on Mathematics Placement Test.

MAT 105            3 credits

### Mathematics for Teachers I

An introduction to the fundamentals of teaching mathematics in the elementary school. Topics include: sets, functions, logic, numeration systems, number theory, properties of number systems, introduction to statistics. Open only to education students or by permission of instructor. Students may not take both MAT 105 and MAT 101 for credit. Prerequisite: satisfactory score on the Mathematics Placement Test.

MAT 106            3 credits

### Mathematics for Teachers II

An introduction to the fundamentals of teaching mathematics in the elementary school. Topics include: probability, statistics, geometry in 2 and 3 dimensions, measurement concepts, problem solving strategies, technology and mathematics. Open only to EDU students or permission of instructor.

MAT 110            3 credits

### Business Mathematics

This course is designed to provide a secure foundation in the fundamentals of business mathematics. Topics include: interest calculations, depreciation, statistical data and graphs, algebra of polynomials, roots, radicals and exponents,

relations and functions, exponential functions and their graphs. Prerequisite: Satisfactory score on the Mathematics Placement Test.

MAT 131            3 credits

Precalculus Mathematics

This course is an introduction to relations and functions including polynomial, rational, trigonometric, exponential and logarithmic functions and their graphs. Prerequisite: two years of high school algebra and satisfactory score on the Mathematics Placement Test.

MAT 204            3 credits

Introduction to Mathematical Logic

This course is an introduction to basic properties and operation of sets, functions and relations. A discussion of set cardinality, ordered sets, ordering theorems, set paradoxes, algebra of proposition and Boolean algebra. Number theory topics include: factorization, divisibility theory, congruencies, and Diophantine equations.

MAT 205            3 credits

Mathematics for Teacher III

A survey of concepts required of middle school teachers. Topics include: Algebra, exponential and logarithmic functions, trigonometry, and discrete mathematics. Prerequisite: MAT 106.

MAT 208            4 credits

Introductory Statistics

This course in applications of statistics and probability is designed for such areas as sociology, business, economics, medicine and psychology. Topics include descriptive statistics, data organization and graphical methods, laws of probability, rules review of probability, linear correlation and regression, binomial and normal distributions, sampling and statistical inference. Varied computer applications, using the statistical software package SPSS, are required. Not open to math or science majors. Students earning credit for this course cannot earn credit for MAT 209. Prerequisite: satisfactory score on the Mathematics Placement Test.

MAT 209            4 credits

Probability and Statistics

This course covers theoretical principles and methods of probability and statistical analysis useful for natural science and education majors. Includes organization and analysis of data, descriptive statistics, laws of probability, binomial and normal distribution, random sampling, statistical inference, estimation and tests of hypotheses for large samples. Computer applications, using statistical software package SPSS, are required. Students earning credit for

208

this course cannot earn credit for MAT 208. Prerequisite: high school algebra and satisfactory score on the Math Placement Test.

MAT 210            3 credits

Inferential Statistics

A study of correlation and regression from applied and theoretical points of view, bivariate normal distribution and small sample theory. Student's  $t$ -,  $F$ , and chi square distributions, analysis of enumerative data, analysis of variance and nonparametric methods. Varied computer applications, using the statistical software package SPSS, are required. Prerequisite: MAT 209.

MAT 220            1 credit

Math/Statistics Computer Lab

This lab will offer hands-on instruction in the use of computers and software to calculate, graphically display and analyze data of mathematical, statistical or scientific interest. The use of computer plotting software to visually represent mathematical equations with one or more variable functions will be emphasized through the appropriate input of computationally logical mathematical formulas. To be required of all Science majors; MAT 208 or 209 are prerequisite (or co-requisite).

MAT 225            3 credits

Business Calculus

This course reviews relations and functions, exponential functions and graphs. An introduction to limits, continuity, basic differentiation and integration with emphasis on business applications. Prerequisite: MAT 110 or satisfactory score on the Mathematics Placement Test.

MAT 230            4 credits

Calculus I

This course is an introduction to limits, continuity, differentiation, integration and their applications. Prerequisite: MAT 131 or satisfactory score on the Mathematics Placement Test.

MAT 231            4 credits

Calculus II

This course includes applications and techniques of integration, derivatives and integrals of trigonometric, exponential and logarithmic functions. Techniques of integration. Prerequisite: MAT 230.

MAT 240            3 credits

Linear Algebra

This course introduces the theory of matrices with applications using systems of equations, discussion of determinants, transformations and properties of vector spaces. Prerequisite: MAT 231.

MAT 304            3 credits

Numerical Analysis

A study of numerical methods necessary in the computer sciences including methods for evaluating zeros of a function, solving systems of linear equations, polynomial approximations, matrix computations, rounding errors and other error types. Prerequisite: CIS 151.

MAT 307            3 credits

Abstract Algebra

A study of group theory, permutations and cyclic groups, factor groups, rings, fields, integral domains, ideals, polynomial rings and vector spaces.

MAT 308            3 credits

Modern Geometry

A study of transformations in the Euclidean plane, affine spaces and their transformations, projectives and their groups and axiomatic plane geometry.

MAT 316            2 credits

Introduction to Math/Stats Research

First of three courses in the student research sequence. An introduction to research in the computational sciences of mathematics and statistics. The course will focus on literature review in a selected area of interest and development of a rational hypothesis and research proposal. Students will be introduced to research methods and procedures, be exposed to ongoing research projects and be expected to select a research mentor. Prerequisite: junior status.

MAT 317            2 credits

Experimentation in Math/Stats Research

Second of three courses in the student research sequence. Students will continue studies in a guided research project under the direction of a selected research mentor. Students will advance their research projects through weekly activities in mathematical/statistical theory and/or practice. The focus will be on designing and conducting experiments as well as evaluating and interpreting experimental results. Prerequisites: MAT 316 and junior status.

MAT 332            4 credits

Calculus III

A study of vectors in the plane, polar coordinates, infinite series, vectors in solid analytic geometry, functions of several variables, partial derivatives, multiple integrals and their applications. Prerequisite: MAT 231.

MAT 401            3 credits

Real Analysis

A study of some of the basic theorems of real analysis including sequences and series, vectors, multiple integrals, techniques of differential and integral calculus and implicit function theorems. Prerequisite: MAT 332.

MAT 403            3 credits

Complex Variables

This is an introduction to the theory of functions and complex variables, elementary transformations, complex differentiation and integration, Cauchy theory of integration and complex power series. Prerequisite: MAT 332.

MAT 407            2 credits

Data Analysis in Math/Stats Research

This third and final course in the student research sequence focuses on the interpretation and dissemination of data compiled during studies in mathematical/statistical theory and/or practice. Students will complete any final experimentation and wrap up their research project. Students will work to formulate conclusions and output their data in a presentable research format. The focus will be on preparation of a formal oral presentation, poster presentation or research article. Prerequisites: MAT 317 and senior status.

MAT 415            3 credits

Mathematics Seminar

This is a program of individual reading, discussion and student presentation of oral and written papers on selected topics in mathematics. Topics include history of mathematics as well as other areas not discussed in any of the student's previous mathematics courses. Prerequisite: junior or senior standing.

MAT 480            6 credits

Mathematics Internship

Student must participate in 200 hours or more of mathematical, statistical or other computational-related activities at an off-campus site under the supervision of an internship sponsor. Internships may be procured at any business, academic, government or non-profit agency willing to engage interns in meaningful work or research activities. Prerequisites: junior status and a 2.5 GPA.

## MEDICAL IMAGING

The medical imaging (MI) program leading to an Associate in Science degree is a cooperative degree program between The Reading Hospital School of Health Sciences (RH-SHS) and Alvernia University. In addition to the Associate in Science degree, graduates will receive a Certificate in Radiologic Technology from RH-SHS. The MI program meets the 2011 Radiology Curriculum Standards set forth by the American Society of Radiology Technologists and is 2 ½ calendar years in length. In addition, it is fully accredited by the Joint Review Committee on Education in Radiology Technology (JRCERT) and approved by the Pennsylvania Department of Education. Graduates of the MI program are eligible to take the national examination administered by the American Registry of Radiology Technologists (ARRT) to become Registered Technologists.

The medical imaging program is committed to helping students view themselves as integral members of a healthcare team whose function is to collectively provide the highest quality patient care achievable. The academic and clinical curricula of the medical imaging program are purposefully designed to educate entry-level practitioners who are well prepared to provide compassionate, ethical and evidence-based patient care when delivering medical imaging services. Students learn to meet the total needs of the patient, with emphasis placed upon the core values of the medical imaging program (compassion, integrity, precision, accountability and respect) as well as the Franciscan tradition at Alvernia University (service, humility, peacemaking, contemplation and collegiality).

### **Medical Imaging Student Learning Outcomes:**

1. Synthesize knowledge and skills essential to the successful practice of diagnostic medical imaging.
2. Practice competently as an entry-level Radiologic Technologist.
3. Communicate effectively with individuals, families and communities.
4. Provide diagnostic-imaging services ethically and compassionately.
5. Utilize the problem solving process effectively.
6. Embrace the need for ongoing professional growth and development.

### **Admission Requirements**

The MI program student admission is the responsibility and at the discretion of the Reading Hospital School of Health Sciences. Admission standards meet and/or exceed Alvernia University's admission standards. Admission to the MI program is competitive and the selection of students will be based on personal composition, academic ability, references, interview performance, aptitude tests, writing samples, and previous healthcare experience. Refer to the RH-SHS Admission Office for details.

## MEDICAL IMAGING PROGRAM LEADING TO AN ASSOCIATE IN SCIENCE DEGREE

<b>Minimum Credits:</b>	<b>78 credits</b>
<b>Total MI Credits:</b>	<b>49 credits</b>
<b>General Education/Core:</b>	<b>25 credits</b>
<b>Related Requirement:</b>	<b>4 credits</b>

**Required MI Courses:** MI 110, 115, 120, 015, 130, 025, 235, 035, 240, 045, 260, 055, 275, 065

**Related Requirements:** The following are required as part of or in addition to the General Education/Core: BIO 107, 117, 108, 118, COM 101, MAT 102, PHI 105, THE 210, SOC 306. Two liberal arts electives: 3 credits COM (in addition to COM 101) and 3 credits from art, music, theatre, or literature.

### COURSE DESCRIPTIONS

MI 110                    1 credit

#### Introduction to Medical Imaging

This course provides a broad, general introduction to the foundations in the radiography practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization(s) will be examined, in addition to the professional responsibilities of the radiographer. Students will be oriented to the administrative structure of the Radiology Department and to professional organizations significant to radiology. Students will be oriented to the mission of Alvernia University, The Reading Hospital School of Health Sciences and the medical imaging program.

MI 115                    3 credits

#### Patient Care and Pharmacology for Medical Imaging Professionals

This course addresses the basic concepts of patient care and underscores the physical and emotional needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified. Prerequisites: BIO 107, 117, COM 101, MAT 102, COL 110/MI 110.

MI 120                    2 credits

#### Radiation Protection & Medical Terminology

This introductory course provides theory and application to the elements of medical terminology. A word-building system will be introduced and abbreviations and symbols will be discussed. Also introduced will be an orientation to the understanding of radiographic orders and interpretation of diagnostic reports. Related terminology is addressed. This course will introduce

an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Devices used for protection will be presented. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Prerequisites: BIO 107, 117, COM 101, MAT 102, COL 110/MI 110.

MI 121                    1 credit

#### Clinical Seminar I Clinical Orientation

Clinical Seminar I is designed to support the foundation necessary to perform standard radiographic procedures. The fundamental skills necessary to adapt studies to specific patient needs will be introduced as well as concepts related to pathology with emphasis on radiographic appearance. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for the beginning medical imaging student. (RSHS MI 015) Prerequisites: BIO 107, 117, COM 101, MAT 102, COL 110/MI 110

MI 130                    3 credits

#### Imaging Principles and Equipment

This course establishes the relationship between radiation production and characteristics, radiographic equipment, and factors that govern the image production process. The basic knowledge of atomic structure and terminology, nature and characteristics of radiation, x-ray production, the fundamentals of photon interactions with matter, and the design and function of the radiographic equipment are explored. The concepts of radiographic density, contrast, latitude, detail and distortion are analyzed with respect to how they affect the image production process. Ideal technique formulation and selection, troubleshooting and error correction is examined. (Mathematics involved) Prerequisites: MI 115, 120, 015, MAT 102.

MI 131                    5 credits

#### Clinical Seminar II Chest, Distal Extremities

Clinical Seminar II is designed to support the foundation necessary to perform standard radiographic procedures. Chest radiography and distal portions of the appendicular skeleton will be included. The skills necessary to adapt these studies to specific patient needs will also be introduced. Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for the beginning medical imaging student. (RSHS MI 025) Prerequisites: BIO 108, 118, MI 115, 120, 015.

## MI 235            4 credits

## Medical Image Acquisition &amp; PACS

This course is designed to impart an understanding of the components, principles, and operation of imaging systems found in diagnostic radiology. Factors that impact image, image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within an imaging system assist students to bridge between film-based and digital imaging systems. Principles of quality assurance and maintenance are presented. Prerequisites: MI 130, 025.

## MI 236            5 credits

## Clinical Seminar III; Proximal Extremities, Shoulder Girdle, Mobile &amp; Surgical

Clinical Seminar III is designed to support the foundation necessary to perform standard radiographic procedures. Proximal Extremity, Shoulder Girdle, Mobile/Surgical Radiography and Trauma Radiography. The skills necessary to adapt these studies to specific patient needs will also be introduced.

Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for the beginning medical imaging student. (RSHS MI 035)

Prerequisites: MI 130, 025, THE 210.

## MI 240            2 credits

## Radiation Biology

This course is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

Prerequisites: MI 235, 035.

## MI 241            5 credits

## Clinical Seminar IV Bony Thorax, Pelvic Girdle and Vertebral Column

Clinical Seminar IV is designed to support the foundation necessary to perform standard radiographic procedures. Instruction of radiography of the bony thorax, pelvic girdle and vertebral column will be included. The skills necessary to adapt these studies to specific patient needs will also be introduced.

Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for entry level medical imaging professionals. (RSHS MI 045)

Prerequisites: MI 235, 035.

**MI 260**                    4 credits**Introduction to Computed Tomography and Cross Sectional Anatomy**

This course is provided to further continue the study of the gross anatomy of the entire body through cross sectional imaging. Detailed study of gross anatomical structures will be conducted systematically for location, relationship to other structures, and function. Content will also provide entry-level radiography students with principles related to computed tomography (CT) imaging. Basic principles of linear tomography will be studied in relation to the patient care setting. Prerequisites: MI 240, 045.

**MI 261**                    8 credits**Clinical Seminar V Abdomen, Fluoroscopy, Cranium,**

**Clinical Seminar V** is designed to support the foundation necessary to perform standard radiographic procedures. Instruction of abdominal radiography, fluoroscopy studies, and imaging procedures associated with the cranium will be included. The skills necessary to adapt these studies to specific patient needs will also be introduced. Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for entry level medical imaging professionals. (RSHS MI 055) Prerequisites: MI 240, 045, SOC 306.

**MI 275**                    1 credit**Achieving and Advancing Professional Standing**

This course provides students with necessary information as they prepare to take the national credentialing examination administered by the American Registry of Radiologic Technologists (ARRT). The application process utilized by the ARRT is explained and continuing education requirements for ongoing registry maintenance are discussed. Students prepare for the credentialing examination through participation in standardized exams, investigate a variety of professional growth opportunities and design a career pathway. Prerequisites: MI 260, 055.

**MI 276**                    5 credits**Clinical Seminar VI Special Studies**

**Clinical Seminar VI** is designed to support the foundation necessary to perform specialty radiographic procedures. Instruction of specialized radiographic projections and protocols will be included. The skills necessary to adapt these studies to specific patient needs will also be introduced. Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for entry level medical imaging professionals. (RSHS MI 065) Prerequisites: MI 260, 055.

## MUSIC

Music offerings seek to serve students by presenting the basics of music and the relationship of music to other areas of human endeavor. Skills courses seek to develop the student as a performer to foster self-expression and enjoyment of the art of music. Performance groups include chorus, band, and ensembles. A minor is available.

**Minor:** 18 credits

A student pursuing another discipline may choose electives to form a music minor. Credit distribution is as follows: MUS 135, 235, 051 (repeated), 010 or 020 (repeated); six credits in other music courses.

### COURSE DESCRIPTIONS

MUS 010            1 credit  
Chorus

Open to all students. Meets two hours a week. Practical experiences in part-singing; advancing choral literature; public performances. May be repeated.

MUS 020            1 credit  
Instrumental Ensemble

Open to all students by audition. Meets two hours a week. Practical experiences in attaining blend, maintaining precision, furthering musicianship. May be repeated.

MUS 051            1 credit  
Private Instruction

Private lessons in piano, voice, organ or any other instrument for which an instructor can be made available on request. One half-hour lesson per week per credit. Additional fee required. May be repeated for credit.

MUS 121            3 credits  
Introduction to Music

Presentation of basic elements of music, important forms, types and representative styles and works. Promotes more intelligent listening to music, especially classical music.

MUS 123            3 credits  
American Popular Music

Presents basic elements of music with special emphasis on growth and development of American popular music, rock and jazz. Listening lessons, independent projects and class discussions that encourage active participation and develop an appreciation for our rich heritage of music and the arts.

MUS 130            3 credits

Sing Broadway

Introduces the student to basic vocal technique, song preparation and performance. Song literature will emphasize, but not be limited to, Broadway Musical Theatre. The class will include live performance, lecture, directed listening, demonstration, discussion, and audio-visual materials. Observations, interactions and discussions are encouraged. Practice outside of class is expected.

MUS 131            3 credits

Music Fundamentals via Piano

Elements of notation, scales, intervals, triads, functional keyboard, elementary sight singing, and ear training.

MUS 132            3 credits

Music Fundamentals via Guitar

Elements of music notation, scales, chords and transposition with special emphasis on how these apply to guitar. Good playing skills stressed. Instrument required. (Limited number of instruments available for rental.)

MUS 135            3 credits

Music Theory

Correlates harmony, keyboard experience, ear training, sight singing and analysis. Major and minor scales, intervals, triads, inversions. Musical background not necessary.

MUS 220            3 credits

Music and Health

Basic music course in the theories and techniques of music as an agent of wellness. Explores music therapy, recent research, and healing practices of non-Western cultures as they relate to music. Especially recommended for students planning a career in healthcare or human services. No prerequisites, no prior musical experience or performance required.

MUS 221            3 credits

American Music

In-depth study of origins of music in America from early settlements through the present day. Emphasis on contributing cultural factors as well as study of style and form. Folk, dance, religious, stage, and art music is included.

MUS 222            3 credits

Multicultural Music

Study of musical diversity of the world. Emphasis on interrelationship of music and cultural traditions. Topics: music of Africa, Europe, and the Americas, including their influence on American music. Lecture, discussions, video and

extensive use of recorded material. This course fulfills the human diversity graduation requirement.

MUS 224            3 credits

**Broadway Musicals**

Survey of musical theatrical productions with emphasis on the development of the American musical theatre.

MUS 235            3 credits

**Harmony**

Part writing of figured bass exercises tonic triads and seventh chords; some keyboard harmony. Prerequisite: MUS 135 or instructor permission.

MUS 322            3 credits

**World Music**

Study of musical diversity of the world. Emphasis on interrelationship of music and culture. Topics: music of India, Middle East, Indonesia, China, Japan, Southeast Asia, Pacific Rim and Pacific Islands, and Australia, including their influence on American music and vice-versa. Lecture, discussion, group project, videos, and extensive use of audio material. Fulfills the human diversity requirement.

MUS 331            3 credits

**Women in the Arts**

A culture-based survey of the contributions by women of the Western world to the fields of music, visual arts, dance, and theater. Significant attention also to women in African-based arts, including African-American women. Previous artistic experience is helpful. No prerequisite. This course fulfills the human diversity graduation requirement.

MUS 333            3 credits

**Music History**

In-depth exploration of origins of Western musical practice. Covers music from Medieval to Modern. Emphasis is on evolution of style and form. Learn through lecture, score analysis, reading assignments, oral reports and directed listening.

## NURSING

The purpose of the Bachelor of Science in Nursing program is to offer a holistic pre-license professional nursing education in a Christian-oriented environment. The BSN graduate functions as a generalist practitioner in a variety of healthcare environments. Alvernia's BSN graduate is prepared to deliver healthcare to persons of all ages, families and community groups with sensitivity to cultural and environmental factors.

The Alvernia University Bachelor of Science in Nursing program has received full approval by the Pennsylvania State Board of Nursing. The successful graduate is eligible to apply for RN Licensure by taking the National Council Licensure Examination (NCLEX-RN).

The BSN program is designed to prepare the students for professional practice, summarized by the following nine outcomes expected of our graduates. Upon graduation, the nursing student will be able to:

1. Demonstrate a solid base in liberal education – humanities, social sciences, and natural sciences – to inform generalist nursing practice.
2. Assume an ethical leadership role to improve quality and safety of clients' care within a variety of healthcare settings.
3. Integrate reliable evidence to inform practice and make clinical judgments.
4. Demonstrate skills in information technology and client care technologies to facilitate ethical and safe care.
5. Recognize local, state, national, and global trends in health policy and regulation and its effect on nursing practice.
6. Use professional communication and collaboration skills to deliver safe and evidence-based, client-centered care.
7. Use evidence-based disease prevention and health promotion practices across the life span.
8. Demonstrate the professional standards of moral, ethical, and legal conduct.
9. Synthesize core knowledge and skills for generalist nursing practice across the life span in a variety of healthcare settings.

Graduates of the BSN program are expected to perform according to the American Nurses Association (ANA) Standards of Practice, The Essentials of Baccalaureate Education for Professional Nursing Practice, The ANA Code of Ethics, and the Pennsylvania Nurse Practice Act.

The Alvernia University Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE). Accreditation is

an indication of public approbation, attesting to the quality of the educational program and the continued commitment of the sponsoring institution to support the program. For further information about the accreditation of the BSN program, please contact the Commission on Collegiate Nursing Education at the following address: Commission on Collegiate Nursing Education: One Dupont Circle, NW, Suite 530, Washington, D.C., 20036-1120.

### **Admission Requirements**

Admission to the Alvernia University Bachelor of Science in Nursing program is determined on an individual basis at each entry level. The total number of students admitted to the program is based upon available facilities and faculty. Students are admitted throughout the calendar year until all spaces in the class are filled.

### **Admission Requirements for Freshman Level**

This level is for all first-time college students and for college students who have less than 29 credits of college level work or students who do not have pre-requisite college level science courses.

- First-time college students must meet the general admission requirements of Alvernia University.
- First-time college students with less than 12 credits of college work must have a composite score from the critical reading and math sections on the SAT of 1000 or greater and a high school grade point average of 2.5 or higher, with consideration given to college preparatory courses of study.
- Two letters of reference.

As required by the Pennsylvania State Board of Nursing, applicants shall have completed work equal to a standard high school course with a minimum of 16 units, including 4 units of English, 3 units of social studies, 2 units of mathematics (1 of which is algebra) and 2 units of science with a related laboratory or the equivalent.

### **Transfer Students at the Sophomore Level**

This level is for students who have completed at least 30 credits of college level work including the prescribed science courses for the freshman year. To be eligible for admission to the nursing program at the sophomore level applicants must:

- Meet the general admission requirements of Alvernia University
- Present a cumulative minimum grade point average of 2.75 or higher
- Provide official transcripts of completed college work and courses in progress
- College students must have a grade point average of at least a 2.75 with consideration given to individual courses. Science course grades of C+

or higher are ordinarily required for admission. Grades and credits from developmental courses are not considered.

- Demonstrate successful completion of three of four of the required sciences, two of which must be Anatomy and Physiology I and II.
- Submit two letters of reference from academic or workplace contacts.

### **Students Transferring From Other Nursing Programs**

Students wishing to transfer to Alvernia University from another accredited nursing program must meet the general admission requirements of Alvernia University and have a minimum cumulative grade point average of 2.75.

Transferability of nursing courses is judged in relation to the Alvernia University nursing courses and curriculum sequence. Evaluation of transfer courses is completed in the Registrar's Office and will follow university policy. Students transferring from another nursing program must submit two letters of reference, at least one of which is written by an administrator or faculty member of the previous nursing program. Final decision regarding transfer into the nursing major is made by the Nursing Department Chair. Applicants accepted into the nursing program are required to successfully complete NUR 098 to demonstrate theoretical knowledge and clinical proficiency.

### **Advanced Standing for the Licensed Practical Nurse**

Advance standing is available for the Licensed Practical Nurse. The Advanced Standing Policy details are available from the nursing department.

### **Returning and Readmitted Students**

Returning students who have not been enrolled in a clinical nursing course for one or more semesters and students who apply for readmission to the program are required to successfully complete NUR 098 to demonstrate theoretical knowledge and clinical proficiency.

### **Progression Policies**

- Achievement of a "C+" or better in each nursing course. Students may repeat/delete only one nursing course throughout the nursing program.
- Students who receive a grade of less than a "C+" in a nursing course may not progress in nursing courses for which that course is a prerequisite.
- Achievement of a "C" or better in each required science course. Students may repeat/delete each science course one time.
- Students who receive a grade of less than "C" in a required science course may not progress in nursing courses for which that science is a prerequisite.
- 90% or better on the Medication Administration/Math Calculation Examinations given in specified clinical courses.
- Maintain a cumulative GPA of 2.5.

- Successful completion of ATI Computer Assessments as specified in course syllabi.
- Students must display professional, ethical behavior in the clinical setting as outlined in the Nursing Student Handbook.
- Adhere to policies found in the Nursing Student Handbook, this catalog and the Undergraduate Student Handbook.

### **Other Requirements**

In addition to Alvernia University's Health Policies, nursing students are required to adhere to clinical facility health requirements. Documentation of receiving all required and recommended immunizations is required. Prior to entering the first nursing clinical course (NUR 220), certification in CPR (adult, child, and infant), and the required background clearances must be completed.

### **Drug Testing**

Nursing students are required to undergo a substance abuse test for the presence of drugs or controlled substances immediately prior to clinical rotations. Policies regarding random drug screening and screening for cause are described in the Nursing Student Handbook.

### **Additional Fees**

Nursing students are responsible for additional expenses, which include, but are not limited to: lab fees, uniforms, CPR, child abuse clearance fees, tuberculin skin test, college identification, transportation/parking associated with clinical practice and applications for NCLEX and licensure.

## **BACHELOR OF SCIENCE IN NURSING**

**Minimum credits:** 123 credits

**Total Nursing Credits:** 56 credits

**Required Nursing Courses:** NUR 209, 210, 218, 220, 311, 312, 315, 317, 408, 409, 410, 412, 417, 418.

**Related Requirements:** The following are required as part of or in addition to the Liberal Arts Core: PSY 101, BIO 107/117, BIO 108/118, BIO 216, BIO 220, BIO 410; CHE 106/109; THE 210; MAT 100\*, MAT 208.

\*MAT 100 may be waived by achieving a passing score on college-wide placement exam in mathematics. Guidelines for transfer students are available from the Admissions Office.

## COURSE DESCRIPTIONS

NUR 098            0 credit

### Assessment of Professional Nursing

This seminar is designed to facilitate the return, readmission and/or transfer of the nursing student into the professional baccalaureate nursing program. Various processes, as listed in the course syllabus, are used to assess the student's theoretical knowledge and clinical competency to determine the readiness of the student to progress to a sequential clinical nursing course. The course is individualized based on the student's previous coursework. Graded as pass/fail.

NUR 099            0 credit

### Transition to Professional Nursing

This ten-hour workshop is designed to facilitate the LPN's transition from vocational education to the professional collegiate environment. Didactic presentations introduce the student to the philosophical and theoretical foundations of nursing practice. Processes utilized in professional nursing practice are reviewed. Practice with the nursing process and therapeutic communication is integrated. Graded as pass/fail. Successful completion of NUR 099 is a prerequisite for NUR 220.

NUR 110            .5 credits

### Introduction to Experiential Nursing Science I

Learning styles are assessed in order to facilitate success in nursing science. Learning tools to develop higher level thinking skills are applied. Cognitive, social, emotional and spiritual support systems are explored. Graded as pass/fail.

NUR 111            .5 credits

### Introduction to Experiential Nursing Science II

This course provides essential tools for success in professional nursing. Foundational proficiencies in medical math and professional writing are explored. Opportunities and options for advancement in nursing practice, as well as exploration of nursing specialties are identified. Graded as pass/fail.

NUR 209            5 credits

### Foundations of Professional Nursing Skills

This course introduces students to essential nursing skills, which are fundamental to nursing care delivery across all ages and practice settings. The exploration of concepts and practices basic to nursing care are studied. Theoretical knowledge is integrated with prior knowledge of human anatomy and physiology. Acquisition of basic nursing skills prepares students to deliver safe and appropriate care in accordance with standards of professional nursing practice. This course includes both scheduled and self-directed clinical simulation experience. Prerequisites: PSY 101; BIO 107/117, 108/118.

NUR 210            3 credits

Introduction to Nursing Practice: Roles and Responsibilities

This course prepares pre-licensure nursing students to access, manage, utilize, and communicate information from a variety of sources in a professional, legal, and ethical manner. Essential aspects of the professional nursing role are introduced, including written and oral communication, healthcare informatics, teaching/learning principles, basic legal and ethical considerations, and advocacy. Information literacy skills are developed through the exploration of topics related to nursing history, concepts and theories, healthcare delivery systems, and professional roles. Skills provide a foundation for safe clinical nursing practice and participation in nursing scholarship. Prerequisites: nursing major eligible for sophomore level nursing courses or permission. Co-requisite: NUR 209 or department permission.

NUR 218            3 credits

Pharmacology and the Nursing Process

The course will provide an overview of the basis of pharmacologic therapy for treatment of a wide variety of health conditions. Major drug classes and principles of pharmacodynamics are addressed, within a holistic, nursing process framework. Nursing responsibilities for medication administration and medication safety are discussed, with an emphasis on client and family education. Complementary therapies are introduced. Prerequisite: NUR 209. Co-requisite: NUR 220.

NUR 220            5 credits

Nursing in Health and Illness I: Adult Medical-Surgical Clients

This course introduces the student to professional nursing practice. Students have the opportunity to apply the nursing process to adult clients who are experiencing medical-surgical health alterations. Concepts related to patient-centered care and safety are integrated. Students will be responsible to demonstrate critical thinking skills in implementing and evaluating appropriate nursing interventions. This course includes both scheduled and self-directed simulation experiences in addition to placement in clinical settings. Three classroom hours and eighty-four clinical practice hours. Prerequisites: BIO 107/117 and BIO 108/118; NUR 209: completed Health and Immunization Records, Professional CPR Certification, completed FBI clearance, completed Pennsylvania Child Abuse History Clearance, Criminal Record Check and Drug Screen. Co-requisite: NUR 218.

NUR 311            3 credits

Health Assessment Across the Life Span

The nursing process guides the introduction of skills of development, psychosocial, cultural and physical assessment. Learning activities are designed to facilitate acquisition of theory and skills necessary to perform health

assessment of the individual throughout the life span. Two class hours, two lab hours. Prerequisite: NUR 218, 220. Co-requisite: NUR 315.

NUR 312            3 credits

#### Transcultural Nursing

Focuses on healthcare practices and beliefs in a variety of cultures. Political, economic, spiritual and geographic factors affecting healthcare are explored within the context of cultural systems and the client's perception of health, illness and care. Client education and nursing research are integrated with accepted anthropological and sociological concepts and theories. This course fulfills the human diversity graduation requirement.

NUR 315            9 credits

#### Nursing in Health and Illness II: Birth and Childhood to Adulthood

This course focuses on nursing practice for common health concerns of adults and childbearing families. Growth and development principles throughout the lifespan are emphasized as they relate to evidence-based healthcare.

Intermediate level nursing skills are practiced in a variety of acute care and community settings. Six classroom hours and 126 clinical practice hours.

Prerequisites: PSY 101; BIO 107/117, 108/118, 220; CHE 106/109 or CHE 104/110; NUR 218, 220. Co-requisite: NUR 311.

NUR 317            5 credits

#### Nursing in Health and Illness III: Behavioral Health and Chronicity

Focuses on using the nursing process to facilitate optimal health for individuals with chronic illnesses and their families. Discussed are nurses' various roles and responsibilities when designing and implementing a comprehensive plan of care for clients with acute and chronic behavioral health problems and medical-related chronic illnesses. Principles of psychopharmacology and evidence-based practice are integrated throughout the course. Students have the opportunity to utilize the nursing process while establishing therapeutic alliances within a variety of acute care, chronic care, and community-based settings. Three

classroom hours and eighty-four clinical practice hours. Prerequisites: NUR 218, 220, 315; PSY 101; BIO 107/117, 108/118, 220; CHE 106/109 or CHE 104/110.

NUR 408            3 credits

#### Introduction to Research Methods

This course serves as an introduction to the methodologies and design of nursing research. Opportunity is given to develop critical thinking skills and apply these skills to understanding research and the research process. As a basis for professional practice, students will analyze and discuss the clinical relevance of study findings and their implications for nursing practice. Prerequisite or Co-requisite: MAT 208 or 209, or permission of instructor.

NUR 409            3 credits

Leadership and Ethical Dimensions for Nursing Practice

Provides the professional nurse graduate with knowledge and skills essential to be a healthcare designer, coordinator and manager within a personal and professional ethical framework. Skills essential to this role are leadership, communication, collaboration, negotiation, coordination and evaluation of interdisciplinary healthcare teams for the purpose of outcome based practice. Co-requisites: NUR 417, NUR 418.

NUR 410            5 credits

Nursing in Health and Illness IV: Adult and Geriatric Clients

This course addresses changes that accompany the aging process and relates these changes to adult human responses to selected health problems. Students apply the nursing process to complex health problems, integrating knowledge of nursing research, ethical-legal issues, and economics as they influence client health outcomes. The course presents concepts and applications for adults in later life, including grief and loss, palliative care, and death and dying. Prerequisites: NUR 311, NUR 315, NUR 317, BIO 410.

NUR 412            5 credits

Nursing of the Family and the Community

This course focuses on the synthesis of public health promotion and maintenance principles within the nursing framework and the role of the professional nurse in various community settings. Family systems are explored. Students demonstrate the application of community health concepts with integration of wellness and health promotion programs for individuals, families and community groups. Three classroom hours and eighty-four supervised clinical practice hours. Prerequisite: NUR 315, NUR 317 (5 credits).

NUR 417            6 credits

Nursing Role Synthesis Practicum

As a capstone course, the focus is on implementing the coordination role of the professional nurse with groups of clients and caregivers to participate in management activities. Theories of leadership and management and related research are identified and applied to professional nursing within a variety of healthcare systems. Focus is on refinement of critical thinking skills important to the entry-level role of the professional nurse. One-hour class and 15 hours clinical practicum. Prerequisite: NUR 410. Co-requisite: NUR 409, NUR 418.

NUR 418            3 credits

Nursing of the Acute and Critically Ill

Focuses on nursing care of all ages responding to potential and actual complex alterations in health related to neurological cardio-vascular, endocrine and respiratory systems. The student is afforded the opportunity to increase nursing

knowledge to provide care in complex acute and long-term healthcare needs. Critical care concepts are addressed. Prerequisite: NUR 410. Co-requisite: NUR 417.

## **NURSING**

### **RN TO BSN COMPLETION PROGRAM**

The purpose of the Bachelor of Science in Nursing (BSN) program is to offer a dimension of learning for the student in a Christian-oriented environment. The RN to BSN completion program is designed for Registered Nurses who are graduates of diploma or associate degree nursing programs, or new graduates anticipating taking NCLEX-RN examination. The primary goal of the RN to BSN completion program is to prepare graduates to integrate values, skills, knowledge, and ethical standards of the nursing profession into their nursing practice. The graduates will develop and enhance their expertise to deliver healthcare to individuals across the lifespan, families, and community groups in a wide range of healthcare environments. Based upon transfer credits and completion of general education and nursing courses, students can complete the program in approximately 2 1/2 years part time.

The BSN program is designed to prepare the students for professional practice, summarized by the following nine outcomes expected of our graduates. Upon graduation the RN to BSN nursing student will be able to:

1. Demonstrate a solid base in liberal education – humanities, social sciences, and natural sciences – to inform generalist nursing practice.
2. Assume an ethical leadership role to improve quality and safety of clients' care within a variety of healthcare settings.
3. Integrate reliable evidence to inform practice and make clinical judgments.
4. Demonstrate skills in information technology and client care technologies to facilitate ethical and safe care.
5. Recognize local, state, national, and global trends in health policy and regulation and its effect on nursing practice.
6. Use professional communication and collaboration skills to deliver safe and evidence-based, client-centered care.
7. Use evidence-based disease prevention and health promotion practices across the life span.
8. Demonstrate the professional standards of moral, ethical, and legal conduct.
9. Synthesize core knowledge and skills for generalist nursing practice across the life span in a variety of healthcare settings.

The RN to BSN completion program adopts the American Nurses Association (ANA) Code of Ethics and the Pennsylvania State Board Professional Conduct Standards as a guide for professional nurse behavior. These standards are based on an understanding that to practice nursing as a RN student is an agreement to uphold the trust with which society has placed in us. The statements of the Code and Standards provide guidance for the RN student in the personal development of an ethical foundation. They are not limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

The RN to BSN completion program is approved by the Pennsylvania Department of Education and accredited by the Commission on Collegiate Nursing Education (CCNE). Accreditation is an indication of public approbation, attesting to the quality of the educational program, and the continued commitment of the sponsoring institution to support the program. For further information about the accreditation of the BSN program, please contact the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, D.C., 20036-1120, [www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation). The curriculum reflects current national recommendations to increase diversity, safety, technology and evidenced-based practice for the purpose of improving healthcare outcomes.

### **Admission Requirements**

Students are admitted to Alvernia University and are fully accepted in the RN to BSN completion program when the following documentation is submitted:

- RN to BSN completion program application
- Official transcript of high school grades or GED scores
- Photocopy of a current Pennsylvania Registered Nurse License (submit after NCLEX is completed). Students may be admitted to the RN to BSN completion program prior to passing the NCLEX; however, students are not permitted to progress and register for the two clinical courses (NUR 403 and 405) without a *current and valid* RN license.

### **Course Sequence**

Courses are predominantly designed to be taken non-sequentially. However, it is strongly recommended that students take 300 before 400 level nursing courses because generally 400 level courses build on knowledge and skills obtained in 300 level courses. Students typically plan to take the two clinical courses (NUR 403 and 405) back-to-back in fall and spring semesters. NUR 411 and 419 are designed as culminating courses in the RN to BSN completion program.

### **Progression Policies**

- 123 credits required for Bachelor of Science in Nursing degree
- 45 of the last 60 credits must be taken at Alvernia University

- Minimum of 30 credits at the 300/400 level
- Community service and human diversity requirements met in major
- Both theoretical and clinical components of the professional nursing courses must be satisfactorily completed
- A grade of “C+” or better in all nursing courses is required to progress in the RN to BSN Completion Program
- Some liberal arts courses may be challenged by the College Level Examination Program (CLEP)
- Maintain a cumulative GPA of 2.0
- Adhere to the Alvernia University Catalog, Student Handbook, and Nursing Department RN to BSN Completion Program Student Handbook policies

### **Clinical Course Clearance Requirements**

For compliance with healthcare regulations and facility contracts, prior to entering the clinical courses students must provide the following documentation:

1. Current photocopy of PA RN license
2. Healthcare provider CPR Certification
3. Pennsylvania Child Abuse History Clearance, applicable if agency/facility focuses on children
  - Act 151
4. Pennsylvania Criminal Record Check
  - Act 34
5. FBI Check if not a Pennsylvania resident for two (2) years
  - Older Adult Protective Services Act (Acts 169 and 13)
6. FBI Check in accordance to PDE and DPW Laws in Pennsylvania
  - Acts 73, 34, 114
7. Health Insurance Portability and Accountability Act (HIPAA) Educational Program
  - Copy of certificate from employer, or
  - Certification of completion of online educational program (see HIPAA Policy)
8. Documentation of receiving all required immunizations (self report)
9. Documented TB test within one (1) year
10. Photocopy of current malpractice insurance policy
11. Required OSHA and The Joint Commission educational programs for nurses
  - Electrical and fire safety
  - Blood Borne Pathogens
12. To comply with selected clinical facility contracts, the RN to BSN student may be required to obtain a urine drug screen

## BACHELOR OF SCIENCE IN NURSING

### Curriculum Overview

Each student will be personally advised on what applies to Alvernia University's graduation requirements.

### Credit Breakdown:

Diploma or ADN	67-75 credits
Alvernia's Course Requirements	48-56 credits

**Minimum credits:** 123 credits

**Total Nursing Credits:** 31 credits

**Required Nursing Courses:** NUR 303, NUR 307, NUR 316, NUR 318, NUR 320, NUR 403, NUR 405, NUR 411, NUR 419

**Related Requirements:** The following are required as part of or in addition to the liberal arts core: Composition and Research (3 credits), Communication (3 credits), Art/Music/Theatre (3 credits), Literature (3 credits), Mathematics - statistics required (4 credits), History or Social Science (3 credits), Philosophy (3 credits), Philosophy/Theology (3 credits), and Medical Moral Theology (3 credits).

## COURSE DESCRIPTIONS

NUR 303            1 credit

Preparation for Professional Writing

This course is designed for students to develop proficiency in information access and evaluation skills. The principles and techniques of academic writing along with other types of writing used by professional nurses will be introduced. Students will transform information into clear and concise narratives.

NUR 307            3 credits

Concepts and Theories

The course provides an overview of historical aspects, contemporary issues, and future trends in nursing practice within a legal, moral, ethical, and political framework. The course introduces practicing nurses to multiple nursing theories, philosophies, and conceptual models with application to practice. This course is limited to professional RNs. Pre or co-requisite: NUR 303.

NUR 316            3 credits

Health Assessment across the Lifespan for Professional Nurses

The nursing process guides the enhancement of skills for the systematic collection, organization, interpretation, integration, and communication of data reflecting the health status of individuals. Building upon skills obtained in nursing practice, learning activities within the classroom and clinical laboratory

are designed to facilitate acquisition of theory and skills necessary to perform a holistic assessment of individuals across the lifespan. This course includes classroom and laboratory components. This course is limited to professional RNs.

NUR 318            3 credits

#### Developing Cultural Competency and Global Awareness

This course focuses on improving the safety and quality of nursing practice in the light of our country's cultural pluralism. Healthcare practices and beliefs of selected cultures in the United States, as well as legal, moral, ethical, political, economic, spiritual, and geographical factors impacting healthcare in a pluralistic society are explored. Client education and nursing research are integrated with accepted anthropological and sociological concepts and theories. This course fulfills the human diversity graduation requirement. This course is limited to professional RNs. Pre or co-requisite: NUR 303.

NUR 320            3 credits

#### Introduction to Healthcare Informatics

This course introduces the student to an overview of the basic concepts of healthcare informatics. This course integrates nursing science with computer technology and information science used to enhance the student's use of information technology for developing, evaluating, and disseminating healthcare information. This course is limited to professional RNs. Pre or co-requisite: NUR 303.

NUR 403            6 credits

#### Health Restoration in the Aging Population

The nursing process is utilized to explore theories of health restoration in the aging population with chronic illness. Various cultural and complementary modalities used in health restoration are introduced with a focus on family support and community resources. Research studies are reviewed that relate to nursing care of aging patients in the community and hospital setting. Provided is an overview of holistic care for individuals and family members that assures quality end-of-life care. This course includes a clinical component. This course is limited to professional RNs.

NUR 405            6 credits

#### Health Promotion in Families and Communities

This course introduces varied aspects of community and public health nursing through the nursing process. Strategies will be utilized for health maintenance, health promotion, and disease prevention for clients of all ages, their families, the community, and multicultural populations. This course includes a clinical component. This course is limited to professional RNs.

NUR 411                    3 credits

**Nursing Leadership and Management**

Provides the professional nurse with knowledge and skills essential to be a coordinator, manager, and leader within a personal and professional ethical framework. Skills essential to this role are leadership, communication, collaboration, effective time-management, appropriate negotiation, coordination and evaluation of interdisciplinary healthcare teams for the purpose of outcome based practice. This course is limited to professional RNs. Pre or co-requisite: NUR 303.

NUR 419                    3 credits

**Research Methods for Professional Nurses**

This course provides a comprehensive introduction to principles and practices underlying nursing research. Professional nurses are prepared to analyze, critique, interpret and apply evidence-based research to nursing practice. Nurses relate the value of using evidence-based data in their nursing practice. This course builds on nurses' experience and expertise by introducing quality improvement principles and tools that support a culture of improvement. The underpinning of the course shows professional nurses how to enhance a culture of improvement and use evidence-based research with the goal of improving patient/client outcomes. This course is limited to professional RNs. Pre or co-requisite: MAT 208 or 209. Pre or co-requisite: NUR 303.

## **MASTER OF SCIENCE IN NURSING (MSN)**

The 36-credit MSN program is designed for professional nurses who seek a career in nursing education in the academic or practice settings. In-depth study in the area of nursing education and a selected clinical practice focus are required. Applications of theory and research principles are evidenced in a capstone project.

Multiple teaching-learning formats will help you excel in graduate studies. Courses are dynamic and utilize cutting edge distance-education technologies to compliment supportive classroom environments. Also, every course includes a combination of Web-based and live classroom work.

Alvernia University's Nursing Department has three Clinical Simulation Laboratories that are advanced and offer superb opportunity for the MSN student to practice teaching-learning in a state-of-the-art environment.

## OCCUPATIONAL THERAPY

The mission of the Alvernia University Occupational Therapy Department is to engage students in learning the knowledge, skills, and values of occupational therapy. The core values of the American Occupational Therapy Association (altruism, equality, freedom, justice, dignity, truth, and prudence) and those of Alvernia University (service, humility, peacemaking, contemplation, and collegiality) are complementary beliefs that value service to others. In harmony with the mission of the university, the Occupational Therapy Department seeks to prepare graduates who will be reflective practitioners, life-long learners, and ethical leaders engaged in their communicates.

The five year combined Bachelor of Science in Health Science and Master of Science in Occupational Therapy degree programs are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449; phone number 301-652-2682 and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates are eligible to sit for the national certification examination for the occupational therapist administered by the National Board of Certification in Occupational Therapy (NBCOT). After successful completion of the NBCOT exam, the individual becomes an Occupational Therapist, Registered (OTR). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. For current information and updates, please refer to the university webpage for the occupational therapy program.

### Admissions Requirements

Admission requirements of the university must be met before applications to the program are considered. Student accepted by the university may apply for entry into the occupational therapy major by meeting the criteria listed below.

#### Minimum criteria for first-year students:

- Qualified high school graduates admitted to the freshman year will be able to identify occupational therapy as their field of study.
- Maintenance of an acceptable academic record during the undergraduate phase of the program guarantees the student a place in the professional graduate phase of the program.
- Cumulative Grade Point Average (GPA) of at least 3.0 on a 4.0 scale and a score of 1000 or better on the Scholastic Assessment Test (SAT) of the College Board or a score of 22 on the American College Testing (ACT) examination.

- Observation of occupational therapy in a practice setting is recommended, but not required.

**Minimum criteria for transfer students:**

- Submit an application form and the non-refundable \$25 application fee.
- Furnish transcript of college work previously taken. An official transcript of all previous work is required whether a student wants to transfer credits or not. Credit may be given for transfer courses in which the applicant has earned a “C” or higher.
- Transfer students are eligible for financial aid at the time of admission.
- A grade point average of 3.0 on a 4.0 scale for previous undergraduate work at a regionally accredited 2 or 4-year college.
- Score of 1000 (Reading and Math) or better on the Scholastic Assessment Test (SAT) of the College Board, or a score of 22 on the American College Testing (ACT) examination.

Please note: Transfers are accepted at the freshman, sophomore, and junior level only.

**Progression Requirements**

- GPA of 3.0
- Achievement of “C” or higher in all undergraduate OT courses and related required courses and a grade of “P” in OT Fieldwork Practicum courses (OT FW).
- Any student not earning a 3.0 for a semester will be placed on academic probation within the OT Program, during which time the student should not overload credits. Any student on OT program academic probation over two consecutive semesters will be dismissed from the program.
- The repeat/delete option may be used three times total for grades below a “C” in OT and related required courses or an “F” in OT FW II. This repeat/delete option can be used one time for any one course. If the repeat option does not result in a grade of “C” or higher or “P” in FW II, the student will be dismissed from the program. The accumulation of more than three grades below a “C” or an “F” in FW II will result in dismissal from the Program.
- Achievement of a 3.0 GPA is required for entrance into Level II Fieldwork.
- Any student who fails a Level II FW Practicum course may repeat the course one time only (this is included in the three course maximum). The course must be repeated at its next offering. The AFWC will schedule the FW experience. The student must contact the AFWC within two weeks following written notification from the OT program of the failure in order to begin the development of an action plan and remediation. Please refer to the Alvernia University OT Student Handbook for full details of requirements and expectations. Any

student who receives a grade of “F” after repeating either of the Level II FW Practicum courses will be dismissed from the OT program.

- During any time during FW, unsafe or unethical practice or student performance at the level of a failure, as determined by the AFWC and/or the FW supervisor may result in immediate removal from the FW site and a grade of “F.”

### **Advancement to the graduate phase:**

Alvernia University students who have successfully completed the undergraduate phase of the program including successful completion of Level II fieldwork may transition directly into the graduate phase of the program.

- GPA of 3.0 on a 4.0 scale for all undergraduate work.
- Achieved a final grade of “C” or better in all occupational therapy, prerequisite, and related required courses.
- Completion of all core requirements.
- Completion of all undergraduate requirements.
- Submission and approval of a portfolio of the student’s academic, service, and professional accomplishments.
- Successful completion of all course connected Level I fieldwork.
- Successful completion of Level II fieldwork. All Level II fieldwork must be completed in sequence and within 24 months following completion of the didactic portion of the program and no part of Level I fieldwork can be substituted for any part of Level II fieldwork.
- Note: Many fieldwork sites require criminal background checks, abuse history clearances as well as health and immunization status, and drug screens. Students who are unable to meet these requirements cannot progress in the program.

Advancement and Retention in the Graduate phase of the Occupational Therapy Program is dependent upon:

- Achievement of final grade of “B” or better in all Occupational Therapy graduate courses.
- Upon completion of five graduate courses (including the COR courses), students with full graduate status must achieve and thereafter maintain a cumulative grade point average of 3.0 or higher to be retained in the program.
- Students in the MSOT degree are permitted to utilize the repeat/delete option twice in total for all graduate courses taken at Alvernia University, but only one time for any individual course (COR or OT).
- Students are not allowed to participate in the capstone activity in the degree unless they achieve a cumulative grade point average of 3.0 or higher.
- All graduate course work must be completed within 24 months of starting the graduate phase of the occupational therapy program.

## **COMBINED BACHELOR OF SCIENCE IN HEALTH SCIENCE AND MASTER OF SCIENCE IN OCCUPATIONAL THERAPY**

### **Course Requirements**

OT courses must be taken in sequence. All majors must achieve a final grade of “C” or better in all undergraduate OT courses, a grade of “P” in OT 482 and OT 483, prerequisites and related required courses and a final grade of “B” or better in all graduate courses. The repeat/delete option may be used three times total for undergraduate occupational therapy courses, and twice in total for graduate courses, but only one time for any individual course (COR or OT).

All Level II Fieldwork must be completed in sequence and within 24 months following completion of the didactic portion of the program. No part of Level I fieldwork can be substituted for any part of Level II fieldwork. Students with a health or physical challenge may be asked to obtain a physician’s statement that the condition will not be aggravated by or endanger clients/patients associated with the student in required coursework and fieldwork experiences. Reasonable accommodations will be made for students to meet ADA regulations.

Prior to fieldwork experience, students are required to submit to the university, and to fieldwork centers (as applicable): proof of ownership of health/accident insurance coverage and certification in Cardiac Pulmonary Resuscitation (CPR) (infant, child and adult), and First Aid. OT majors must obtain criminal record check (ACT 151) and Pennsylvania Child Abuse History clearance forms (ACT 34) prior to clinical education (Fieldwork Level I and II) and FBI clearance. In addition, clinical sites may request medical clearances, immunization records, and/or the results of drug tests.

Students may take no more than three additional credits while enrolled in OT 482 and/or OT 483 and must have approval of the program director. Student grievance policies are included in the *Undergraduate and Graduate Student Handbook*.

All graduate course work must be completed within 24 months of starting the graduate phase of the occupational therapy program.

Students in good standing who leave the occupational therapy program for less than one year may re-enroll if space is available. Requirements for readmission to Alvernia University must be met and students must comply with any changes to the program.

**Major:** 81 credits

OT 101, 321, 323, 325, 327, 332, 334, 336, 381, 382, 421, 423, 427, 481, 482, 483, 513, 517, 522, 526, 605, 607, 620, 622, 624, OT elective course: 3 credits.

All 300-400 level OT course must have a final grade of “C” or higher.

All 500-600 level courses must have a final grade of “B” or higher.

**Related Area:** 34 credits

PSY 101, 208, 403; SOC 111; BIO 107/117, 108/118, 208, 211; MAT 208 – these must have a final grade of “C” or better.

COR 520 - must have a final grade of “B” or better.

## COURSE DESCRIPTIONS

OT 101                    3 credits

Introduction to Occupational Therapy

This course is designed for all students interested in occupational therapy. It provides an overview of the history, philosophical base, values, standards, and ethics of the occupational therapy profession and its practitioners. It introduces professional organizations, terminology, concepts and regulatory requirements of the profession. Required for freshmen occupational therapy students.

Recommended but not required for transfer students. For transfer students, a course from a major or discipline related to occupational therapy may be accepted to meet the degree requirement.

OT 321                    3 credits

Activity Analysis

Examines the theories underlying the use of occupation and purposeful activity in occupational therapy. Students will examine the principles of activity analysis within the scope of the occupational therapy process. They will identify how to analyze, grade, adapt, and teach activities to enable an individual to engage in chosen occupations to fulfill life roles and will learn how to integrate adaptive devices to promote individual occupational functioning. Laboratory sessions will provide students with the opportunity to practice and apply classroom-learned concepts. OT majors only. Prerequisites: Formal acceptance into the OT program or permission of the Program Director, PSY 101, SOC 111.

Prerequisite/Co-requisite: OT 101.

OT 323                    3 credits

Paradigms and Theories in OT

The historical and philosophical foundations, paradigms, theories, and practice models that guide occupational therapy practice are examined as well as emerging models in response to a growing knowledge base. The historical and theoretical base for professional attitudes, values, and standards of behavior are explored as they provide a foundation for service to clients and the profession.

OT majors only. Prerequisites: Formal acceptance into the OT program or permission of the Program Director. Prerequisite/Co-requisite: OT 101.

## OT 325                    3 credits

## Pathology for OT Practitioners

Within the context of this course, students will examine pathophysiological dysfunctions that interfere with an individual's ability to engage and participate in meaningful occupation. Conditions will be framed within the context of the World Health Organization's International Classification of Function, and the effects of such conditions on an individual's occupational performance, performance skills, and performance factors. Additional emphasis will be placed on diagnostics, etiology, progression, performance deficits, intervention, prognosis and functional outcomes. OT majors only. Prerequisites: Formal acceptance into the OT program or permission of the Program Director, BIO 107 (Grade of C or higher), BIO 117 (Grade of C or higher), BIO 108 (Grade of C or higher), BIO 118 (Grade of C or higher) and BIO 211 (Grade of C or higher).

## OT 327                    3 credits

## Occupational Therapy Process

Focuses on understanding and implementing the occupational therapy process, including evaluation (occupational profile and analysis of occupational performance), intervention (planning, implementing and reviewing), and outcomes (engagement in occupations) as a foundation to clinical reasoning. Concepts will be reinforced during weekly laboratory sessions. OT majors only. Prerequisites: Formal acceptance into the OT program or permission of the Program Director, OT 101 Prerequisite/Co-requisite for admitted freshmen and sophomores, Co-requisite: OT 381.

## OT 332                    3 credits

## Grading &amp; Adapting with Low Technology

This course will provide students will build on the concepts identified in activity analysis. Advances the use of occupation as the basis of practice for the occupational therapy profession. Actively utilizes the process of activity analysis for the selection, grading, and adaptation of occupations as a means of evaluation and intervention within the intervention process. Introduces students to the use of adaptive equipment as a means of promotion of independence in occupational performance, including; orthotics, prosthetics, and splinting. Techniques and strategies for the teaching and practicing of the therapeutic utilization of occupations will be practiced in weekly lab sessions. OT majors only. Prerequisites: Formal acceptance into the OT program or permission of the Program Director, OT 321 (Grade of C or higher), OT 323 (Grade of C or higher), OT 325 (Grade of C or higher) and OT 327 (Grade of C or higher).

## OT 334            4 credits

## Occupational Performance I: Pediatrics

This course will provide students with the knowledge, skills, and professional behaviors to implement occupation-based practice in current and emerging areas of service delivery in the area of pediatric occupational therapy. Best practice will be emphasized through critical thinking skills and the use of scientific inquiry and research. Techniques, strategies and practical skills for the promotion of health and participation utilizing engagement in occupations that are meaningful to clients will be reinforced during weekly lab sessions and refined during concurrent level I fieldwork experience. OT majors only.

Prerequisite: Formal acceptance into the OT program or permission of the Program Director, OT 321 (Grade of C or higher), OT 323 (Grade of C or higher), OT 325 (Grade of C or higher), and OT 327 (Grade of C or higher). Co-requisite OT 382.

## OT 336            4 credits

## Occupational Performance II: Adult

This course will provide students with the knowledge, skills, and professional behaviors to implement occupation-based practice in current and emerging areas of service delivery in the area of adult occupational therapy. Best practice will be emphasized through critical thinking skills and the use of scientific inquiry and research. Techniques, strategies, and practical skills for the promotion of health and participation utilizing engagement in occupations that are meaningful to clients will be reinforced during weekly lab sessions and refined during concurrent level I fieldwork experience. OT majors only.

Prerequisite: Formal acceptance into the OT program or permission of the Program Director, OT 321 (Grade of C or higher), OT 323 (Grade of C or higher), OT 325 (Grade of C or higher), and OT 327 (Grade of C or higher). Co-requisite: OT 382.

## OT 381            1 credits

## Fieldwork I Seminar I

Students will apply knowledge gained in concurrent OT courses to practice settings. With supervision, students will be provided the opportunity to observe and carry out professional responsibilities. Students will be guided in the process of developing the reflective skills needed for professional development. Students can expect to spend all or part of one day per week at a clinical site during the duration of the course. OT majors only. Prerequisites: formal acceptance into the OT program or permission of the Program Director, certification in CPR and First Aid; current health and immunization status reports. Where applicable: Child Abuse History Clearance, State Criminal Record Check, FBI Background Check, and/or other site required clearances. Please refer to the Alvernia University OT Student Handbook for full FW I requirements. Students will be required to meet all requirements as outlined. Students are responsible for travel arrangements and costs. Co-requisite OT 327.

## OT 382                    1 credits

## Fieldwork I Seminar II

Students will apply knowledge gained in concurrent OT courses to practice settings. With supervision, students will be provided the opportunity to observe and carry out professional responsibilities. Students will be guided in the process of developing the reflective skills needed for professional development. Students can expect to spend all or part of one day per week at a clinical site during the duration of the course. OT majors only. Prerequisites: formal acceptance into the OT program or permission of the Program Director, certification in CPR and First Aid; current health and immunization status reports. Where applicable: Child Abuse History Clearance, State Criminal Record Check, FBI Background Check, and/or other site required clearances. Please refer to the Alvernia University OT Student Handbook for full FW I requirements. Students are responsible for travel arrangements and costs. Co-requisite OT 334 and OT 336, or permission of the OT Program Director.

## OT 421                    4 credits

## Occupational Performance III: Behavioral Health

This course will provide students with the knowledge, skills, and professional behaviors to implement occupation-based practice in current and emerging areas of service delivery in the area of behavioral health occupational therapy. Best practice will be emphasized through critical thinking skills and the use of scientific inquiry and research. Techniques, strategies, and practical skills for the promotion of health and participation utilizing engagement in occupations that are meaningful to clients will be reinforced during weekly lab sessions and refined during concurrent level I fieldwork experience. OT majors only. Prerequisite: Formal acceptance into the OT program or permission of the Program Director, OT 321 (Grade C or higher), OT 323 (Grade C or higher), OT 325 (Grade C or higher), & OT 327 (Grade C or higher). Co-requisite: OT 481.

## OT 423                    4 credits

## Occupational Performance IV: Geriatric

This course will provide students with the knowledge, skills, and professional behaviors to implement occupation-based practice in current and emerging areas of service delivery in the area of geriatric occupational therapy. Best practice will be emphasized through critical thinking skills and the use of scientific inquiry and research. Techniques, strategies and practical skills for the promotion of health and participation utilizing engagement in occupations that are meaningful to clients will be reinforced during weekly lab sessions and refined during concurrent level I fieldwork experience. OT majors only. Prerequisite: Formal acceptance into the OT program or permission of the Program Director, OT 321 (Grade C or higher), OT 323 (Grade C or higher), OT 325 (Grade C or higher), & OT 327 (Grade C or higher). Co-requisite: OT 481.

OT 427                    3 credits

**Adapting and Grading-High Technology**

Explores the expanding use of technology as it relates to all aspects of occupational therapy service delivery. Students build upon concepts learned in Grading and Adapting with Low Technology to the application of technology to increase function and improve quality of life for individuals. Students will explore the use of emergent technology in both client care and professional promotion capacities. Techniques and strategies for the teaching and practicing of occupational performance promotion will be completed in weekly lab sessions. OT majors only. Prerequisite: Formal acceptance into the OT program or permission of the Program Director, OT 332 (Grade C or higher).

OT 481                    1 credit

**Fieldwork I Seminar III**

Students will apply knowledge gained in concurrent OT courses to practice settings. With supervision, students will be provided the opportunity to observe and carry out professional responsibilities. Students will be guided in the process of developing the reflective skills needed for professional development. Students can expect to spend all or part of one day per week at a clinical site during the duration of the course. OT majors only. Prerequisites: formal acceptance into the OT program or permission of the Program Director, certification in CPR and First Aid; current health and immunization status reports. Where applicable: Child Abuse History Clearance, State Criminal Record Check, FBI Background Check, and/or other site required clearances. Please refer to the Alvernia University OT Student Handbook for full FW I requirements. The student is responsible for travel arrangements and costs. Co-requisite OT 421 and OT 423, or permission of the OT Program Director.

OT 482                    6 credits

**Occupational Therapy Fieldwork: Practicum I**

This is the first in a sequence of two full-time (approximately 32-40 hours per week depending on the site), 12-week or equivalent, educational experiences at an approved off-campus fieldwork site. It includes 1-2 seminars on campus. Under the supervision of a qualified practitioner, the student integrates undergraduate academic coursework by focusing on the application of purposeful and meaningful occupation in the administration and management of occupational therapy services. The fieldwork experience promotes clinical reasoning and reflective practice; and develops professionalism, competence, and compassion as career responsibilities. This in-depth experience in delivery of occupational therapy interventions is an essential foundation for graduate studies. At the completion of this fieldwork, students will demonstrate significant progress toward competency for entry-level practice. OT majors only. Prerequisites: All undergraduate OT courses and all other related required courses with a "C" or better; completion of all undergraduate program requirements including satisfactory completion of all level I fieldwork; approval

of academic fieldwork coordinator, the site clinical fieldwork educator, and/or the Program Director; current certification in CPR and first aid; and current health and immunization status reports. Child Abuse Clearance, State Criminal Record Check, FBI background, and any other certification or testing that the fieldwork site requires. The student is responsible for maintaining current health insurance, travel, and accommodation expenses. Please refer to the Alvernia University OT Student Handbook for full FW II Practicum requirements. This course is graded pass/fail.

OT 483                      6 credits

Occupational Therapy Fieldwork: Practicum II

This is the second in a sequence of two full-time (approximately 32-40 hours per week depending on the site), 12-week or the equivalent, educational experiences at an approved off-campus fieldwork site. It includes 1-2 seminars on campus. Under the supervision of a qualified practitioner, the student integrates undergraduate academic course work by focusing on the application of purposeful and meaningful occupation in the administration and management of occupational therapy services. The fieldwork experience promotes clinical reasoning and reflective practice; and develops professionalism, competence, and compassion as career responsibilities. This in-depth experience in delivery of occupational therapy interventions is an essential foundation for graduate studies. At the completion of this fieldwork students will demonstrate beginning competency for entry-level, generalist, professional practice. OT majors only. Prerequisites: Grade of "P" in OT 482. Where applicable: current certification in CPR and first aid; and current health and immunization status reports. Child Abuse Clearance, State Criminal Record Check, FBI background, and any other certification or testing that the fieldwork site requires. The student is responsible for maintaining current health insurance, travel, and accommodation expenses. Please refer to the Alvernia University OT Student Handbook for full FW II Practicum requirements. This course is graded Pass/Fail.

OT 485                      1-3 credits

Fieldwork Progression Seminar I

This course is individually designed to offer specific support and remediation work for the student who experienced an unsuccessful first Level II Fieldwork. This course will focus on assisting the student to acquire and practice foundational skills considered necessary for a successful full-time clinical placement. This course is part 1 of a 2 part series, which students must complete after an unsuccessful first affiliation of Level II Fieldwork. Prerequisite: all level II fieldwork prerequisites and a terminated first Level II Fieldwork.

OT 486                      1-3 credits

Fieldwork Progression Seminar II

This course is individually designed to offer specific support and remediation work for the student who experienced an unsuccessful first affiliation of Level II

Fieldwork. This course will focus on assisting the student to acquire and practice foundational skills considered necessary for a successful full-time clinical placement. This course is part two of a two-part series, which students must complete after an unsuccessful first affiliation of Level II Fieldwork. Prerequisite: OT 485.

OT 487                    1-3 credits

#### Fieldwork Progression Seminar III

This course is individually designed to offer specific support and remediation work for the student who experienced an unsuccessful second affiliation of Level II Fieldwork. This course will focus on assisting the student to acquire and practice foundational skills necessary for a successful placement into FW II. This course must be completed after an unsuccessful second affiliation of Level II Fieldwork. Prerequisite: successful first Level II fieldwork and a terminated second Level II Fieldwork.

OT 501                    4 credits

#### Analysis of Theoretical Concepts in Occupational Therapy Practice I

Students utilize knowledge gained during undergraduate studies and fieldwork experiences to study problems in clinical reasoning. Students apply critical thinking skills and actively direct their own learning to explore client-centered, evidence based occupational therapy practice in selected case studies. All phases of the occupational therapy process are experienced through collaborative exercises, laboratory simulations, and field trips. The case studies represent persons with disorders and health conditions occurring at the beginning of life through late adolescence. Prerequisite: OT 416 and 417, or permission of the Program Director.

OT 502                    4 credits

#### Function and Technology

Explores the expanding use of technology as it relates to all aspects of occupational therapy services. Students study the use of adaptive equipment and technology to increase function and to improve quality of life, computer documentation and telecommunications systems for supervisors, and emerging applications in reaching people in need in new and innovative ways. Students use emerging technology to develop a project for client intervention or occupational therapy service delivery. Prerequisite: OT 416 & 417, or permission of the Program Director.

OT 503                    3 credits

#### Research Design

Exploration of quantitative and qualitative research methodologies used in occupational therapy, and critical evaluation of published research in the field. Students choose between a research project or an action project, define a research interest, and work with an advisor on the scholarly project. By the end

of the course, students develop a detailed proposal and obtain formal approval from their advisor and the institutional review board. Prerequisite: MAT 208, PSY 309, OT 416 & 417, or permission of the Program Director.

OT 505                    4 credits

Analysis of Theoretical Concepts in Occupational Therapy Practice II

Continuation of the use of knowledge gained during undergraduate studies and fieldwork experiences to study problems in clinical reasoning. Students refine critical thinking skills and actively direct their own learning to explore client-centered, evidence based occupational therapy practice in selected case studies. All phases of the occupational therapy process are experienced through collaborative exercises, laboratory simulations and field trips. The case studies represent persons with disorders and health conditions of early adulthood through the end of life. Prerequisite: OT 501, OT 416 & 417, or permission of the Program Director.

OT 513                    3 credits

Advocacy and Public Policy

This course focuses on the identification and analysis of those factors influencing change within the profession and the promotion and development of leaders within the profession. Examines the needs, resources, policies and legislation affecting occupational therapy profession at the regional, national, and global levels. Issues of financing services, reimbursement, measuring outcomes, developing partnerships, grant writing, the development of business and marketing plans are presented. The role of the practitioner as an educator, advocate, and consultant with a central focus on occupation and its relationship to health are examined. OT majors only. Prerequisites: formal acceptance into the OT program or permission of the Program Director, OT 482, OT 483.

OT 517                    4 credits

Advanced Interventions

Continuation of the use of knowledge gained during undergraduate studies and fieldwork experiences to study problems in clinical reasoning. Students refine critical thinking skills and actively direct their own learning to explore client-centered, evidence based occupational therapy practice in selected case studies. All phases of the occupational therapy process are experienced through collaborative exercises, integrated lecture/laboratory classes, and field trips. The potential case studies represent persons with disorders and/or health conditions from birth through the end of life. OT majors only. Prerequisites: Formal acceptance into the MS OT degree or permission of the Program Director, OT 482 and 483.

OT 522                    3 credits

### Leadership and Management

This course investigates the role of an occupational therapist as a supervisor, manager, and leader. Models of supervision and leadership are presented. Students will identify the major organizational structures within the profession, their organizations, and further examine the contexts of service delivery including professional, federal, state, and local laws and accrediting agencies (i.e. NBCOT, AOTA, state licensing boards, CARF, JCAHO, etc.) as they relate to managing services and leading organizations. Students will explore the operational functions required within multiple practice settings, and consider different models for ethical leadership. OT majors only. Prerequisite: Formal acceptance into the OT program or permission of the Program Director, OT 482 (Grade of “P”) and OT 483 (Grade of “P”).

OT 526                    3 credits

### Current Trends In OT: Wellness & Public Health

This course will investigate timely topics of critical interest to occupational therapy professionals. The current focus will examine the role of the occupational therapist in the promotion of wellness & health, disability postponement, and prevention through the use of the public health and social models of disability. Emphasis will be placed on the relationship between chronic disease, disability, occupational performance, and wellness from the societal perspective and of those living with disabilities. Presentation of historical analysis, healthcare discourse, cultural critique, evaluation and application of occupational therapy theories and philosophies will expand opportunities for service delivery to disadvantaged, underserved and/or nontraditional populations both in the United States and internationally. OT majors only. Prerequisite: formal acceptance into the OT program or permission of the Program Director, OT 482 (Grade of “P”) and OT 483 Grade of “P”).

OT 601                    3 credits

### Occupational Therapy Outcomes

Examines health related quality of life measures as indicators of occupational therapy interventions for individuals, families, and communities. Issues in discharge planning, transition to the community, and economic factors are analyzed. Techniques in making level of care decisions, choosing the best approach for intervention, and assessing quality of care based on evidence is presented. Prerequisite: OT 416 & 417, or permission of the Program Director.

OT 603                    3 credits

### Advocacy and Leadership

Current and future professional issues and ethics are presented. The course focuses on identifying and analyzing factors in the healthcare environment, and those skills needed to develop advocacy and leadership. Methods for developing partnerships, sources of funding, grant writing, the development of business and

marketing plans are presented. The role of the practitioner as an educator of clients, families, and the community is explored. Completion of a proposal for new or expanded occupational therapy services. Prerequisite: OT 416 and 417, or permission of the Program Director.

OT 605                    3 credits

#### Research Design

Exploration of quantitative and qualitative research methodologies used in occupational therapy, and critical evaluation of published research in the field. Students will define an area of interest, identify an appropriate research design, and develop a research proposal. By the end of the course students will have obtained approval for their research project from their research advisor and, if appropriate, have submitted a complete application with the Institutional Review Board. OT majors only. Prerequisites: Matriculation into the MS OT degree program or permission of the Program Director, MAT 208 or equivalent, Pre- or Co-requisite: OT 607.

OT 607                    3 credits

#### Data Analysis for the Occupational Therapist

This course is designed to familiarize students with the tools used to analyze data in the social sciences. In the quantitative tradition, students will use mathematical and statistical tools including descriptive statistics, parametric and non-parametric inferential statistics to describe and analyze data. In the qualitative tradition students will use techniques to analyze artifacts to discover the meaning within the data. Issues of validity and reliability central to all research methodologies will be explored. In preparation for their own graduate research projects, students will learn how to use computer software such as SPSS and ATLAS.ti to describe, analyze, and present data. OT majors only. Prerequisites: Formal acceptance into the OT program or permission of the Program Director, MAT 208 or the equivalent (Grade "C" or higher).

OT 610                    4 credits

#### Research Project

Completion of the research or action initiated in OT 503 expands the understanding of the research process at the graduate level. An interdisciplinary team of faculty members supervise the research or action project. Meeting with peers and faculty provides opportunities to share and critique findings. The capstone activity is a committee presentation and defense of the research project. Prerequisite: OT 503.

OT 620                    3 credits

#### Research Report

Students will continue learning about research in occupational therapy. Critical review of professional literature will prepare students to be users of research in clinical practice. Seminar discussions with faculty and fellow graduate students

will provide opportunities to share and critique work. Students will participate in a mentored research project. For research work involving human subjects, no data collection will begin before approval for the project has been received from all necessary Institutional Review Boards (IRBs). Completion of the project initiated in the Research Design course will expand the understanding of the research process at the graduate level. The capstone activity of this course is a written report. OT majors only. Prerequisites: Formal acceptance into the MS OT degree or permission of the Program Director, OT 503 or OT 605, OT 607. Students must have earned a grade of B or higher in OT 503 or OT 605. Co-requisite OT 622.

OT 622                    1 credit

#### Research Seminar

Together with OT 620, this course includes the capstone activity for Masters of Occupational Therapy degree program and as such must reflect a high degree of scholarly competence by the student. Students working with a research faculty mentor will develop their research project in preparation for critical review. For research work involving human subjects, no data collection will begin before approval for the project has been received from all necessary Institutional Review Boards (IRBs). The culminating activity of this course will be an oral defense and then a presentation of the project to the public. OT majors only. Prerequisites: Formal acceptance into the MS OT degree or permission of the Program Director, OT 503 or OT 605, OT 607. \*Students must have earned a grade of "B" or higher in OT 503 or OT 605. Co-requisite OT 620.

OT 624                    3 credits

#### Best Ethical Practice in Occupational Therapy

The role of the occupational therapist as an ethical professional will be examined and expanded upon in this course. Professional roles, values, ethics, and behaviors will be explored as these relate to respecting self, peers, colleagues, clients, and supervisors. Within the context of this course, students will become critical consumers of information, through the identification, examination and analysis of information relative to the profession. Ethical and legal issues of malpractice and liability will be discussed. OT majors only. Prerequisite: formal acceptance into the OT program or permission of the Program Director, OT 482 (Grade of "P") and OT 483 (Grade of "P").

\*Level I fieldwork requires a minimum of 15 hours for each of the designated courses. Students are responsible for required health status, insurance, special clothing, travel expenses, and other designated prerequisites for each fieldwork experience.

## PHILOSOPHY

Courses in philosophy are designed to acquaint students with the fundamental principles and methods of the subject and to develop skills in critical thinking and analysis.

A major in philosophy prepares students for graduate studies in philosophy and also provides a solid foundation for law school or other professional careers. A minor in philosophy may be taken in conjunction with any other major and can help students develop a more thoughtful perspective on their field of interest.

### PHILOSOPHY

**Major:** 30 credits

PHI 105; 230; one of 200 or 210 or 420; 351; 353; and 15 philosophy elective credits. (at least 3 credits of the electives should be a 400 level course).

**Minor:** 18 credits

### COURSE DESCRIPTIONS

*\*All courses at 200 level or higher require PHI 105, Foundations of Philosophy, or permission of department chair. Students in the mid-degree program are exempt from this requirement.*

PHI 105                      3 credits

Introduction to Philosophy

Historical introduction to fundamental problems and methods of philosophy based on readings in ancient, medieval and modern literature.

PHI 200                      3 credits

Ethics: Values and Quality of Life

Systematic study of ethics with the aim of arriving at objective values and principles of moral conduct as the means to genuine happiness. Normative ethics is compared and contrasted with descriptive ethics and meta-ethics. Cultural, philosophical and historical approaches to ethics are also considered.

PHI 210                      3 credits

Professional Ethics

Study of ethical issues in the professions. Inquires into the nature of professional responsibility and the social role of the professions. Topics include an examination of professional codes of ethics, legal regulation of the professions, the relation between professional rights and social responsibilities, and professional ethics in a global society.

PHI 220                    3 credits

Ethics and Law

Examination and evaluation of principal theories of the nature and purpose of law: natural law, legal realism and legal positivism. Foundations of the American legal system are examined in relation to these theories.

PHI 230                    3 credits

Introduction to Logic

Introduction to traditional and modern logic designed to develop analytical and critical thinking skills in formulating definitions, analyzing arguments, and evaluating hypotheses. Topics include sentential calculus, the syllogism, formal/informal fallacies, and issues of inductive logic.

PHI 235                    3 credits

Existentialism

Exploration of the threat of nihilism and the attempt to find or create meaning in contemporary life. Topics include central existentialist themes such as absurdity, alienation, anxiety, responsibility, freedom, engagement, and authenticity. This course considers both Christian and secular approaches to existentialism.

Prerequisite: PHI 105.

PHI 240                    3 credits

Philosophy of Art and Beauty

Investigation of the nature and function of art, as well as the cognitive and moral import of the experience both of natural and artistic beauty. Readings in ancient philosophy, in the tradition of aesthetics, in phenomenology and in analytic and post-modern thought; artistic works and the writings of artists themselves will also be considered. Prerequisite: PHI 105.

PHI 245                    3 credits

Introduction to Eastern Philosophy and Religion

Exploration of philosophical and religious traditions of Asia. Buddhism, Confucianism, Hinduism, and Daoism will be discussed and compared to Western Traditions (Judeo-Christian Tradition and Ancient Greek Philosophy). Satisfies the diversity requirement. Cross-listed with THE 245.

PHI 250                    3 credits

Feminist & Gender Theory

Feminist and Gender Theory provides theoretical foundation for interdisciplinary lines of inquiry concerning women, gender and sexuality. This course examines philosophical discourses emerging from feminism and gender studies. The purpose is to deepen our understanding of gender, and its intersection with race, class, sexuality, and nationality, and to examine the influence of power, privilege, and hierarchies in determining social relations. Fulfills the diversity requirement.

PHI 310                    3 credits

Metaphysics

Introduction to some of the main problems in the tradition of Western metaphysics. Issues considered include the nature of time and becoming, free will and determinism, the relation between mind and body, and the nature and existence of God. Discussions will focus on the value and significance of humanity's efforts to provide a unified understanding of reality with respect to perennial philosophical problems. May be repeated for credit under different topics. Prerequisite: PHI 105.

PHI 332                    3 credits

Minds, Brains, and Computers

Study of philosophical and foundational issues and basic concepts of cognitive science, including information processing, computation, representation, and the mind-body problem. Cognitive science is the scientific study of cognition, integrating contributions from the study of minds, brains, and computers. The idea that binds these different studies together is that the mind is a computational device run by the brain. The course will examine and evaluate this research program.

PHI 335                    3 credits

Philosophy of Love and Friendship

A study of love and friendship in Western philosophy and literature. The course will examine some basic questions about the nature of love and friendship that have been raised in the history of Western thought. Prerequisite: PHI 105 or 345.

PHI 345                    3 credits

Problems of Philosophy

A study of the fundamental problems of philosophy. Readings in Plato, Aristotle, Descartes, Hume, Kant, and contemporary Philosophy. This personal development of a unified con is designed as an introduction to philosophy for students in the mid-degree program. Other students must have permission of the instructor.

PHI 351                    3 credits

Ancient Philosophy

A study of the history of philosophy from Thales to Plotinus. Readings include selected works of the Pre-Socratics, Plato, and Aristotle, the Stoics, Epicureans, and Neo-Platonic philosophers.

PHI 352                    3 credits

Medieval Philosophy

A study of the history of philosophy from Boethius to William of Ockham. Reading include selected works of Boethius, Augustine, Abelard, Maimonides, Avicenna, Averroes, Aquinas, Bonaventure, and others.

PHI 353                    3 credits

Modern Philosophy

Survey of the history of Western philosophy from the renaissance to the 19<sup>th</sup> century. Readings from thinkers such as Descartes, Pascal, Locke, Spinoza, Leibniz, Hume, Berkeley, Kant, and Nietzsche. Prerequisite: PHI 105.

PHI 354                    3 credits

Topics in Contemporary Philosophy

Study of selected developments and controversies in 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> Century philosophy. Topics could include German idealism, phenomenology, hermeneutics, philosophy of language, analytic philosophy, philosophy of the subject, American pragmatism, postmodernism, post-structuralism, critical theory, feminist philosophy. Course may be repeated for credit. Prerequisite: PHI 105.

PHI 415                    3 credits

Philosophy of Religion

An inquiry into the place of reason, faith, and experience in religion. Readings include classics in Eastern and Western thought.

PHI 420                    3 credits

Social and Political Philosophy

Readings from major historical sources in social and political philosophy. Focus on issues such as the grounds of political obligation, nature of justice, and relation between freedom and human rights. Cross-listed with POS 424.

PHI 425                    3 credits

Philosophy of Education

Basic concepts and methods applied to educational issues, including a survey of philosophies of education and approaches to development of personal philosophies of education.

PHI 440                    3 credits

Great Thinkers

Intensive study of the thoughts of outstanding philosophers from the ancient, medieval, modern or contemporary periods.

## PHYSICAL EDUCATION

All physical education activity courses are graded on a pass/fail basis except PED 133. A total of six credits in physical education may be applied to a baccalaureate degree. Some courses may require additional fees.

### COURSE DESCRIPTIONS

PED 100            1 credit

#### Aerobics

Informative and practical. The physical and psychological effects of aerobics is discussed. Students learn basic aerobic steps and participate in numerous aerobic activities in a progression of aerobic routines. Taught by a certified aerobics instructor.

PED 102            1 credit

#### Bowling

Fundamental movement patterns are emphasized. First class meets in Physical Education Center gymnasium. Remaining classes meet at Berks Lanes (15 minute drive).

PED 103            1 credit

#### Dance

The basic concepts of dance as an art and movement form are covered. The various forms of dance vary from semester to semester and may include Jazz, Country Line, Modern, Hip-Hop, or Latin dance. Refer to the current course offerings for the specific type of dance course offered. This course may be repeated under different topics.

PED 104            3 credits

#### Emergency Response

Provides the knowledge, skills, and confidences to help a person who is a victim of injury or sudden illness. Students learn how to assess a person's condition and how to recognize and care for life-threatening emergencies. Students may only take PED 104 or PED 133. Cross-listed with AT 113.

PED 105            1 credit

#### Varsity Experience

Varsity athletes may receive credit for varsity participation. Following completion of the season, an athlete must apply for credit. An athlete may only receive one credit for same varsity sport.

PED 107            1 credit

Tennis

Fundamentals are stressed. Course is designed for beginners, but all are welcome.

PED 119            1 credit

Martial Art

The basic concepts of martial arts and self-defense are covered. The forms of martial arts vary from semester to semester and may include Karate, Tae Kwon Do, or Kickboxing. Refer to the current course offerings for the specific type of martial arts course offered. This course may be repeated under different topics.

PED 130            1 credit

Golf

Fundamentals are stressed. Course is designed for beginners, but all are welcome.

PED 133            1 credit

CPR/AED for the Professional

Students are exposed to skills appropriate to many emergency situations when immediate help is needed and medical help delayed. Successful completion of this course earns the student the American Red Cross certification for CPR/AED for the Professional. Students may only take PED 104 or PED 133.

PED 140            1 credit

Racquetball

Designed for beginners, but all are welcome. The first class meets in the Physical Education Center gymnasium. Remaining classes meet at Colonial Fitness (15 minute drive).

PED 200            1 credit

Aerobics II

For students already familiar with aerobic dance whose physical condition permits intensive activity. Prerequisite: PED 100 or permission of instructor.

PED 205            1 credit

Varsity Experience

Students involved in a second varsity sport may apply for a second physical education credit.

PED 304            3 credits

Wellness for Life

Study of the concepts that contribute to a lifestyle of wellness. Topics include principles of wellness, principles of community health, non-infectious diseases, accident and injury prevention, AIDS, STDs, nutrition, body composition,

cardiovascular fitness, flexibility, strength, mental and emotional health, personality traits, stress, steroids, cancer, and substance abuse. Students appraise their personal wellness levels and design a personalized fitness program that is practically applied.

## **PHYSICS**

The Department of Science and Mathematics offers a minor in physics. The minor allows students to gain a basic understanding of the physical principles in the world around us. Students complete PHY 110, 111, 304 and two other courses above the 100 level.

### **COURSE DESCRIPTIONS**

PHY 103                    4 credits

Earth Science

Designed to introduce students to an interdisciplinary study in the fundamentals of earth and space science. Major topics include physical and historical geology, astronomy, meteorology and oceanography. Integrates laboratory and classroom work for a total of five class hours per semester week.

PHY 106                    3 credits

Ideas of Physics

Introduction to basic physics concepts with emphasis on applications of those principles. Designed for physical therapist assistants as well as liberal arts students. Course includes demonstrations of physics principles as well as hands-on activities. As a non-lab course this course does not satisfy the liberal arts core.

PHY 110                    4 credits

General Physics I

Introduction to standard non-calculus college physics course. Topics include Newton's laws of motion, work, energy, impulse, momentum, properties of solids, liquids, and gases, heat, and the laws of thermodynamics. Course includes three hours laboratory per week. Prerequisite: high school algebra.

PHY 111                    4 credits

General Physics II

Continuation of Physics I. Topics include wave phenomena, electricity, magnetism, light, sound, optics, relativity and quantum theory. Prerequisite: PHY 110.

PHY 202            3 credits

Mechanics

Study of statics, kinematics and the dynamics of particles and rigid bodies with emphasis on the analysis of problems. Prerequisites: PHY 111, MAT 231.

PHY 206            3 credits

Optics

Study of the geometrical and physical theory of light. Prerequisite: PHY 111.

PHY 303            3 credits

Electricity and Magnetism

Theoretical study of electrostatics, electromagnetism, electromagnetic waves and direct and alternating current phenomena. Prerequisites: PHY 111, MAT 231.

PHY 304            4 credits

Modern Physics

Introduction to the theory of relativity, quantum theory, the Bohr theory of the atom, de Broglie waves, nuclear structure and nuclear reactions. Course includes three hours laboratory per week. Prerequisite: PHY 111.

## POLITICAL SCIENCE

Politics pervades every facet of our lives. Students who study political science are involved in an ongoing inquiry into the nature, use, and distribution of power; the source of political authority; and the on-going pursuit of justice in societies. Students who complete the political science program are able to pursue careers in law, government service, public policy or planning, journalism, political activism, non-profit organizations, management, teaching, the bureaucracy, diplomatic service, or any field that requires excellent communication and analytical skills.

The political science program has five main goals:

- To help students understand the nature of politics;
- To improve student knowledge and appreciation of various countries, governments, and political movements;
- To enable students to analyze trends and patterns in politics;
- To emphasize policy issues so that students become well-informed, democratic citizens who are able to evaluate governmental policies and world events;
- To produce students who think critically and originally about political problems and the world around them, and who are able to effectively communicate their views and opinions.

Ultimately all political science courses center around the questions of justice, the purposes of government, and the responsibilities of citizenship.

**Major:** 30 credits

**Required courses:** POS 101, 111, 212 or 225, 424, 425; five additional courses in political science; capstone research paper (completed in POS 425).

Additionally, it is recommended that students complete an internship at the local, state or national level. Students can earn from 3-12 credits in the internship experience. Political science majors are encouraged to take complementary courses in history, philosophy, English, and communication.

**Minor:** 18 credits

Adding a political science minor to a student's course of study gives that student an understanding of the contemporary world and of important policy issues. The program allows students to achieve a minor through a flexible course of study that requires 18 total hours. A maximum of 6 hours may be attained through an internship experience.

## COURSE DESCRIPTIONS

POS 101            3 credits

Introduction to Political Science

Introduction to politics and political theory; presentation of general information about various political systems. Focus is on the central question in politics — the quest for justice in society.

POS 111            3 credits

American Democratic Government

Description and analysis of the basic institutions and political process of the American federal government.

POS 212            3 credits

Comparative Politics

Examination of governmental systems and politics around the world in a comparative view. Focus is on the importance and role of institutions in determining policy outcomes.

POS 221            3 credits

American Political Parties

Study of the two party system. Emphasis on voting behavior, campaign techniques, party organization, and the party as an organizer of governmental power.

POS 225            3 credits

Contemporary World Affairs

Study of contemporary issues in international relations and foreign policy. Focus is on international relations since 1945, current events, and significant international crises. Exposure to basic theories of international relations. Other topics include international law and organizations, international economics, and war and peace.

POS 317            3 credits

The Presidency

Historical perspective of presidency as an American institution; a study of duties and responsibilities of 20th Century presidency.

POS 318            3 credits

The Legislative Process

Analysis of history, composition and responsibilities of the American Congress and various state governments in the matter of legislation.

POS 331            3 credits

Constitutional Law

Introduction to the U.S. Constitution and major cases that have come before Supreme Court. Helps the student understand the role of the Constitution in the economy as well as its role as protector of the rights and liberties of the people of the United States. Course examines dynamic character of Constitutional interpretation in our nation's history.

POS 408            3 credits

American Foreign Policy

How is American foreign policy made? What priorities are evidenced in American foreign policy? These questions are addressed in this course, which focuses on contemporary American foreign policy. The course emphasizes the role of process in determining foreign policy outcomes. Specific current policies are evaluated, focusing on questions of ethical or moral responsibility and obligation.

POS 424            3 credits

History of Political Thought

Focuses on the enduring questions of politics — what is justice and how can we attain it for ourselves and our societies? What is the proper relationship of the individual to the state? This course is an in-depth study of political thought through the ages, requiring direct text readings and critical analysis of the ideas that have shaped political theory. Cross-listed with PHI 420.

POS 425                    3 credits  
 Research Seminar

Intensive study in research methodology. Student work culminates in a major research paper.

POS 430                    credits vary  
 Internship

Students are encouraged to engage the world of politics through a practical field experience. Depending on the hours worked, students can earn between 3 and 12 credits for an internship. Although students may choose to do more than one internship for less than 12 credits, the maximum number of internship credits that may be applied to the requirements for completion of the major is 12.

## **PSYCHOLOGY & COUNSELING**

The Department of Psychology and Counseling, in accordance with the Mission Statement of Alvernia University, prepares students to study behavior and mental processes within an applied framework.

This approach encourages students to integrate psychological research and theories with ethical practice and moral responsibility and leadership.

With an emphasis on human dignity, the department instills in students the concept of service to diverse populations.

The department provides an environment that fosters the development of critical thinking skills. Students acquire professional development skills through community-based learning.

In the semester before the practicum, the student must obtain the following clearances:

- Child Abuse History Clearance (Act 151),
- Pennsylvania State Criminal History Record (Act 34),
- Federal Criminal History Record (Act 114)

If the clearances are not on file in the Psychology and Counseling Department prior to the first day of the semester, the student will not be allowed to enroll in the practicum. If the student fails a clearance, the course instructor will attempt to place the student in a practicum which does not require a clearance. The practicum agency makes the final decision regarding acceptance of a student with their organization.

## PSYCHOLOGY

**Major:** 44 credits

**Required:** PSY 101, 208, 301, 310, 314, 320, 408, 412, 413, 422, 423 and five electives.

**Recommend:** BIO 109, MAT 208 or 209

Electives in psychology may be fulfilled in one of the following emphases:

**General Psychology:** student chooses a unique combination of courses.

**Counseling/Rehabilitation:** PSY 215, 303, 330, 340, 403.

**Sports Psychology:** PSY 210, 306, 308, 405, 440.

**Forensic Psychology:** PSY 215, 303, 403, 405, 430.

**Minor:** 18 credits

Required: PSY 101, 208, 215 or 308, 309. Electives: 6 credits in psychology.

## COURSE DESCRIPTIONS

PSY 101            3 credits

Introductory Psychology

Introduction to major concepts and findings in psychology with emphasis on basic processes underlying human behavior. Prerequisite for all other psychology courses except PSY 306.

PSY 105            3 credits

Exploring Psychology

Designed to expose students to the world of psychology both experientially and through readings. Students identify personal and professional goals and values. Readings include topics in psychology, tailored to the interest of the student.

PSY 208            3 credits

Human Development across the Life Span

Focuses on physical, cognitive, social, personality and moral development through life span from infancy to old age. Cross-cultural, gender and minority issues are integrated when appropriate. Prerequisite: PSY 101.

PSY 210            3 credits

Educational Psychology

Investigates principles and practices related to learning and variety of factors that affect it. Prerequisite: PSY 101.

PSY 215            3 credits

Multicultural Issues in Psychology

Study of the universals of human behavior as well as the differences brought about by the specific needs, experiences and characteristics of diverse populations. The course examines communication, understanding and awareness among culturally different people. This course fulfills the human diversity graduation requirement. Prerequisite: PSY 101.

PSY 220            3 credits

Close Relationships

Close relationships are one of the most significant experiences in one's life. By understanding current theories and research in the field of close relationships, this course will help further students' understanding of topics such as: one's need for relationships, interpersonal attraction, love, attachment, communication, relationship maintenance, relationship trajectories, relationship dissolution, jealousy, and infidelity. Prerequisite: PSY 101.

PSY 301            3 credits

History and Systems in Psychology

Study of the major schools in psychological thought, including philosophical and medical contributions to modern psychological views. Prerequisite: PSY 101.

PSY 303            3 credits

Psychology of Personality

Study of theoretical approaches to personality structure and development; contributions taken from psychodynamics, social, behavioral, trait and phenomenological theorists. Prerequisite: PSY 101.

PSY 306            3 credits

Group Dynamics

Examination of forces involved in small group interaction. Small group work sessions developed.

PSY 308            3 credits

The Psychology of Gender

Focuses on research in gender-related differences and gender development from a variety of perspectives in psychology. Biological, cognitive, behavioral, and social factors that influence emergence of an individual's gender are examined. Special emphasis is placed on an analysis of the consequence of stereotypes and gender roles for individuals, relationships, psychological inquiry, and society as a whole. This course fulfills the human diversity graduation requirement. Prerequisite: PSY 101.

PSY 309            3 credits

Scientific Methods in Behavioral Science

Provides the essentials for understanding the significance and nature of scientific methods in the behavioral sciences to enable students to be critical consumers of research. Prerequisite: PSY 101.

PSY 310            3 credits

Experimental Psychology

Introduces students to various scientific techniques and procedures, emphasizing experimental designs used in psychology. The course focuses on how to turn theories into concrete and testable notions, evaluate studies, avoid pitfalls, and remain ethical. Prerequisites: junior psychology major and PSY 101.

PSY 314            3 credits

Counseling Theories and Techniques

Examination of the dynamics of counseling along with the basic techniques and various methods utilized in the counseling setting. Prerequisite: PSY 101.

PSY 320            3 credits

Research Methods in Psychology

Introduces students to planning, conducting and reporting laboratory, field and/or library research, by completing a research project in accordance with recognized principles of scientific and ethical standards. Prerequisites: MAT 208 or 209; PSY 101; or with approval of the instructor.

PSY 330            3 credits

Crisis Management in Mental Health Field

Presents applied therapeutic crisis intervention in a way that effectively describes actual strategies. Endeavors to provide a perspective that “puts the student into the crisis situation as it is occurring,” enabling them to experience what a crisis worker experiences. Prerequisite: PSY 101.

PSY 340            3 credits

Rehabilitation Psychology

Examines the psychological process involved in the recognition, acceptance, and treatment of an emotional, physical, or cognitive impairment from the perspective of the individual who experiences the impairment as well as the professional involved in the rehabilitation process. Topics include attitudinal changes, motivation, adjustment, social interactions, coping skills, competency, independence, and career planning as they relate to both the consumer of services and the service provider. The historical, legal, and philosophical background of the rehabilitation process is explored. Prerequisite: PSY 101.

PSY 350            3 credits

Industrial & Organizational Psychology

Explores application of psychological principles and results of empirical research to the behavior of individuals in the workplace. Topics include organizational issues (e.g., work motivation, job attitudes, leadership, and organizational stress) and industrial issues (e.g., including employee attraction, selection, placement, performance appraisal and feedback, and ergonomics). Intrinsic connection between science and practice is emphasized throughout the course. Prerequisite: PSY 101.

PSY 360            1 credit

Tutorial in Psychology

Elective for juniors/seniors who have demonstrated competence in introductory courses in psychology, and are judged qualified to assist students, one-on-one. Permission of departmental faculty required. May be repeated.

PSY 403            3 credits

Psychopathology

Examination of maladaptive behavior. The etiology, clinical picture and treatment of various syndromes are discussed. Prerequisite: PSY 101.

PSY 405            3 credits

Social Psychology

Explores current research and principles of human social activity with emphasis on nature of interpersonal behavior. Prerequisite: PSY 101.

PSY 408            3 credits

Seminar

Capstone course in which a research project initiated in PSY 320 is prepared for professional written and oral presentation. Presentation of the completed project is required. The course includes readings and discussion of research in selected topics. Prerequisite: PSY 101 and 320.

PSY 412            2 credits

Practicum I

Seniors select a practicum to gain experience in an area of interest. Prerequisite: senior (90 or more credits) psychology major; PSY 101, 314, and record of appropriate clearance/background checks. Co-requisite: PSY 422.

PSY 413            2 credits

Practicum II

Seniors select a practicum to gain experience in a second area of interest. Prerequisite: second semester senior psychology major or permission of

instructor: PSY 101 and 314 and record of appropriate clearance/  
background checks. Co-requisite: PSY 423.

PSY 422            2 credits

Practicum I Seminar

Weekly seminars focus on sharing and evaluating practicum experiences. Integration of experiential learning with theory is stressed. Ethical and professional concerns are examined. Prerequisite: senior psychology major. Co-requisite: PSY 412.

PSY 423            2 credits

Practicum II Seminar

Weekly seminars focus on ethical, clinical and professional issues. Prerequisite: senior psychology major. Co-requisite: PSY 413.

PSY 430            3 credits

Forensic Psychology

Presents theories and application of psychological knowledge to the civil and criminal justice system. The content will cover activities such as courtroom testimony, child custody evaluations, screening of law enforcement candidates, clinical services to offenders and staff of correctional facilities, research and theory in area of criminal behavior, intervention and prevention programs. Prerequisite: PSY 101.

PSY 440            3 credits

Sports Psychology

Studies the behavioral, affective and cognitive reactions to sport settings of both participants and fans. Theories and knowledge of psychology are presented in the context of applied, clinical, educational and experimental sport psychology. It is discussed how this specialty of psychology provides services to athletes and coaches based on psychological principles. Prerequisite: PSY 101.

## **MASTER OF ARTS PROGRAM IN COMMUNITY COUNSELING**

The Master of Arts in Community Counseling program is designed to combine theoretical knowledge, research, professional skills and an ethical foundation to prepare students to work with individuals, families, couples, groups and communities to enhance their ability to function within society. Special emphasis is placed on working with populations experiencing co-occurring mental health and substance abuse disorders. The community counseling program is approved by the Pennsylvania Department of Education.

## SOCIAL SCIENCE

Social science courses provide opportunities for students to study the political, social, or psychological dimensions of human interactions. A social science course may be taken to fulfill the social science requirement within the liberal arts core.

### COURSE DESCRIPTIONS

SSC 111                    3 credits

#### The Individual in Society

Introduction to concepts and methodology of social sciences and presentation of sample content for the systems of humanity: sociology, anthropology, history, political science, economics and international relations.

SSC 201                    3 credits

#### Introduction to Cultural Anthropology

Study of learned behavior in human societies. Topics include cultures, interrelationships among peoples, and aspects of culture and environment. This course fulfills the human diversity graduation requirement.

SSC 222                    3 credits

#### Introduction to Geography

Examination of the components of the geographic equation: environment, culture, technology and spatial interaction.

SSC 230                    3 credits

#### Economic Geography

This course encourages students to understand the production, distribution, and consumption of goods and services using a 'geographical perspective.' Where do various economic activities take place and why? How are activities in one location linked with those in another? How have technological advances and public policy influenced the special organization of business enterprises? These questions are examined at geographical scales ranging from the local to the global, using a variety of case studies. There is a special emphasis on globalization, economic development, and the growing prominence of multi-national corporations in the world economy.

SSC 310                    3 credits

#### Cultural Geography I

Examines major realms of the developed world: Western/Eastern Europe, the Soviet Union, Australia/New Zealand and Japan. Special combinations of cultural, physical, historical and organizational qualities of these realms are discussed in a geographical perspective. Emphasis is given to the study of these

characteristic properties and how they imprint on the landscape, giving each region its own flavor and social environment. This course fulfills the human diversity graduation requirement.

SSC 311                    2 credits

### Cultural Geography II

Examines the major realms of the underdeveloped Third World: Central America, South America, North Africa, Southwest Asia, and Africa. The special combinations of cultural, physical, historical and organizational qualities of these realms are discussed from a geographical perspective. This course fulfills the human diversity graduation requirement.

SSC 321                    3 credits

### Global Society

Analysis of major issues facing mankind in the 21st century: security systems and disarmament, world economic order, development, resource/population balance, and human rights. This course fulfills the human diversity graduation requirement.

## SOCIAL STUDIES

The professional education program provides evidence that social studies certification candidates complete a program with the same academic core content area courses and required electives of a major in a bachelor's degree in one of the social studies disciplines along with collateral coursework in the remaining content areas. This program shall require the candidates to demonstrate the competencies necessary to teach the Pennsylvania Social Studies Academic Standards grades 7-12 and successfully execute required teacher examinations.

### Social Studies Secondary Education Certification

**Total Program:** 126-128 credits

**Liberal Arts Core:** 42 credits

The following are required as part of the liberal arts core: PSY 101, HIS 110, COM 101 with a minimum grade of B-, COM 270

**Secondary Education Professional Education:** 33 credits

SPE 100, ED 203, 206, 209, 306, 313, 333, 416, 431, 470, 472

**Major:** 33 credits

ECON 110, POS 101, 111, HIS 112, 240, 303, HIS 426 or POS 425 or SSC 425; HIS 307 or 319 or 323; HIS 337 or 349 or 353; HIS 300 or 308 or 322; HIS 344 or 352 or 364

**Related Requirements:** 18 credits

MAT (not MAT 100 or MAT under liberal arts); POS 424 or PHI 420; POS 212, 225, 331, PSY 210

## SOCIAL WORK

Goals for student learning are conceptualized from the primary departmental goal, which is to prepare students for entry-level professional competence as generalist social work practitioners. The Social Work Department is accredited by: The Council on Social Work Education, 1725 Duke Street, Alexandria, Va., 22314-3457; phone number 703-683-8080. Social Work program graduates are awarded a Bachelor Degree of Social Work (BSW). No life experience or work experience credits are accepted for this program. The program provides educational courses and experiences designed to help the student explore the nature of the individual within society. Through a critical awareness of individual and social values, the student is exposed to a body of knowledge, which examines human behavior and development and gain the skills necessary to work effectively with individuals, families, groups, organizations, communities and the larger society. Issues concerning ethnicity, culture, gender and vulnerable populations are incorporated throughout the program. Students examine the contributions and needs of these special populations. The curriculum focuses on the various institutions, which are designed to provide social services. In addition, the social work program motivates and prepares students for continued professional development and education.

Alvernia Social Work Program Goals are:

- To enhance students critical thinking skills with the context of generalist social work practice with individuals, families, groups, organizations, and communities (in an urban setting);
- To foster students understanding of the forms and mechanisms of oppression and discrimination and advocate for changes that advances social and economic justice;
- To encourage students to adopt and apply the value base of the profession and its ethical standards and principles and practice;
- Students will understand and interpret the history of the profession and analyze the influence of policy on organizations and service delivery systems;
- Students will use theoretical frameworks supported by empirical evidence to understand human development and behavior across the life span.

The social work program of Alvernia University defines Generalist Practice as a holistic approach that provides the practitioner with the knowledge, values and skills necessary to engage in a planned change process on a micro, mezzo and macro level, which includes individuals, families, groups, organizations, and communities. Building on the strengths perspective, this approach incorporates social systems and ecological models as a foundation for the planned change process.

Generalist social work incorporates knowledge that is transferable, empowers individuals, utilizes a variety of intervention strategies, analyzes development across the life span, evaluates the impact of social policies and serves populations-at-risk. Populations-at-risk include: people of color, women, children, older adults, the physically/mentally challenged, people of different sexual orientation, ethnicity, national origin, or religious beliefs, and the economically disadvantaged.

Generalist social work practice incorporates values that reflect the social worker's professional code of ethics (NASW Code of Ethics), which demands social responsibility and respect for diverse value systems, as well as a commitment to continued professional development. Generalist social work practice also incorporates skills that provide for assessing clients' needs, establishing goals and objectives, and implementation and evaluation of the planned change process.

Generalist social work practice links people with systems and focuses on equality for those people who are oppressed and discriminated against, taking into consideration institutional policies and procedures that hinder self-determination and growth.

The major sequence in social work practice in the last two years assists students through a planned change process in working with individuals, families, groups, organizations, and communities served by both public and private agencies. Field Practicum constitutes an integral component of the total curriculum, and helps students integrate classroom learning with practice in the social service setting.

### **Social Work Clearance and Fieldwork Procedures**

- The following clearances are required for placement into social work fieldwork courses (SW 316, SW 403, SW 404): (*Clearances can take up to two months to process*)
  - Pennsylvania Criminal Background Check (ACT 151)
    - FBI Background Check (if an out-of-state student)
    - Child Abuse History Clearance (ACT 34)
    - FBI Clearance and Finger Printing
- As soon as the student achieves a 2.50 GPA and submits all passed clearances to the social work office, a letter of successful admittance into the social work program will be issued.
- Typically the clearances are submitted as part of the SW 201 course: Introduction to Social Work. Students who declare the social work major must submit all of the above clearances to the social work office in order to pass SW 201 — Introduction to Social Work.
- Students who transfer the equivalent of the Alvernia University SW 201 course are advised to begin the process for documentation of said

clearances at least two months ahead of anticipated date for fieldwork placement into SW 316, SW 403 or SW 404. For those students who are transferring in to take SW 316, offered in the spring semester, the clearances must be received no later than October 30 in order to secure a fieldwork placement.

- In addition to Alvernia University's health policies, social work students are required to adhere to fieldwork agency health requirements.

## **BACHELOR OF SOCIAL WORK**

**Major:** 65 credits

**Social Work:** 52 credits

SW 201, 301, 302, 303, 304, 305, 306, 316, 401, 402, 403, 404, 405, 407, 408.

Plus 9 elective credits selected from: SW 202, 203, 209, 211, 220, 231, 347.

**Related Areas:** 13 credits

BIO 109; MAT 208 or 209; 3 credits in psychology; 3 credits in sociology.

## **GERONTOLOGY PROGRAMS**

Two programs, a gerontology minor and certificate of completion, are offered in gerontology to help students meet the rapidly expanding job market in the field of geriatrics.

A minor in gerontology offers one-to-one involvement with older adults, class experience in a variety of geriatric settings, and the theory necessary to work effectively with this population.

**Minor:** 18 credits

Required: SW 201, 203, 209, 211, 305, 316.

**Certificate of Completion:** 12 credits

The certificate of completion program is designed for individuals who have never attended college or who have a degree and want to complete this specialization.

**Required Courses:** SW 203, 209, 211, 316.

## **CHILD ADVOCACY STUDIES (CAST) CERTIFICATE**

Child Advocacy Studies (CAST) certificate is designed to prepare students for the realities of child protection and serve the needs of learners specifically interested in professions that work directly with or among children, such as

social workers, law enforcement offices, nurses, educators, allied health professionals, clerics and others who work with maltreated children.

The CAST certificate meets the mission of the National Child Protection Training Center (NCPTC), funded by the U.S. Department of Justice to end child abuse in the United States.

The Child Advocacy Studies (CAST) certificate curriculum of Alvernia University, modeled from the National Child Protection Training Center (NCPTC) focuses on an educational curriculum that is interdisciplinary, ethical, realistic, and culturally sensitive content that provides professionals working with children a foundation of responding to child maltreatment. Students learn about the various disciplinary responses to child maltreatment and will develop a multidisciplinary understanding of the most efficient responses. Students completing these courses in the program will be better prepared to accomplish the work of related agencies as they advocate on behalf of survivors of child abuse. Criminal Background checks and Child Abuse Clearances are required before entrance into the first course of the sequence SW 318 and SW 319 is a prerequisite for the subsequent courses, SW 319, and SW 320. Requirements 9 credits: SW 318, 319, 320

#### **Departmental Requirement:**

Students who achieve junior status must maintain an overall GPA of 2.50 to remain in good academic standing within the Social Work Department.

#### **Progression Policies:**

Achievement of a “C” or better in each social work (SW) course. Students may repeat/delete only one social work course throughout the program.

## **COURSE DESCRIPTIONS**

SW 201                    3 credits  
Introduction to Social Work

Introduction to society’s response to social need through a generalist approach to family services, child welfare, physical and mental health services, school related services, corrections, gerontology and populations-at-risk. Social worker’s response to meeting the needs of various multi-ethnic and multi-needs groups is emphasized. Integration of micro, mezzo and macro practice is included.

SW 202                    3 credits  
Social Services to Children

This course takes into consideration the historical perspective, socioeconomic factors and the multicultural variables that affect child welfare in the United

States. Social services available to children are conceptualized and include supportive, supplementary and substitute services. Family services, homemaker service, foster care, Temporary Assistance to Needy Families (TANF), protective services, daycare, adoption and institutional care are services evaluated and discussed.

SW 203                    3 credits

The Process of Aging

Explores the various theories of aging along with biological and psychosocial aging. Other issues include gender and ethnicity, personality and intellectual development, mental health and physical disease. A review of the process includes the lifeline from birth to death. The dimensions of the whole person will also be addressed by exploring the physical, emotional, intellectual and spiritual growth necessary to achieve human potential in later life.

SW 209                    3 credits

Death, Dying, and Bereavement

This course explores the universal and profound experience of death, dying, and bereavement. Topics on terminal illness, the dying process, grief, and bereavement are emphasized, as well as how these topics are influenced by race, class, gender, cultural values, and religious beliefs. Consideration will be given to the contextual perspective of death and dying with attention paid to the beliefs and needs of individuals, families, and communities as they relate to loss and mourning. Special topics (hospice, children's bereavement, etc.) will be discussed. This course fulfills the human diversity requirement.

SW 211                    3 credits

Intervention Strategies for Families

This course provides a foundation in working with individuals, families, and communities. Students are taught generalist skills in the context of families at the micro, mezzo, and macro levels. Students learn how to assess the needs of families and how to access services to meet those needs. An overview of different models of family intervention will be introduced.

SW 220                    3 credits

Mental Health in SW Across the Life Span

This course will explore topics in mental health, including the history of mental health services, symptoms, treatment, and outcomes of various mental health diagnoses, as well policy implications. Student will become familiar with the Diagnostic and Statistical Manual of Mental Disorders (DSM) and its practical use in the mental health field. Students will learn about various roles of social workers in mental health settings, as well as the roles of professionals from other disciplines.

SW 231                    3 credits

Culturally Sensitive Human Service Practice

Comparative exploration of ethnic, gender and sub-cultural norms of both clients and workers in various human service fields. Students examine the facts that eradicate biases of racism, ageism, sexism, sexual preference and groups mistreated by society. Students define their own strengths and biases in preparation for culturally diverse practice. This course fulfills the human diversity graduation requirement.

SW 301                    3 credits

Social Welfare

Social Welfare system in the U.S., including impact of poverty and contributions of various minority populations is examined. Topics include the various facets of American social welfare systems, including political, economic and social structures. An understanding of poverty in the United States is achieved, as well as the strategies to empower those affected by poverty. Prerequisite: SW 201.

SW 302                    3 credits

Social Policy

Process of policy formation including various components of American social welfare policy such as political and economic influences are analyzed. Emphasis is placed on the social worker's understanding of the process of effective policy formation and his/her role in developing and implementing functional programs consistent with the mission of the social work profession to improve quality of life for all. Prerequisite: SW 301.

SW 303                    3 credits

Human Behavior/Social Environment I

Focuses on integration of the individual's biological, psychological, social and cultural systems from birth through young adulthood. Ecological and social system approaches will be used to study the person in environment. The perspective considers reciprocal impact of the individual on the environment. Studies the effect of human diversity on behavior in social situations. Prerequisites: SW 201; PSY 101, SOC 111.

SW 304                    3 credits

Human Behavior/Social Environment II

Focuses on integration of the individual's biological, psychological, social and cultural systems from middle adulthood through later adulthood, using the ecological and social systems approach. Examination is made of interrelationship of micro, mezzo and macro systems. Effect of human diversity on behavior in social situations is studied. Emphasis is placed on ethnic and racial minorities, women and other populations-at-risk who are discriminated against. Prerequisite: SW 303.

## SW 305                    3 credits

## Social Work Practice I

Introduction to generalist social work practice to explore basic knowledge, values and skills of micro level intervention required for an entry-level professional practitioner. This course will focus on understanding the basic theories of social work intervention and assessment in working with individuals. Role-play is integral part of classroom experience. Prerequisites: SW 201, one course in psychology, one course in sociology.

## SW 306                    3 credits

## Social Work Practice II

This practice course focuses on mezzo systems, which include family systems and small groups. Emphasis is placed on the use of generalist social work knowledge, values, and skills as they apply to working with mezzo systems. Theory related to families and groups, and empirically based interventions are explored. Prerequisite: SW 305.

## SW 316                    3 credits

## Introduction to Field Education

This course will provide the introduction and foundation for the social work field education sequence. Students will explore the role of the social work profession in an organizational setting. Focus will be placed on understanding the relationship between theory and practice, and the various skills required for social work intervention. Students will be introduced to generalist social work practice through a 100-hour social service agency experience. Prerequisite: SW 305.

## SW 318                    3 credits

## Child Advocacy I: Perspectives on Child Maltreatment and Advocacy

An introductory course for child advocacy studies, this course covers the history, comparative perspectives, the legal framework, responses to child maltreatment, the skills necessary to do the work, other pertinent issues pertaining to child maltreatment and child advocacy, and the future. The field of child maltreatment is fraught with controversy. Much of the class focuses on these controversies. The approach of the course will be from a variety of diverse, professional perspectives including the perspectives of a prosecuting attorney versus a defense attorney. The course is designed for students majoring in criminal justice, education, social work, sociology, psychology, nursing, paralegal, or other areas where knowledge of child maltreatment and advocating for children might be necessary. Much of the work will be hands-on. Prerequisites: Child Abuse Clearances and Criminal Background Check must be received and on record before enrolling.

## SW 319                    3 credits

## Child Advocacy II: Professional and System Responses to Child Maltreatment

The second course for child advocacy studies focuses on the responses of professionals to allegations of child maltreatment. The purpose of this course is to expand the student's knowledge and skills in identifying, investigating and prosecuting child maltreatment. Students majoring in criminal justice, education, social work, sociology, psychology, nursing, paralegal and other areas where knowledge of child maltreatment investigation and advocacy are necessary will receive competency based skills training such as forensic interviewing, documentation, etc. Prerequisite: SW 318 or permission of instructor.

## SW 320                    3 credits

## Child Advocacy III: Responding to the Survivor of Child Abuse and Survivor Responses

The third course for child advocacy studies is to prepare students to recognize the effects of child maltreatment and apply interventions strategies for children and their families. Multidisciplinary approaches to prevention, advocacy and treatment of child maltreatment survivors will be presented and discussed. The course is designed for students majoring in criminal justice, education, social work, sociology, psychology, nursing, paralegal, or other areas where knowledge of child maltreatment and advocating for children will be necessary. The experiential lab for this course involves court room observation and interaction with children. Prerequisites: SW 318, 319, or consent of instructor.

## SW 322                    3 credits

## Healthcare, Chronic Illness, and the Social Work Profession

This course teaches practice models and multi-level methods of intervention for effective social work practice in healthcare. Included in the course are health promotion, disease prevention, assessment, treatment, rehabilitation, continuing care, and discharge planning.

## SW 347                    3 credits

## International Community Development

Associated with the Dominican Republic Program, La Mision de Amistad, students learn theory, comparative cultural values, and the skills associated with community development within a developing country. This course fulfills the human diversity graduation requirement.

## SW 401                    3 credits

## Social Work Practice III

This course will expand the understanding of generalist social work practice through the integration of knowledge, values and skills in working with communities, organizations and government. Also included is discrimination and how it affects the functioning of these groups and the social work profession. Emphasis is placed on macro social work generalist practice with an

introduction of the global challenges of international social work. Prerequisite: SW 306.

SW 402                    3 credits

Social Work Practice IV— Capstone

This course is designed to serve as a capstone to the social work practice sequence. Students will demonstrate their understanding of working on micro, mezzo, and macro levels of practice integrating theory, empirical research, values and skills as integral to the generalist practice of social work.

Prerequisite: SW 401.

SW 403                    4 credits

Senior Field Education I

Supervised social work practice in a human service agency. Students carry direct responsibilities. Minimum of 200 hours of work is required. Prerequisite: SW 306 and 316.

SW 404                    4 credits

Senior Field Education II

Supervised social work practice in a human service agency. Students continue to carry out direct responsibilities. Minimum of 200 hours of work is required.

Prerequisite: SW 401.

SW 405                    3 credits

Methods of Social Research

Introduces students to various methods of social research, including data collection and analysis. Students select a research topic associated with their field education experience and write a research proposal. Prepares students to effectively utilize current research in a professional practice. Prerequisites: MAT 208 or 209 and senior standing; juniors need permission of instructor.

SW 407                    1 credit

Senior Field Education I Seminar

Integration and application in greater depth of social work theory acquired in classroom with tasks and activities performed in social agency placement.

Prerequisite: All major requirements. Does not count toward liberal arts core requirement. Co-requisite: SW 403.

SW 408                    1 credit

Senior Field Seminar II

Integration and application in greater depth of social work theory acquired in classroom with tasks and activities performed in the social agency placement.

Prerequisite: all major requirements. Does not count toward liberal arts core requirement. Co-requisite: SW 404.

## SOCIOLOGY

Sociology is the study of social life and social causes and consequences of human behavior. Provides insight into how the individual shapes and is shaped by groups such as family, community, occupation and other associative situations. The sociology program provides an understanding of society in terms of its organization, institutions, social processes, and social relationships.

**Minor:** 18 credits

SOC 111, 401; 6 credits of sociology at the 200 level; 6 credits of sociology at the 300 or 400 level.

### COURSE DESCRIPTIONS

SOC 111                    3 credits

Principles of Sociology

An introduction to the major concepts in sociology. The nature and significance of culture, social groups, role and status, social interaction, stratification, system and structure are discussed within a sociological framework.

SOC 210                    3 credits

Sociology of the Family

Consideration of meanings of marriage and family, contemporary gender roles, intimate relationships and family life. All major areas are studied from a sociological perspective.

SOC 212                    3 credits

Contemporary Social Problems

Examination of social problems, using a sociological perspective, within contemporary American society. Emphasis is placed on the analyses of social values in viewing social problems.

SOC 214                    3 credits

Sociology of Education

An analysis of education as a social institution and its relationship to other institutions. The role of educator, administrator, student and parent are conceptualized along with implications regarding ethnicity and subcultures, social stratification and social changes.

SOC 306                    3 credits

Racial and Cultural Relations

Analysis of ethnic and racial differentiation in pluralistic societies. Theories of dominant and minority groups are studied. This course fulfills the human diversity graduation requirement.

SOC 310                    3 credits

Sociology of Health

A study of social and cultural factors in health and illness; and the social and structural organization of the healthcare system and its impact on society.

Prerequisite: SOC 111.

SOC 401                    3 credits

Sociological Theory

An examination of sociological theory, classical and modern traditions; theorists such as Comte, Durkheim, Marx, Weber, Parsons, Merton, and others associated with contributing to sociology represent content for critical examination,

Prerequisite: SOC 111; 3 additional credits in Sociology.

SOC 411                    3 credits

Sociology of Men and Women

Critical examination of the implications of traditional sexual roles; emphasis on the causes and consequences of current changes and the implication of these changes on the feminine identity, family structure, sexual revolution, and consumption patterns. This course fulfills the human diversity graduation requirement.

## SPORT MANAGEMENT

Students interested in sport management should see the business section of this catalog.

## THEATRE

The mission of the theatre program at Alvernia is to provide:

- High quality education in skill, craft, and creative habits in theatre for students in the major and minor as part of a broad education in the liberal arts.
- A cultural *laboratory* (emphasizing learning through doing) for broad intellectual inquiry, creative exploration, spiritual discovery, artistic enrichment, and community interaction.
- High quality artistic product (appropriate to student artists) for all students and the wider campus community.
- Opportunities to foster an appreciation of theatre, promote cultural literacy, encourage creativity, and emphasize the importance of the

trans-temporal, trans-cultural need to enact the great themes and stories at the core of human existence.

Alvernia provides many opportunities for students to participate in theatre. Students can major in theatre, communication (with a theatre emphasis), or have a minor in theatre. Students from any major can participate in our production program in which we present major works (Shakespeare, Chekhov, Sophocles, and world premieres of new plays). Beyond producing major plays, the theatre program has participated in the Peace and Justice Conference, Homecoming, and fund-raising events.

## **THEATRE**

**Major:** 48 credits

THR 142, 155, 156, 350, 355, 356, 357, 404, 434.

Majors must complete one of the two following requirements (9 credits each):

**Acting/Directing:** THR 255, THR 360 (may be repeated for 6 credits)

**Design/Technical Theatre:** THR 244, THR 357 (may be repeated for 6 credits)

English Elective: 6 credits – Recommend 2 from: ENG 213, 302, 303

Related Elective: 6 credits – Recommend 3 credits from: ART 101, 103, 105, 215, 217 and 3 credits from: MUS 121, 135, 222, 224, 331, 333.

Majors are also advised to take 4 credits of THR 134 as free electives.

**Theatre Minor:** 18 credits

A student pursuing another discipline may choose electives to form a theatre minor. Credit distribution is as follows: THR 150, 155, 255 or 350, 355 or 404; six credits from THR 250, 351; ENG 213, 302, 303.

## **COURSE DESCRIPTIONS**

THR 113            1 credit

Broadway/Show Dance

In this class students will investigate the vocabulary and creative potential of performance techniques through dance. Students will engage with these techniques through in-class technical practice, readings, reflection papers, and performances. A majority of this course will focus on preparation for the final performance. May be repeated once for credit.

THR 114            1 credit  
Ballet

In this class students will investigate the vocabulary and creative potential of performance techniques through dance. Students will engage with these techniques through in-class technical practice, readings, reflection papers, and performances. A majority of this course will focus on preparation for the final performance. May be repeated once for credit.

THR 115            1 credit  
Tap Dance

In this class students will investigate the vocabulary and creative potential of performance techniques through dance. Students will engage with these techniques through in-class technical practice, readings, reflection papers, and performances. A majority of this course will focus on preparation for the final performance. May be repeated once for credit.

THR 134            1 credit  
Theatre Workshop

An overview of the various elements that make up the art of the theater. Students participate in the Alvernia University Theatre Ensemble (ACTE) and are responsible for production assignments. May be repeated for credit.

THR 142            3 credits  
Creativity Workshop

The course explores the art of creativity in various fields of study. Through exercises, discussions, and research, students will learn the many tools and techniques for expressing creativity in their own field of study. Cross-listed with COM 142.

THR 150            3 credits  
Introduction to Theatre

A brief, but comprehensive introductory view of the theatre examining all elements that make it a lively art. Cross-listed with COM 150.

THR 155            3 credits  
Introduction to Acting

Principles of basic acting technique-given circumstances, tasks, facets of embodying and experiencing the portrayal of a character. Some attention given to physical and vocal characterization. Cross-listed with COM 155.

THR 156            3 credits  
Theatrical Production and Design

This class is designed to give students an introduction to crafting scenery and to basic principles of scenery and lighting design. Cross-listed with COM 156.

THR 244            3 credits

Computer-Assisted Design

A course in AutoCAD and other design programs with a particular emphasis on their use in theatre.

THR 255            3 credits

Intermediate Acting

Intermediate instruction in techniques for character development including improvisation. Also an introduction to acting styles and acting in verse plays. Cross-listed with COM 255.

THR 350            3 credits

Directing for the Stage

Study of the principles and techniques used in leading the production of theatre and the development of the director. Students mount a one-act play.

Prerequisites: COM 134, 150, 155, or permission of instructor. Cross-listed with COM 350.

THR 355            3 credits

Theatre History

A comprehensive study of the history of theatre from its origins through the Renaissance. Cross-listed with COM 355 and ENG 355.

THR 356            3 credits

Theatre History II

A comprehensive study of the history of theatre from the neo-Classical era through today. Cross-listed with COM 356.

THR 357            3 credits

Behind the Curtain

Studying the various areas of show production. Topics vary from semester to semester: they may include specific study of time periods, prop creation, makeup design, costume design, advanced scenery and lighting, model creation, and mask making. This course may be repeated under different topics.

THR 360            3 credits

Advanced Acting/Directing

Advanced instruction in techniques for actors and/or directors. This course may be repeated under different topics. Pre-requisite: COM/THR 255 or COM/THR 350 or permission of instructor.

THR 404            3 credits  
Arts Operations

Explores business and finance issues associated with working in the arts as a profession. Includes working with arts organizations as well as arts entrepreneurship. Cross-listed with COM 404.

THR 434            3 credits  
Senior Production Workshop

Students assume leadership positions in the production of a theatrical event. Experiences may include acting, directing and/or design. Students establish an appropriate project with the director of the theatre program prior to enrolling in the course. Prerequisite: permission of instructor. Cross-listed with COM 434.

## THEOLOGY

Theological study long has attempted to address the most profound questions of existence and the meaning of the human religious experience. Theology courses ask these questions with attention to the universally human and particular focus on the Judeo-Christian tradition. The Catholic expression of that tradition receives the greatest, but not exclusive, emphasis.

A major in theology prepares students for further work in academe or seminary and also can serve to complement another major. As a discipline in the liberal arts, it refines critical thinking skills and teaches openness to the complexity of serious issues. A minor in the discipline provides students with greater knowledge of religious questions.

### THEOLOGY

**Major:** 30 credits

THE 105, one course selected from: 200, 210, 225; 2 courses (6 credits) from among: THE 306, 308, 309; THE 380; 15 credits in theology electives.

**Minor:** 18 credits

### COURSE DESCRIPTIONS

*\*With the exception of THE 210 Medical Moral Theology, all courses at the 200 level or higher require THE 105 Foundations of Theology, or permission of the department chair. Students in the mid-degree program are exempt from this requirement.*

THE 105            3 credits

Foundations of Theology

Inquiry into the nature of religion and its relation to other areas of human experience. Role of theology in bringing a religious tradition to reflective awareness. Focus on Christianity, especially its Catholic expression.

THE 200            3 credits

Christian Approach to Morality

Study of fundamentals of moral theology: concepts of freedom, responsibility, law and conscience are surveyed within context of Catholic theology and natural law tradition.

THE 210            3 credits

Medical Moral Theology

Investigation of moral problems, which can arise in the area of bioethics. Introductory survey of the basic Christian principles of morality is followed by treatment of various medical moral situations. A natural law methodology is applied throughout the course.

THE 225            3 credits

Global Issues: The Gospel Perspective

Ethical concerns in war, peace, global and domestic policy, and other social issues. Addresses both Roman Catholic teachings and writings from other religions and cultures. This course fulfills the human diversity graduation requirement.

THE 245            3 credits

Introduction to Eastern Philosophy and Religion

Exploration of philosophical and religious traditions of Asia. Buddhism, Confucianism, Hinduism, and Daoism will be discussed and compared to Western Traditions (Judeo-Christian Tradition and Ancient Greek Philosophy). Satisfies the diversity requirement. Cross-listed with PHI 245.

THE 255            3 credits

Santo Domingo

This course will cover theology and social justice topics as they relate to service in the developing world. This is a service-learning course in which students will apply knowledge and skills acquired during the semester during a week-long immersion experience in Santo Domingo, Dominican Republic immediately following the semester. The coursework will explore a theology of liberation for the poor, Catholic social teaching, and advocacy methods. Students will relate the course content to their firsthand experience in the Dominican Republic through journal writing and a final service integration paper. Fulfills human diversity requirement.

THE 300            3 credits

Marriage and Sexuality

Theological study of dogmatic and moral questions concerning human sexuality and marriage in light of anthropology, the scriptures, natural law, traditions, and the understanding of revelation within history.

THE 306            3 credits

Biblical Studies: Gospel Portrait of Jesus

Examination of the portrayal of Jesus in Gospels of Matthew, Mark, Luke and John, using tools of historical and literary criticism.

THE 308            3 credits

Biblical Studies: Old Testament Studies

Examination of selected books of the Old Testament, including representation from Law, Prophets and Writings.

THE 309            3 credits

Biblical Studies: New Testament Studies

Examination of selected books of the New Testament, with particular emphasis on the Pauline writings.

THE 345            3 credits

Issues in Historical Theology

An historical study of the principal theological controversies that shaped the development of Christianity. This course is designed as an introduction to theological study for students in the mid-degree program. Other students must have permission of the instructor.

THE 350            3 credits

Franciscan Studies

Study of the life and spirit of St. Francis of Assisi, his charisma and its relevance for the contemporary world. Includes theological and philosophical perspectives of other Franciscans. Examines the historical and ecclesial environment of Franciscan Movement and its impact up to the present.

THE 355            3 credits

Franciscan Pilgrimage to Assisi and Rome

This travel course prepares students for a cultural immersion in Italy where they will participate in an intercollegiate study-pilgrimage to Assisi and Rome, visiting historical and spiritual sites that trace the birth of the Franciscan movement. Prerequisite: THE105; THE 350 recommended. Satisfies the human diversity requirement. Additional expenses will be incurred.

THE 364            3 credits

Mysticism

Study of mysticism focusing on the Christian tradition, but including examination of non-Christian religions as well.

THE 380            3 credits

Christ and the Church

Study of the various ways in which Christ has been understood by communities of faith. Particular attention is given to the New Testament. The role of the Church and its relation to Christ is considered, as well as its relation to the modern world.

THE 405            3 credits

Medieval and Reformation Theological Evolution

An historical study of the doctrinal and ecclesial developments that shaped the medieval and reformation periods. Prerequisite: THE 105 or 345.

THE 420            3 credits

Worship and Sacraments

Study of the development of the theology of the sacraments. Specific treatment is given to the sacraments of initiation: baptism, confirmation, Eucharist. In addition, attention is also given to the sacraments of reconciliation, matrimony, holy orders, and anointing of the sick.

THE 425            3 credits

Judaic Studies

In-depth study of the development of Jewish historical, cultural, religious, and political tradition. This course is partly supported by the Jewish Chautauqua Society.

## WOMEN AND GENDER STUDIES

Alvernia offers a minor in women and gender studies that is designed to heighten awareness of the impact of gender across all areas of human endeavor, encouraging a better appreciation of the diverse contributions of our common humanity.

**Minor:** 18 credits

Required: PHI 250. 9-15 credits from: MUS 331, HIS 230, PSY 308, ENG 216, SOC 411, CJ 216, Special Topics (identified by the instructor and approved by the WGS coordinator as specifically pertaining to the field of women and gender studies) and no more than 6 credits from: CJ 218, CJ 411, MUS 222, MUS 322, NUR 312, PHI 420, PSY 215, PSY 220, SSC 321, SW 202, THE 300, WGS-Cognates.\*

\*Cognates are identified by the student, the WGS Coordinator and the course instructor. A contract is created to add a significant gender component to the general class requirement. These may include, but are not limited to, readings, guided research on a topical paper, service project, or an honors thesis. The contract should be approved by the WGS Coordinator prior to the beginning of the course. Only one cognate course may count toward the minor.

## **TRUSTEES, ADMINISTRATION AND FACULTY DIRECTORY**

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- Chair, Psychology and Counseling, Peggy Bowen-Hartung
- Chair, Science & Mathematics, Elizabeth Gardner

### College of Professional Programs

- Chair, Business, Scott Ballantyne
- Chair, Criminal Justice, Edgar J. Hartung
- Chair, Education, Mary Schreiner
- Chair, Nursing, Mary Ellen Symanski
- Chair, Allied Health & Human Services, Dolores B. Bertoti
- Chair, Occupational Therapy, Neil Penny

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## 2013-2014 ACADEMIC CALENDAR

### FALL 2013

Saturday classes begin	Aug 24
Classes begin (Day, Mod 1, & Grad)	Aug 26
Labor Day Holiday (no classes Day, Evening, & Sat)	Aug 31, Sept. 1&2
Classes resume	Sept 3
Last day to add/drop (Day, Mod 1, Grad, & N1)	Sept 3
Last day to withdraw without F – Mod 1	Sept 23
Feast Day of St. Francis of Assisi	Oct 4
Feast of St. Francis observed – no classes (no classes day, Sat classes in session)	Oct 4
Mod 1 ends	Oct 16
Mod 2 starts	Oct 17
Last day to add/drop Mod 2	Oct 24
Pre-registration for Spring	Oct 28 –Nov 1
Last day to withdraw without F (Day & Grad)	Nov 1
Last day to W/D Mod 2	Nov 14
All Day, Eve, Mod, & Grad classes in session	Nov 27
Thanksgiving Holidays	Nov 28-Dec 1
Classes resume	Dec 2
Last class day (day)	Dec 6
Saturday classes end	Dec 7
Mod 2 & Grad ends	Dec 10
Study Day	Dec 11
Final examinations (day)	Dec 9-10-12-13
Graduation (Graduation Snow Date Dec 17)	Dec 15

For Classes that do not meet every week of the session:

Add/Drop ends before the 2<sup>nd</sup> class

W/D without an F before the 3<sup>rd</sup> class

## SPRING 2014

Winterim sections begin on or after	Dec 16
Last day to add/drop	Jan 3
Last day to W/D without F	Jan 7
Last day Winterim	Jan 10
Classes begin (Day, Mod 3, & Grad)	Jan 13
Saturday classes begin	Jan 18
Martin Luther King Observed – no classes	Jan 20
Last day to add/drop (Day, Mod 3, & Grad)	Jan 21
Last day to W/D without F Mod 3	Feb 10
Mod 3 ends	March 5
Spring break – no classes day only	March 10-14
(All classes beginning at 5:30 or later Including N1 & Sat are in session)	
Mod 4 begins	March 10
Last day Add/Drop Mod 4	March 17
Pre-registration for Fall	March 24-28
Last day to W/D without F – Day, N1 & Grad	March 28
Last day to W/D without F – Mod 4	April 3
Easter Holidays (Day, Eve, & Sat)	April 17-20
Easter Monday – Mod, Grad, & N1 resume	April 21
Day classes resume	April 22
Mod 4 & grad ends	May 1
Last class day (day)	May 2
Study Day	May 7
Final examinations (day)	May 5-6-8-9
Graduation	May 10

For Classes that do not meet every week of the session:

Add/Drop ends before the 2<sup>nd</sup> class

W/D without an F before the 3<sup>rd</sup> class

## SUMMER 2014

Semester, Mod 5, & Mod A begins	May 12
Last day to add/drop Mod A	May 13
Saturday classes begin	May 17
Last day to add/drop Mod 5	May 19
Last day to W/D Mod A	May 23
Memorial Day Holiday	May 26
Classes resume	May 27
Mod A ends	May 30
Last day to W/D without F - Mod 5	June 5
Mod B starts	June 16
Last day to add/drop - Mod B	June 17
Last day to W/D without F - Mod B	June 27
Mod 5 ends	July 2
Mod B ends	July 3
Mod 6 starts	July 3
4 <sup>th</sup> of July Holiday - no classes	July 4 & 5
Last day to add/drop Mod 6	July 10
Last day to W/D without F Mod 6	July 31
Saturday classes end	Aug 16
Mod 6 ends	Aug 21

For Classes that do not meet every week of the session:

Add/Drop ends before the 2<sup>nd</sup> class

W/D without an F before the 3<sup>rd</sup> class



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