

**2009-2010  
COURSE CATALOG**



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*For your convenience, there is a more detailed directory at the beginning of each section and a complete index in the back 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.*

## **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. They 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, colleges, 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, and with the increase in lay enrollment and expansion of academic offerings, 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 satellite campuses in Philadelphia and Pottsville, and a Seniors College which provides life-long learning opportunities to retired citizens in Berks County.

Today, Alvernia calls 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 PhD 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 continuing education, and launched two new initiatives: a Center of 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 (or college) "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 three Franciscan Orders 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. Although a young institution, Alvernia celebrated its 50<sup>th</sup> Anniversary in 2008 with great enthusiasm, embracing a rich and vibrant Franciscan heritage that is truly relevant today, rich with promise for tomorrow, and welcoming to all.

## 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 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 Mount Alvernia, the place 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 Christ-IHS. This is the popular symbol of Saint Bernardine of Siena, Champion of the Holy Name of Jesus, and titular patron of the Bernardine 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 of which the Bernardines are a part. The crown, used as the crest of the shield, is taken from the coat of arms of Reading, Berkshire County, England, after which Reading, Pennsylvania, the location of Alvernia University, 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, with which a loyal Alvernian should be imbued. 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, “***I have done my part; may Christ teach you what is yours to do.***” These are the final words of Francis of Assisi 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 Occupational Therapy program is fully accredited by the American Occupational Therapy Association. The Bachelor of Science in Nursing 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 Addiction Studies Program is certified by the Pennsylvania Certification Board. The Business Department is accredited by the Association of Collegiate Business Schools and Programs.



## **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. 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 in determining if they have grounds for an EEO or sexual harassment complaint. Students are encouraged to consult the Dean of Students for assistance. These individuals have been trained in issues involving EEO and sexual harassment.

## Telephone Directory

Academic Affairs Office	610-796-8340
Admissions	610-796-8269
Athletics Office	610-796-8276
Bookstore	610-796-8250
Campus Ministry Office	610-796-5509
Career Services	610-796-8225
Center for Student Success	610-796-8263
Community Standards	610-796-8234
Continuing Studies Program	610-796-8228
Graduate Programs	610-796-8228
Institutional Advancement	610-796-8259
Health and Wellness Center	610-568-1467
Library	610-796-8490
Multicultural Initiatives	610-796-8256
Office of Student Financial Planning	610-796-8356
Operator	610-796-8200
Public Relations	610-796-8258
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 Life	610-796-8234

## Mailing Address

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

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.

## 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 St. 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 anytime 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.

**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. Successful completion of the summer program with at least a C in the required summer Freshman Foundations courses guarantees the student admission to the University and campus housing if requested. This program involves course work, special advising, and social activities designed to give students a strong foundation for their college career.

**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 or the Office of the Registrar.

## **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 anytime. 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-year 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.*

### **Articulation Agreements/Innovative Degree Programs**

Alvernia University has several innovative degree programs, which include the Mid-Degree Program, the Plus Two Program, and Degree Completion. Please see the Academic Information sections: Innovative Degree Programs and Transfer Policy in this catalog for details. Alvernia University also holds Articulation Agreements with several colleges within the region.

### **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 World Education Services (WES) evaluation
4. Official University transcripts accompanied by World Education Services (WES) evaluation (if applicable)
5. Official scores from the TOEFL, SAT, or ACT
6. International Student Financial Statement document
7. Personal Essay

*Note: Student 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.

## **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 Officer is in the Office of the Registrar. 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.



## **Student Billing Office Directory**

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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 2009-2010

Traditional Day Undergraduate Programs	
Full time (12-17 credits)	\$11,950/semester
Part time (less than 12 credits)	\$660/credit
Overload credits (more than 17 credits)	\$660/credit
Audit (no grade)	\$330/credit
Senior citizens (Age 65+; space-available basis)	No charge for tuition
Continuing Studies Undergraduate Division (evening) and Summer Programs	
Modules 1-6 and all summer programs	\$390/credit
Graduate Programs	\$550/credit
Doctoral Tuition	\$725/credit

### Room and Board for 2009-2010

Room:	
Francis Hall	\$2158/semester
Veronica Hall	\$2263/semester
Veronica Hall-private	\$2903/semester
Assisi and Siena Halls	\$2373/semester
Assisi and Siena Halls-private	\$3008/semester
Anthony and Clare Halls	\$2321/semester
Anthony and Clare Halls-private	\$2903/semester
Judge Hall	\$2662/semester
Judge Hall-private	\$3175/semester
Village Apartment (double)	\$3200/semester
Village Apartment (single)	\$3700/semester
Village Apartment (efficiency)	\$3425/semester

Board: \$2300/semester (19 meals) - includes \$100 declining balance dollars\* (required for freshmen residents)  
 \$2145/semester 190 Block - includes \$125 declining balance dollars\*  
 \$1950/semester 150 Block - includes \$150 declining balance dollars\*  
 \$1750/semester 110 Block - includes \$200 declining balance dollars\*  
 \$1140/semester 75 Block - includes \$50 declining balance dollars\* (apartments only)

*\*Declining balance dollars may be used to purchase food at other Aladdin food service locations, including catering. These dollars must be used during the semester of purchase.*

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 to the Office of Residence Life 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. Applied to the student's housing costs for the upcoming year, only after add/drop of the spring semester.
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 details.

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.

**Security & Damage Deposit** –Every resident student will be billed a \$200 security and damage deposit on his/her first semester of residence. A refund of the security deposit will be given, less any cost of unpaid damage assessments or damage charges, after the student ceases to be a resident.

## Fees for 2009-2010

**Comprehensive Fee:** 1.88% of tuition  
Applies to all full-time and part-time students.

**Commencement Fee:** \$100  
Covers all expenses related to the commencement exercises including, but not limited to, cap, gown, hood, diploma and cover, cords, and ceremony expenses.

**Health Insurance:**  
(annual policy period: August 18 - August 17)

	Fall Enrollees Non-refundable Covers academic year	Spring Enrollees Non-refundable Covers spring & summer	Summer Enrollees Non-refundable Covers summer
Under age 24	\$673	\$422	\$190
Age 24 –34	\$770	\$483	\$217
Over age 34	\$1,087	\$682	\$307

*Note: Health insurance is a condition of enrollment for all day students enrolled for at least 12 credits. 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-CANCELABLE, AND PREMIUM IS NON-REFUNDABLE.*

### Academic Fees

#### Athletic Training:

AT 222	\$105/course
Clinical Liability Insurance (required)	\$45/year

#### Nursing:

Nursing 098, 099	\$130/course
Nursing 201, 205, 309, 313, 415, 418	\$265/course
Clinical Liability Insurance (required)	\$45/year

**Occupational Therapy:**

OT 204, 303, 308, 401	\$210/course
Field Practicum Liability Insurance (required)	\$45/year

**Education:**

Field Education Liability Insurance (required)	\$35/year
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**Social Work:**

Field Education Liability Insurance (required)	\$45/year
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**Private Music Instruction:**

12-½ hour sessions (1 credit)	\$250/credit
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**Credits earned by Challenge Exam:**

\$50/credit

**Life Experience Credits:**

\$150/credit

**Registrar's Office:**

Transcripts	\$5 each
<i>(No charge for the first transcript after graduation)</i>	
Mailing of diploma	\$15
Duplicate/replacement diploma	\$45/50

**Other Fees:**

Parking Fine	\$10/\$25
Room Damages	as appropriate*
<i>*Students damaging University property are charged for each occurrence based upon determination of appropriate restitution.</i>	
Identification Card Replacement	\$20

**Other Expenses:**

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

## Billing Procedures and Payment Information

Traditional (day) students at Alvernia are billed each semester. The Student Invoice is mailed approximately 30 days prior to the due date to every student who has pre-registered for an upcoming semester.

Payment is due one week prior to the beginning of classes, and payment must be received on or before that date. Students registering after the due date are

required to secure 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 is 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 further information on billing procedures for the Continuing Studies Program call the Student Billing Office at 610-796-8319 or the Continuing Studies Office at 610-796-8228.

### **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 St. Bernardine St., Reading, PA 19607. Payment may also be made via MasterCard or Visa credit cards by completing the Credit Card Authorization section of the Student Invoice or by using IQ Web for online payment.

### **Payment Plan**

The tuition payment plan is a service provided by TMS 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, or [www.afford.com/Alvernia](http://www.afford.com/Alvernia).

### **Late Charges**

A \$100 charge will be assessed on any balance due if not paid by the due date and automatically enrolled in the above payment plan for the semester in which payment is late.

### **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 at least 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 \$40 fee is assessed for returned checks and personal checks will no longer be accepted.

### **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 a class(es) any time after the add/drop period are not entitled to a refund. See Registration Changes in this catalog.

*For further information on the refund policy for the Continuing Studies Program, call the Continuing Studies Office at 610-796-8228.*

### **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 is 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 during the first five weeks of class receive tuition refunds in accordance with the refund schedule below:

<b>Withdrawal Dates</b>	<b>Student Refund Semester</b>	<b>Student Refund MOD Class</b>
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 Continuing Studies call 610-796-8319.*

## **Room and Board Refunds**

### **Board/M meal Refund**

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 Refund**

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

### **Miscellaneous Fees/Other Charges**

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



## **Student Financial Planning Directory**

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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.

### **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 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 definition of an academic year is a minimum of 30 weeks. An academic year may consist of two 15-week semesters or four 8-week modules. To be considered full-time, a student must be enrolled for at least 12 credits per semester or 12 credits within two consecutive modules within a 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 Aware Year (BBAY)**

Alvernia definition of an academic year is a minimum of 30 weeks. For Continuing Studies 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 rather than the Standard Award Year. In order to be eligible for financial aid, students must be enrolled at least half-time, 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. 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.ed.gov](http://www.fafsa.ed.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 signed copies of their U.S. Income Tax Return(s) 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. Apply for Federal Student Loans. To apply for a Federal Stafford loan, students must complete a Master Promissory Note (MPN) and Entrance Interview Counseling. The MPN and an Entrance Interview Counseling are available online at [www.elmselect.com/alvernia](http://www.elmselect.com/alvernia). Returning students who want to reapply for Stafford loans need to file the FAFSA annually.
4. Additional financial options: other loan options include the Parent Loan for Undergraduate Students (PLUS) and alternative loans. Lenders participating in each of these programs can also be found at [www.afford.com/alvernia](http://www.afford.com/alvernia). Information can also be obtained from the Office of Student Financial Planning.

## **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 each program.

Merit scholarships and awards are awarded to accepted, full-time enrolled day students, and do not have to be repaid. Students must maintain a minimum cumulative grade point average to retain the scholarship/award and they are renewable for up to four years. Students who do not maintain the minimum required Cumulative Grade Point Average at the completion of the academic year (academic year includes fall, spring and summer semesters) will not be eligible for their merit based aid in subsequent academic years. Students who have or had extenuating circumstances contributing to the student's inability to meet the minimum cumulative GPA 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 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/or 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.

- **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.
- **Trustee's Scholarship:** This scholarship is in honor of our Board of Trustees who 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.

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

### Named Scholarships

These named scholarships are funded by outside donors and awarded to students on a competitive basis according to guidelines set by the donor. Recipients of named scholarships are required to complete a FAFSA annually as well as sign the Named Scholarship Agreement Form. In addition, students are required 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 of their named scholarship at the annual scholarship dinner. 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 as long as the student continues to meet the eligibility requirements of the award.

### 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. 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.

- 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 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 principal or superintendent verifying employment must be sent to the Office of Student Financial Planning 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 another undergraduate program are eligible to receive a 20% tuition discount. Alumni who enroll in a graduate program are also 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 the undergraduate program. Fees are charged separately. All degree-seeking students are required to file a FAFSA. The discount will be reduced by any eligible grant funds.

Sibling Award: When two dependent siblings are enrolled full-time in the day program simultaneously, a tuition award 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. Tuition exchange students attending the Alvernia are required to file a FAFSA. 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 work 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 of 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.

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

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 evening students who are eligible for the Pell grants, modules 1 & 2 are considered the fall semester and modules 3 & 4 are considered the spring semester. If students have not used all of their Pell Grant eligibility in the fall and/or spring semesters, the remaining eligibility may be used in the summer sessions, modules 5 & 6.

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.

Federal Academic Competitiveness Grant (ACG): This grant is awarded to both full-time and part-time undergraduate students who are eligible for a Federal Pell grant and complete rigorous secondary school program of

study as recognized by the state or local education agency and recognized by the Secretary of Education. Eligibility is based upon program funding. First-year students can receive awards up to \$750, and second year student awards are up to \$1300. Second-year students must maintain a cumulative grade point average of at least 3.0.

The National Science & Mathematics Access to Retain Talent Grant (SMART Grant): This grant is awarded to both full-time and part-time students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must also have maintained a cumulative grade point average (CGPA) of at least 3.0 in coursework for the major as well as be attending at least one core course in the approved program of study.

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). 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 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 continuing studies 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.

All state grant recipients must report to the Office of Student Financial Planning any reimbursement for tuition from an employer. The tuition reimbursement form is available at [www.alvernia.edu](http://www.alvernia.edu).

Other State Grants: Connecticut, Delaware, Maine, Maryland, 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.



## **Work Programs**

Federal Work-Study (FWS): This federally-funded employment program is based on financial need as determined by the FAFSA. Students may work up to 20 hours/week. 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: Alvernia funds this program and the number of students in this program each year is dependent upon funds available. Students may work up to 20 hours/week. Actual hours worked and pay level are dependent upon institutional funding levels, job responsibilities and number of years of employment while attending Alvernia.

Students must file a Free Application for Federal Student Aid (FAFSA) to be considered for employment on campus. Students must be full-time in a traditional day undergraduate degree seeking program throughout the academic year and maintain satisfactory academic progress. Students apply and interview for positions that are available.

## **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 interviews are required for receipt of federal Stafford loan funds. Stafford entrance interviews are completed online at [www.elmselect.com/alvernia](http://www.elmselect.com/alvernia). Exit interviews are conducted either in person at an exit interview session or online at [www.mappingyourfuture.org](http://www.mappingyourfuture.org) at the end of the student's enrollment. Terms and conditions of Stafford loan deferments for service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, and comparable volunteer service for tax-exempt organization of demonstrated effectiveness in the field of community service are available at exit interviews and upon request.

Federal Stafford and Federal Unsubsidized Stafford Loans: Students must file the Free Application for Federal Student Aid (FAFSA) to determine eligibility. First-time borrowers must also complete a Master Promissory Note and Entrance Counseling for the Federal Stafford Loan. 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). Evening students' loans are certified on a semester-by-semester case-by-case basis depending upon the academic level and transfer credits (if any) of the student. Annual loan terms for Stafford and Unsubsidized Stafford loans are based on a minimum of four modules per year.

The Federal Subsidized Stafford Loan is interest-free until six months after the student ceases attending the University on at least a half-time basis. At that time, the interest and principal are due and the student has up to ten years to repay. Interest is due quarterly on the Unsubsidized Stafford Loan while the student is in school. Students have the option to defer this interest payment while in school and allow the interest to be capitalized. Interest rates for Stafford Loans are fixed. Fees may be deducted from the loan by the lender. Funds arrive at Alvernia in two disbursements.

A Master Promissory Note (MPN) may be completed online at [www.elmselect.com/alvernia](http://www.elmselect.com/alvernia). An MPN is also automatically mailed to students who indicate interest in Stafford loans on the FAFSA. If students do not receive an application, they should contact AES at 1-800-692-7392. This procedure also applies to out-of-state students. Based on the information received on the FAFSA, the student may receive either a Stafford, or Unsubsidized Stafford, or a combination of both loans. The total cannot exceed the following maximums:

\$3,500 Subsidized	\$2,000 Unsubsidized	Freshman	1-29 credits
\$4,500 Subsidized	\$2,000 Unsubsidized	Sophomore	30-59 credits
\$5,500 Subsidized	\$2,000 Unsubsidized	Junior	60-89 credits
\$5,500 Subsidized	\$2,000 Unsubsidized	Senior	90+ credits

If the student is independent, according to federal requirements, he or she may be eligible to borrow an additional Unsubsidized Stafford Loan. Freshman and sophomore students may borrow an additional \$4,000/year and junior and senior students may borrow an additional \$5,000/year.

Federal PLUS Loan: The Federal PLUS loan is available to parents of dependent students. PLUS loans require a credit check. The student must be enrolled at least half-time (six credits per semester) and be making satisfactory academic progress to be eligible for this loan. The maximum that may be borrowed per year is the difference between the cost of attendance for that year and the other financial aid awarded to the student for that year. However, the lender has an option to reduce the maximum loan amount requested. The interest rate is fixed. If the parent is denied for a PLUS loan, the dependent student may borrow an additional Unsubsidized Stafford Loan in his or her own name.

Payments are received by Alvernia in two disbursements. Fees may be deducted from the loan. Contact the Office of Student Financial Planning for more information.

Parents should go to [www.elmselect.com/alvernia](http://www.elmselect.com/alvernia) and click on “Parent Plus Loan” tab. Lenders provide additional information on terms and conditions and sample loan repayment schedules.

Federal Graduate PLUS Loan: Graduate and professional degree students may borrow through the 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). Graduate PLUS loans are only available to students after they have applied for their annual loan limits through the Federal Stafford Loan program.

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 on an alternative loan does accrue while the student is in school and 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.elmselect.com/alvernia](http://www.elmselect.com/alvernia) 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.

Tuition Management Systems Payment Plan: The tuition payment plan is a service provided by Tuition Management Systems on behalf of Alvernia. Students may pay all or part of tuition on a monthly and interest-free basis. The yearly fee is \$50 per academic year or \$40 per semester. Details and applications are available from the Student Billing Office or by calling 800-722-4867. Students can also apply online at [www.afford.com/alvernia](http://www.afford.com/alvernia).

Veterans Administration Benefits: Veterans Educational Benefits are available for prospective students as well as children and spouses of veterans who died or who were totally disabled in the service. For more information contact the Veterans Administration at 1-888-442-4551 or the Veterans Certifying Official in the Office of Student Financial Planning. The University notifies the Veterans Administration if a student receiving Veteran Benefits does not meet the academic progress requirements after serving a probationary period of two semesters.

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 bills until aid has been received and credited to a student’s bill. 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. 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.

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

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.

**Academic Progress Standards:** Students must maintain satisfactory academic progress as defined by the Office of Student Financial Planning. Dropping or withdrawing from classes and/or falling below a certain CGPA could change eligibility. Students receiving merit scholarships and awards must meet additional criteria set forth for that scholarship/award (see Merit Scholarship and Awards section). For financial aid progress only the grades of A through D-, T and P (passing with credit) will be considered as credits completed for required progress. The grades of F, X (audit, noncredit), LE (life experience), W, I and repeated coursed (whose original grade was not an F or W) will not be considered as credits completed for required progress. Credits taken during the summer may be included in credits completed for satisfactory progress for the academic year prior to the summer term; however, students may not receive financial aid during the summer term.

Students wishing to appeal academic progress decisions in regards to credit completion should contact the Office of Student Financial Planning for additional information. Students who are not eligible for merit scholarship based aid due to not maintaining minimum cumulative grade point average requirements as defined by the individual awards may submit an appeal for reinstatement of their scholarship based upon extenuating circumstances.

**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, the refund policy followed 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 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 term days.) 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 Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) 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 (a Return of funds is required)
- Other assistance under this Title for which a Return of funds is required.

**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; 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 contact the Provost's Office for assistance.

**Summer Term:** Pell Grants, Pennsylvania State Grants and Stafford Loans, may be available on a limited basis during the summer term. Alvernia does not offer any institutional grants for summer courses. Contact the Office of Student Financial Planning for details on individual eligibility during the summer.

## **Bachelor Degree Candidates Academic Progress Standards for Financial Aid**

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.

### **Grade Point Average Requirements**

12 to 23 credits	Cumulative average 1.75 and above: Student in good standing
	Cumulative average 1.00 – 1.749: Student placed on Academic Probation.

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

#### Credit Completion Rating\*

Full-time students must complete 24 credits per academic year.

Part-time students must complete 12 credits per academic year.

*Note: Students enrolled in Associates, Masters or Doctoral Degree programs should see the Dean of Graduate or Continuing Studies for information regarding their academic requirements.*

*\*Credit Completion Rating is used for financial aid academic progress standards only; contact the Office of Student Financial Planning for more information.*

*\*Students placed on probation for not meeting the credit completion and/or the cumulative grade point requirement are considered to be making academic progress for financial aid purposes and eligible to receive institutional and federal aid. Students eligible for state aid must meet the minimum requirements of the individual state programs. See the Student Financial Planning Office for more information.*



## **Student Life and Student Services Directory**

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## STUDENT LIFE

The Division of Student Life, located in the Center for Student Life 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 areas of the University encompassing the Division of Student Life include: Health and Wellness, Counseling Services, Student Government, Residence Life, Student Activities, Student Conduct, Campus Ministry, and Multi-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 and First Year Experience and the faculty 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 in the online calendar and can be accessed on the University home page and current students page. 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**

The Campus Ministry suite is located in the Center for Student Life. 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 Service (Requirements and forms 610-796-8201; Service opportunities 610-796-8300)**

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 Campus Ministry Office.

**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 their 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.

#### **Multi-Cultural Initiatives (610-796-8256)**

The Multi-Cultural Initiatives Office, located in the Center for Student Life, welcomes, celebrates and supports 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.

Through the full use of all institutional services and resources, the office works together with all areas of the campus community to implement multicultural 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 Multi-Cultural staff 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 hall, and townhouse units. Full time professional staff members including graduate hall directors and student resident assistants staff the residence halls. The Residence Life staff and the Residence Hall Association (RHA) offer 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, located in the Center for Student Life, 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, NY, Washington, DC, and Baltimore, MD to name a few.

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

The Student Government Association (SGA) is comprised of all full-time and part-time undergraduate students. Elected officers represent these students. 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, and the NCAA summary regulations and certification information.

Alvernia University sponsors intercollegiate teams for men in cross-country, lacrosse, tennis, soccer, basketball, baseball, golf, and track. Women's teams include cross-country, lacrosse, volleyball, field hockey, basketball, tennis, 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 Physical Education Center (PEC) 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, rowers, steppers, bicycles, and strength training equipment. Graduate and Continuing Education students are encouraged to take advantage of the services provided by the Center.

#### **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 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 be on 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 four dining locales on campus: The Main Dining Hall (Student Center), Kestral Café (Bernardine Hall), Courtside Café (PEC), and the Upland Center. 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 and 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 the Center for Student Life 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 (International admissions counselor: 610-568-1420; Domestic students interested in studying abroad: 610-796-8233)**

Current Alvernia students interested in studying abroad should contact Kevin Godfrey at 610-796-8823).

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 4-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 Student Life, 610-796-8234; 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

Registrar's Office at 610-796-8436 or by writing to Jennifer Reimert, Registrar's Office, 400 St. Bernardine Street, Reading, PA 19607.

### **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.

This 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, and 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 at once.

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 (610-796-8398)

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 e2Campus icon, located on the home page 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.

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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. Advisers 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 (with the exception of the Degree Completion Program). 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's 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 the major department. 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.

### **Innovative Degree Programs**

Innovative Degree programs are designed for students in one of the following categories:

- have completed an Associate's Degree or
- have taken courses at other institutions and now wish to complete an innovative degree program through Alvernia University.

### **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's 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 University, which excludes experiential credit, e.g. life experience, challenge.

- Satisfy catalog 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):

Communications	3
Composition & Research	3
Literature	3
Fine Arts	3
Mathematics	3
Science	3
Social Science	3
Theology/Philosophy*	<u>9</u>
Total Credits	30

### Degree Completion Program

There are two degree completion options offered: Professional Studies and Arts and Science.

Prerequisites: Students must transfer at least 90 credits of applicable college work. Up to 75 credit hours may be accepted from regionally accredited community, junior or other two-year colleges. Up to 60 credits could have previously been earned at Alvernia. Students must provide the Registrar's Office the approved curriculum once accepted into this program.

### Requirements:

Completion of 30 Alvernia credit hours under the following provisions:

- Complete 15 credits at the 300/400 level in either a Professional Studies or Arts and Science sequence as approved by the academic advisor and relevant department.
- Complete 15 credits at the 300/400 level of a modified Alvernia core to include: 3 credits each in Social Science and Literature and 9 credits in Theology/Philosophy\*
- Satisfy catalog requirements for diversity, and community service.

### Plus Two Program

There are two Plus Two options offered: Professional Studies and Arts and Sciences.

Prerequisites: Students who have earned an academic associate degree from a regionally-accredited college. Students earning an associate degree at Alvernia University are eligible to enter this program after the degree has been awarded.

**Requirements:**

Complete a total of 36 credits at Alvernia under the following provisions:

- Select a focus area of 24 credits from any one Alvernia major or minor area of study (must have written approval from the department chair of the selected area of study).
- Select a supporting area of 12 credits from any additional Alvernia major or minor area of study (must have written approval from department chair of the selected area of study).
- Complete 30 of these 36 credits at the 300/400 level at Alvernia University.
- Satisfy requirements for human diversity and community service.

Complete a total of 21 credits in the modified core curriculum at Alvernia, which includes (relevant transfer credits may be applied to the modified core):

- 3 credits each: Literature, Fine Arts, Math/Science, Social Science
- 9 credits: Theology/Philosophy\*

*\* minimum of 3 credits each in Theology and Philosophy and a minimum of 3 credits in Ethics/Morality*

## **Transfer Policy**

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

- With the exception of the Degree Completion Program, 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 except under the degree completion programs as stated earlier in this section.
- 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
  - Nursing Competency Portfolio
  - 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 course work at Alvernia.

### Transferring Credits from Other College/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 Examination

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. 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 both a tuition charge and an administrative fee 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 ACE 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, the student 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 and must have earned 12 credits at Alvernia to submit a request for life experience credits. 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 on-line for upcoming semesters on IQWeb/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 Continuing Studies 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 must pick up and complete 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 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 advisers, 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 IQWeb/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	C	73-76	P	Passing Grade
A-	90-93	C-	70-72	I	Incomplete
B+	87-89	D+	67-69	WP	Withdrawal/Pass
B	83-86	D	63-66	WF	Withdrawal/Fail
B-	80-82	D-	60-62	AU	Audit
C+	77-79	F	Failure		

### 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. A student may apply for this option on a repeat/delete form obtained in the Registrar’s Office. This must be filed in the Registrar’s Office during the add/drop period at the beginning of the semester in which the student is repeating the course. 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.

### 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	<p>Cumulative average 1.75 and above: student a in good standing.</p> <p>Cumulative average between 1.00-1.749: student placed on Academic Probation.</p> <p>Cumulative average below 1.00: student subject to dismissal.</p>
24 to 59 credits	<p>Cumulative average 1.80 and above: student in good standing.</p> <p>Cumulative average between 1.60-1.799: student placed on or continued on Academic Probation.</p> <p>Cumulative average below 1.60: student subject to dismissal.</p>
60 to 71 credits	<p>Cumulative average 2.00 and above: student in good standing.</p> <p>Cumulative average 1.70-1.999: student placed on or continued on Academic Probation.</p> <p>Cumulative average below 1.70: student subject to dismissal.</p>
72 or more credits	<p>Cumulative average below 2.00: student subject to dismissal.</p>

**Credit Completion Rating\***

Full time students must complete 24 credits per academic year. Part time students must complete 12 credits per academic year.

*Note: Students enrolled in Associates, Master or Doctoral Degree programs should see the Dean of Graduate and Continuing Studies for information regarding their academic progress requirements.*

*\*Credit Completion Rating is used for financial aid academic standards only; contact the Office of Student Financial Planning for more information.*

**Student-Athlete**

Student-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 adviser 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 degree candidacy. After one academic year's absence students must reapply to the University and may be reinstated by documenting their academic commitment.

Academically dismissed students may take course work during the summer sessions at Alvernia University and petition the Academic Standards Committee for reinstatement prior to the beginning of the fall semester if they meet the criteria for good standing based on the scale above. Students who have been academically dismissed may also petition the Academic Standards Committee in writing for immediate reinstatement to degree candidacy. A written petition should be accompanied by a letter of support from either the student's academic adviser or an Alvernia faculty member who has taught the student.

## Dean's List-Academic Honors

### Dean's List

Students who have a semester grade point average of 3.50 or better (for a minimum of 12 credits taken for a letter grade) are placed on the Dean's List. Courses receiving a grade of "Pass" are not included.

### Academic Honors at Commencement

- Bachelor's Degree: At Commencement, students may receive their Bachelor's degree with Honors. With Honors is defined as a cumulative grade point average of 3.50 or above with a minimum of 40 Alvernia credits. As noted above, courses receiving a grade of "pass" are not included. The award of honors shall be as follows:
 

cum laude:	In recognition of a grade point average of at least 3.50.
magna cum laude:	In recognition of a grade point average of at least 3.70.
summa cum laude:	In recognition of a grade point average of at least 3.90.
  
- Associate Degree: At Commencement, students may receive their Associate degree with Honors. With Honors is defined as a cumulative grade point average of 3.50 or above with a minimum of 40 credits. As noted above, courses receiving a grade of "pass" are not included. The award of honors shall be as follows:
 

with distinction:	In recognition of a grade point average of at least 3.50.
with high distinction:	In recognition of a grade point average of at least 3.70.
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 IQWeb/Self Service. Forms are available from that office or at [www.alvernia.edu](http://www.alvernia.edu), under the student services section. 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 our 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 for University Life and Student Learning Experiences 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 and to authorized agencies outside the University. 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). Part of 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.

## Academic Opportunities and Support Services Directory

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## **ACADEMIC OPPORTUNITIES**

### **Berks Community Television**

A number of television and video production courses each year are offered 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, class meetings are 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 College, Kutztown University, Penn State Berks-Lehigh Valley College 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. Registration over 17 credits requires an overload fee.

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

Alvernia University offers seven Master Degrees: Master of Business Administration, Master of Business Administration Online, 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., and M.Ed., 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, in partnership with Temple University, offers a unique opportunity for students to enter Temple's School of Dental Medicine after completion of their third year at Alvernia University. Temple University reserves spaces for qualified students and this enables the student to complete dental school one year earlier. Specific guidelines and requirements are available from the Dean of Arts and Science.

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 in the Graduate Center 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.

### **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 require 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 Student Success Office for more details.

### **Online, Blended, and Web-Enhanced Courses**

At Alvernia University, an online course delivers 75% or more of the content electronically; a blended course delivers 30%-75% of the content electronically; and a web-enhanced course delivers less than 30% of the content electronically. Online/blended/web-enhanced courses are conducted through asynchronous and synchronous tools. In asynchronous class sessions, materials and discussion are accessed through a course management program called WebCt or Blackboard. Additional online resources, tools, and activities may be integrated into the course delivery. In synchronous class sessions, materials and discussions are conducted through audioconferencing and/or videoconferencing using a service called Horizon Wimba. If a student is unable to attend a synchronous session, the audio and/or video sessions are archived for later retrieval. In addition to the course instructor, a librarian and an educational technologist are embedded with each online and blended course for assistance with student questions pertaining to online resources and technical issues.

**Minimum Technology Requirements:**Windows/PC

Windows 2000 or XP

512 Mb 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

512 Mb 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 on-line in IQWeb 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 Dean of Arts & Sciences.

### **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, or 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, the faculty serve as student advisers. 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**

The University determines its ability to meet the specific requests of students with disabilities on a case-by-case basis. Reasonable accommodations, as defined by Act 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), are provided when students self-identify and provide documentation to the ADA Coordinator in the Registrar's Office.

Students are encouraged to work with the ADA Coordinator to advance their individual education plan to the college level to help ensure academic success. As stated in the Americans with Disabilities Act, Section 6.5, all records are kept confidential and faculty and staff are notified of the student's special needs on a need-to-know basis. In the case of a physical disability, students are encouraged to contact the Accommodations Officer in the Registrar's Office to discuss their needs.

Students with physical disabilities will find that enlarged lavatory facilities are located in the Student Center, Bernardine Hall, the Physical Education and Recreation Center, and the residence halls. The Student Center is ADA compliant, and the residence halls have ADA compliant suites available for students with disabilities. Elevators are located in Bernardine Hall, the Physical Education and Recreation Center, the residence halls, Upland Center, and the Student Center. Parking zones for students with disabilities are located in each of the lots on campus.



### **Educational Technology**

Educational Technology is located in the Multi-Media Center on the second floor of the Franco Library and is open Monday through Thursday from 8 am to 9 pm, and Friday and Saturday from 8 am to 4:30 pm. The staff in Educational Technology manages and supports WebCT, classroom technology, and the use of multi-media equipment at all campus sites. In addition, staff members work with faculty and the library and the IT staff to integrate multi-media resources into teaching and learning. For computer support, see Information Technology Services.

### **Information Technology**

The Information Technology (IT) Department is located on the second floor of the Library and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. After hours and weekend support may be requested by leaving a detailed message at 484-955-3381. IT maintains all university-owned computers and administers the University network. Students must obtain a network user name and password from IT by calling or visiting. The department also assists students with connection to the University network, problems with network or e-mail accounts, or other questions relating to the use of technology in the educational environment. Labs for student use are available in Bernardine Hall, the Center for Student Life, and the Library. Wireless access to the Internet is available in the Library, Bernardine Hall lobby, the Student Center, the Physical Education Center, the Upland Center, the Center for Student Life, and residence hall study rooms. Computers are also available at satellite sites for student use.

### **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 Dean of Humanities is responsible for coordinating academic support and campus life orientation for international students once they arrive on campus. The Dean of Humanities 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 Dean of Humanities at (610) 796-8233.

### **Library**

The Dr. Frank A. Franco Library Learning Center provides resources and staff 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 full-text access to over 20,000 academic journals and eBooks. Virtual access off campus is available to all students by login.

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 Web site 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 classics and current films.

Wireless throughout, the Franco Library Learning Center is a welcoming environment for quiet study or group collaboration. Laptops are available for check-out, and students may use them anywhere in the building.

The Library Learning Commons on the first floor of the building brings together students and librarians in a rich learning environment. 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, or by email. Librarians also teach information literacy classes and are available to students and faculty to assist with research, specific assignments, or major projects.

#### Library Hours

Monday through Thursday: 8:00 a.m. to 10:30 p.m.

Friday: 8:a.m. to 4:30 p.m.

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

Sunday: 2:00 p.m. to 10:30 p.m.

(<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, issues 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 Center for Student Success**

The Center for Student Success, located in Bernardine Hall and supervised by the Dean of Student Success, offers students a variety of academic services designed to help them achieve and maintain academic success while at Alvernia University. The Student Success Center is the home to the Learning Center, which offers tutoring in most subjects, the Freshman Foundations Program, and the Career Services office. The Center 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 selected recommended accommodations for students who have special needs, such as a learning disability or a physical disability, which may challenge academic success. Please see the ADA section for more information.

### **First Year Experience**

First Year Experience coordinates programming and support for first year students, including Connection Days, the First-Year Seminar, a required course that emphasizes the role and value of the liberal arts core, 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 and professional tutors 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 may, depending on the results of their placement exams, be required to take developmental courses in reading, writing, and/or math. Students enjoy full membership in the Alvernia community. Program components include a required summer program, regular advising, and workshops.

**Career Services**

Located in Bernardine Hall, the Career Services Office is designed to assist students in all phases of career decision-making and occupational planning. Resources and staff are available to aid in self-assessment, career counseling, career exploration, and job and graduate school searches. The Career Services Office is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, and from 12:00 p.m.–8 p.m. on Monday evenings. Call or e-mail to arrange an appointment. Students should also watch bulletin boards and check their campus email for announcements of special career development activities and opportunities. The Center houses a career resource library and assists students with job search strategies.

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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 Continuing Studies Division located in the Graduate Center at 610-796-8228.

### **Associate of Science Degrees/Certificate**

Business

Computer Information Systems

Human Resource Management

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**

Accounting

Addiction Studies

Communication

Criminal Justice Administration

English

History

Human Resource Management

Liberal Studies

Education:

- Early Childhood PreK-4\*

- Special Education PreK-8/Early Childhood\*

- Middle School\*:

- English/Lang/Reading

- Math

- Math & English/Lang/Reading

- Math & Science

Management

Marketing

Philosophy

Psychology

Political Science

Sport Management

Theology

- Math & Social Studies

- Science & English/Lang/Reading

- Social Studies

- Sp Ed Math & Eng/Lang/Reading

- Special Education Certification

- Secondary Education Certifications:

- Biology

- Business, Computer Information and Technology (K-12)

- Chemistry

- English

- Mathematics

- Social Studies

\*Pending Pennsylvania Department of Education (PDE) Review



**Bachelor of Science Degrees**

Biochemistry	Computer Information Systems
Biology	Forensic Science
Biology Medical Technology	General Science
Chemistry	Mathematics
Chemistry Medical Technology	

**Bachelor of Science in Athletic Training (BSAT)****Bachelor of Science in Nursing (BSN)****Bachelor of Social Work (BSW)****Master Degrees**

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

**Minors**

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

Addiction Studies	Human Resource Management
Art	Information Studies
Biology	Mathematics
Business	Music
Chemistry	Physics
Communication	Political Science
Computer Information Systems	Psychology
Criminal Justice Administration	Philosophy
Digital Media	Sociology
English	Spanish
Forensic Science	Sport Management
General Science	Theatre
Gerontology	Theology
History	Women's 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.

### 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 - 3 credits

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

- Fulfilled by completing 3 credits in art and/or music 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 ADA 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 or joint 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 adviser 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:

ADA	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
HIS	230	Women's History
HIS	240	Third World 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
PHI	245	Introduction to Eastern Philosophy and Religion
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	Overview of Human Exceptionalities
SSC	201	Introduction to Cultural Anthropology
SSC	310	Cultural Geography I
SSC	311	Cultural Geography II
SSC	321	Global Society
SW	231	Culturally Sensitive Human Service Practice
SW	347	International Community Development
THE	225	Global Issues: The Gospel Perspective

THE	245	Introduction to Eastern Philosophy and Religion
THE	355	Franciscan Pilgrimage to Assisi and Rome

### **Community Service Requirement**

Alvernia University requires community service to be completed by all students before graduation. Community service assures that Alvernia graduates appreciate the need for service to others. As a University whose mission is rooted in the Franciscan tradition, Alvernia seeks to foster in its students a reverence for the dignity of all life, a commitment to peace and justice, and a devotion to the service of others, particularly the materially and spiritually disadvantaged.

Therefore, all baccalaureate students must complete 40 clock hours of approved service to others. Students in associate degrees must complete 20 hours. Requirement is prorated for transfer students. Alvernia offers several choices for fulfilling the service requirement. Students may:

1. Select an approved agency to complete 40 hours of service individually or with a group of students.
2. Select a course with a 4<sup>th</sup> credit human service learning component. The student is not charged for this fourth credit.
3. Select the course, the Community Classroom, a three-credit course combining academics and service.
4. Complete community service through a service trip or service retreat. Community Service forms are available on the Alvernia website ([www.alvernia.edu](http://www.alvernia.edu)), from the Registrar, or in the Campus Ministry Office located in Veronica Hall. Each student is required to submit a Verification Form to the Registrar to provide evidence of community service hours. For details on current service opportunities, please contact the Office of Campus Ministry in the Center for Student Life.

### **ALVERNIA UNIVERSITY 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 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). **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 or 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 professionals 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 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.

**The procedures and instructions for each background check are available from specific programs.**

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 health care 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  For students who have not been residents of PA for two consecutive years immediately preceding the date of application, a

			Federal Bureau of Investigation (FBI) Criminal History Background check on the required Department of Aging Form (FD-258 and PDACBC-1)  (8/31/07) Department of Aging Memo)
PA Department of Public Welfare Child Protective Services Law  Section 6344 Title 23 Pa. Chap. 63 Act 73  (www.dpw.state.pa.us)	Affects any individual with a significant likelihood of regular contact with children in the form of care, guidance, supervision, or training.	Submit to PA Child Abuse History Clearance, PA Criminal Record Check, and FBI Criminal History Background Check	PA Child Abuse History Clearance Form (CY-113)  PA Criminal Record Check  FBI Criminal History Background Check via Cogent Systems
PA Department of Education  Act 34 (1985) amended by Act 114 (2006) (criminal background)  Act 151 (child abuse)  Section 111 of Public School Code and Chapter 8 of State Board of Education Regulations  (www.teaching.state.pa.us)	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	Submit to PA Child Abuse History Clearance, PA Criminal Record Check, and FBI Criminal History Background Check	PA Child Abuse History Clearance Form (CY-113)  PA Criminal Record Check  FBI Criminal History Background Check via Cogent Systems



## ADDICTION STUDIES

Alvernia's Addiction Studies Degree was one of the first of its kind in the United States. Students who pursue this major find the subject area extremely relevant, challenging and rewarding in their quest to understand one of society's major problems.

A degree in Addiction Studies provides theoretical and practical training for professional roles in prevention and treatment settings. In addition, and perhaps more importantly, it is highly valued by related fields such as criminal justice, mental health, and children/youth agencies. Because of its wide application, the degree is designed to expand employment and placement opportunities for its majors upon graduation.

The program's commitment to excellence is exemplified through its recruitment and faculty selection. The Addictions faculty includes national educators and published professionals, as well as top level administrators who are actively involved with changes occurring in healthcare. This highly trained faculty provides an educationally rich and extremely interesting classroom experience. Students are able to complement their classroom education with two field placements. This practicum field experience gives the Addictions major valuable exposure to work environments prior to graduation. As the need to address problems related to addiction increases, the demand for highly qualified degreed individuals will continue to grow stronger.

*NOTE: All Addictions courses are approved by the Pennsylvania Certification Board (PCB).*

*NOTE: This program is administered through the Graduate and Continuing Studies Division*

**Major:** 45 credits

Required courses: ADA 201, 203, 204, 230, 303, 305, 400, 402.

Required field experience: 12 credits

Electives in the major area: 9 credits

**Minor:** 18 credits

Required courses: ADA 201, 203, 230, 303, 305 or 400; and an approved elective.

**Certificate Program:** 18 credits

Required Courses: ADA 201, 203, 230, 303, 305 or 400; and an approved elective.

**COURSE DESCRIPTIONS**

ADA 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.

ADA 201            3 credits

**Foundation of Addiction Studies**

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. Intended for Addiction Studies majors. Satisfies Social Science requirement.

ADA 203            3 credits

**Drugs of Abuse**

The major classes of mood-altering drugs are examined in detail with emphasis given to history of use, mechanism of action, extent of use in society, consequences of use, and factors relevant to the treatment of individuals harmfully involved with each substance.

ADA 204            3 credits

**Counseling Theories**

Major theoretical counseling orientations are examined with an emphasis on how each of these theories applies to the treatment of substance use disorders. Theories considered include: Freudian Theory, Client-Centered Theory, Gestalt Theory, Reality Therapy, Rational Emotive Therapy and other Cognitive-Behavior theoretical approaches.

ADA 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.

## ADA 230 3 credits

## Assessment, Evaluation and Treatment Interventions

Introduction to the assessment and evaluation of chemical dependency 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.

## ADA 240 3 credits

## When Love Hurts

What causes people to continue with certain behaviors despite harmful consequences. Students will examine addiction to love and harmful relationships, as well as other addictive behaviors such as gambling, codependency and eating disorders.

## ADA 303 3 credits

## Counseling Techniques I

The basic elements of interpersonal communication such as attending, reflection of feelings, paraphrasing, summarizing, self-disclosure and interpreting are emphasized. Various confrontation styles are also explored. Finally, the legal and ethical issues concerning the counseling profession are examined.

## ADA 304 3 credits

## Counseling Techniques II

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

## ADA 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 substance abuse clients.

## ADA 306 3 credits

## Group Counseling II

Skills developed in Group Counseling I are built upon and applied in a simulated group process. Participants co-lead simulated group sessions and review videotapes of their performance. Prerequisite: ADA 305.

## ADA 308 3 credits

## Spiritual Values and Recovery

The spiritual dimension of recovery is examined in depth. Topics include: dynamics of the 12-Step Fellowships (A.A., N.A., Al-Anon, etc.), religious

conversion, religious-oriented programs such as Teen Challenge, spiritual development and the utilization of clergy in working with clients.

ADA 400            3 credits

Family Counseling I

Introduction to family counseling for the substance abuser and his/her co-dependent family is provided. Emphasis is given to understanding common family roles that exist and the part a counselor can play in helping families transcend these roles.

ADA 401            3 credits

Family Counseling II

Advanced concepts in family counseling are explored. Special topics examined include: adult children of alcoholics/addicts, family sculpturing, couples counseling and intervention techniques. Prerequisite: ADA 400.

ADA 402            3 credits

Professional Counseling Practices

Practical aspects involved in the administration of a substance abuse treatment facility are examined including: staff and program development, funding and grant writing, state licensing and JCAHO accreditation standards, and staff supervision.

ADA 404/405      3/3 credits

Practicum Field Experience

Participation in a field experience in a substance abuse treatment or prevention/intervention setting for a minimum of 100 hours (per 3 credits) is arranged with assistance from the program director.

ADA 406            6 credits

Practicum Field Experience

Participation in a field experience in a substance abuse treatment or prevention/intervention setting for a minimum of 200 hours (per 6 credits) is arranged with assistance from the program director.

ADA 407            6 credits

Practicum Field Experience

Participation in a field experience in a substance abuse treatment or prevention/intervention setting for a minimum of 200 hours (per 6 credits) is arranged with assistance from the program director.

ADA 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.

ADA 413                      3 credits

Special Issues Seminar

In-depth examination of current trends and issues in the substance abuse field. Previous seminars have focused on women, sexuality, children of alcoholics, and adolescents.

ADA 414                      3 credits

Differential Diagnosis

Individuals suffering from substance use disorders frequently manifest symptoms of other forms of psychopathology. Some major categories of mental illness likely to coexist with substance use disorders are explored in depth.

## 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.

**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 2-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. The student will also focus on a higher degree of technical and esthetic 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 NATA (National Athletic Trainers' Association) a Certified Athletic Trainer is a highly educated and skilled professional specializing in athletic health care. In cooperation with physicians and other allied health personnel, the athletic trainer functions as an integral member of the athletic



health care team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs, and other athletic health care settings.

The Athletic Training 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 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.

### **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 course work 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 Program are available in the Program Director’s 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. (Expression of ideas and understanding of the field of athletic training will be the major theme of focus evaluated in the essay.)

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

Maximum score on each recommendation = 70

57 – 70 = 1 point

43 – 56 = .8 points

29 – 42 = .6 points

15 – 28 = .4 points

< 15 = .2 points

Admissions grievances: 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 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 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 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 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.

### **BACHELOR OF SCIENCE IN ATHLETIC TRAINING**

Major: 50 credits

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

Related Areas: 30 credits

BIO 107, 108, 117, 118, 208, 211, 216, 405; 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, ultra violet, 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 working with an ACI (approved clinical instructor) at the

University's facilities or an affiliated site. Major focus is on lower extremities. Prerequisite: AT 206, 209, 251 or permission of Program Director.

AT 311                    3 credits

Athletic Training Clinical II

Course includes both seminar and practical application. Students spend a minimum of 200 hours working with an ACI (approved clinical instructor) at the University's facilities or at an affiliated site. Major focus is on upper extremities. Prerequisite: AT 310.

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 working with an ACI (approved clinical instructor) 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 program director.

AT 411                    3 credits

Athletic Training Clinical IV

Course includes both seminar and practical application. Students spend a minimum of 200 hours working with an ACI (approved clinical instructor) at the University's facilities or an affiliated site. Major focus is on professional development and responsibilities of an entry-level athletic trainer. Prerequisite: AT 310 and 311, or permission of 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 445                      2 credits

Senior Seminar 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 a research project ending with a presentation. Basic format and organization issues are covered, along with how to identify a research topic, write a literature review, and access resources. This course is also designed to further prepare the student for the BOC exam.

AT 446                      1 credit

Senior Seminar II

This course explores quantitative and qualitative research methodologies used in athletic training and evaluation of published research in the field. The capstone activity involves a research project ending with a presentation. The student will write their project during this class utilizing APA style with emphasis on chapters 1-3. This course is also designed to further prepare the student for the BOC exam.

## 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 and veterinary medicine.

### BIOLOGY

**Biology:** 77-80 credits

**Major:** 37-40 credits

BIO 103, 104, 108/118, 205, 301, 303, 304, 402, 405, 409; 3-6 credits in biology electives.

**Related Areas:** 39 credits

CHE 104, 105, 110, 111, 201, 202, 210, 211; PHY 110, 111; MAT 209, 230; CIS elective (3).

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

**Secondary Education Professional Education:** 33 credits

SPE 100, ED 200, 206, 306, 313, 330, 333, 416, 434, 470, 472

**Major:** 28 credits

BIO 103, 104, 115, 205, 301, 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:** 29-30 credits

BIO 103, 104, 107, 108, 117, 118, 301, 303, 409; 3-4 credits in biology elective.

**Related Areas:** 25 credits

CHE 104, 105, 107, 110, 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 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.

**TEMPLE UNIVERSITY PARTNERSHIP**

Alvernia University in partnership with Temple University offers a unique opportunity for students to enter Temple's School of Dental Medicine after completion of their third year at Alvernia University. Temple University will reserve spaces for qualified students and this enables the student to complete



dental school one year earlier. Specific guidelines and requirements are available from the Dean of Arts and Science.

## **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 nonscience majors. Cannot take BIO 102 and BIO 103 for credit.

BIO 103                      4 credits

### **Principles of Biology I**

Emphasizes important biological concepts and principles common to all living organisms. Topics include the cell, energetics, 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

### **Principles of Biology II**

Investigates 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 instructor permission.

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 three credit survey course in human anatomy and physiology directed towards Biology/Secondary Education and Forensic Science 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 2-hour lab per week. Co-req: 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. Labs are presented in the same time period the material is being discussed in lecture. One 2-hour lab per week. Co-req: BIO 108

BIO 203                      3 credits

Environmental Issues

Study of humanity and its environment. Material may be drawn from various disciplines but includes ecological principles, energy resources, population dynamics and pollution. Specific considerations are given to human alteration of the environment. Students may not receive credit for both BIO 203 and CHE 203. Integrates laboratory and classroom work.

BIO 205                      4 credits

Botany

Plant anatomy and vital physiological processes are examined. Water regulation, metabolism, growth and reproduction are covered, along with a phylogenetic 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 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 301                      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. This course is limited to science majors, biology minors and biology secondary education majors, or with permission of instructor. Prerequisites: any one of the following BIO 103, 104, 107/117, or permission of instructor.

**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 320****Ecology                      4 credits**

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****Biotechnology                      2 credits**

Introduces the student 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 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.

## 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 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 Association of Collegiate 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 send an e-mail to [info@acbsp.org](mailto:info@acbsp.org)

### **BACCALAUREATE DEGREE**

Bachelor Degree students in business major in one of five areas: accounting, human resources management, marketing, management, and sport management.

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

BUS 101, either BUS 200 or 250, BUS 206, 207, 248, 249, 342, 410, 411, 426, and 438.

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 course work. Students have also prepared to obtain the Certified Fraud Examiner (CFE) designation. Accounting is a dynamic field and students are provided with up to date developments in the field. Accounting provides a vast array of employment possibilities including specialties such as management accounting, cost accounting, tax accounting, financial analysis, 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 the field of 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 and to register to take the Professional in Human Resource (PHR) certification exam.

BUS 310, 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.

**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 305 or 311, 308, 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 310, 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 course work 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 308, 311 or 305; SM 201, 210, 310, 325, SM 440.

**ASSOCIATE DEGREE**

The Business Associate Degree program provides each student with an opportunity to elect one of the two major areas of study: accounting or management. All courses and requirements taken for the two-year degree may apply toward completion of the four-year business degree.

**Total Associate Degree Program:** 67 credits

**Liberal Arts Core:** 25 credits

Composition/Research	3
Science	3
Mathematics	3
Statistics	4
Theology	3
Philosophy	3
Art, Music, or Literature	3
History, Political Science, Psychology, Sociology or Social Science	3

**Business Core:** 18 credits

BUS 101, 200 or 250, 206, 248 or 249, 342; CIS course or BUS 305

**Specialization Requirements:**

Accounting: 24 credits

BUS 252, 253, 304, 400, 410

Plus 9 credits in Business electives.

Management: 24 credits

BUS 207, 310, 320, 426, plus 12 credits in Business electives.

**Business Computer and Information Technology Education Major (K-12)**

The professional education program provides evidence that Business certification candidates complete a program of Business studies the same as the academic content area courses and required electives of a major in a bachelor's degree. The program shall require the certification candidate to demonstrate knowledge of and competency in applying the fundamental concepts of business, computer, and information technology necessary for teaching at the elementary, middle and secondary levels (K-12).

**Business, Computer and Information Technology Secondary Education Certification (K-12)**

**Total Program:** 123-125 credits

**Liberal Arts Core:** 47 credits

The following is required as part of the Liberal Arts Core: PSY 101



**Secondary Education Professional Education:** 33 credits  
SPE 100, ED 200, 206, 306, 313, 330, 333, 416, 432, 470, 472

**Major:** 36 credits  
BUS 101, 218, 248, 249, 250, 304, 312, 342, 431, 492, CIS 202, 302

**Related Requirements:** 7 credits  
MAT 208, PSY 210

#### **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 215 (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. Transfer students must complete a minimum of 6 credits in the minor at Alvernia. Required courses for a business minor are: BUS 101, 200, 206, 207, 248 or 249, 342, 410.

**Human Resource Management Minor:** 18 credits  
BUS 101, 206, 310, 320, 420, and 443.

**Sport Management Minor:** 19 credits  
BUS 101, 206; SM 201, 210, 310, 325. BUS 308 suggested.

#### **Human Resource Management Certificate**

The certificate program in human resource management meets the needs of the human resource professional by giving a solid foundation in theory, knowledge and practical skills upon which to build a level of expertise in the field.

**Required Courses:** 24 credits  
BUS 206, 310, 320, 322, 420, 427, 443; PSY 350.

#### **Master of Business Administration**

Students have the opportunity to take six graduate credits during their senior year thereby allowing them to complete their M.B.A within one year after graduation (these six credits also count toward undergraduate course requirements). With proper scheduling many students are able to complete their undergraduate and graduate degrees in five years.

The Master of 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 110                      3 credits

Current Economic Issues

Intended to provide a foundation in economics including an analysis of contemporary issues relevant to the U.S. economy in particular and the world in general. The basic tools of micro and macro economics are developed in the context of issues selected. Enrollment is restricted to non-business majors and business majors with no more than six credits in business.

BUS 200                    3 credits

Managerial Accounting I

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 215                    3 credits

Forensic Accounting

Provides the professional skills necessary to detect, investigate and prevent fraud and white-collar crime through the financial records of a business. Emphasis placed on gaining a basic understanding of the characteristics of fraud, fraud prevention and detection, investigative techniques, asset recovery and the use of information technology in the forensic accounting context. Prerequisites: BUS 101 and either BUS 200 or 250.

BUS 218                    3 credits

Personal Money Management

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 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.

BUS 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: BUS 248.

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 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 are 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 308                    3 credits****Sales and Sales Management**

Places equal emphasis on the sales process and the sales management process. Study of the sales process includes the importance of customer knowledge and service, sales presentation and closure skills, and culminates in a sales presentation. The sales management process encompasses planning, organizing, staffing, and supervising the sales effort. Prerequisite: BUS 207.

**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 310                    3 credits****Human Resources Management**

Study of human resources in the management of the organization. Emphasis placed in understanding human resource planning, selection, placement,

development, compensation and the human resource practitioner as strategic partner. Impact of Human Resource Information Systems, legislative issues, work design techniques discussed as well as other human relations issues, including: Employee Assistance Program's discipline and discharge practices. Prerequisite: BUS 206.

**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, socio-cultural, 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 310.

**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

Incorporates the principles of accounting and applies them to auditing procedures and standards. The use of working papers simulates the actual

auditing process. The auditor's legal liability and responsibilities according to the Code of Professional Ethics established by the American Institute of Certified Public Accountants is reviewed. Prerequisite: BUS 301.

BUS 410                    3 credits

#### Financial Analysis

Provides in-depth analysis of role our financial system and financial intermediaries have on a nation's economy. Emphasis is placed on how businesses acquire capital in our institutional and market environment. Financial statement analysis, including ratio analysis, is shown as a means of analyzing a firm's strengths and weaknesses. By exposing students to institutions, markets and management, they understand how these three areas interrelate.

Prerequisites: BUS 101, 248, and 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 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. Multi-cultural 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. Course work 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.

BUS 441 credits vary

Cooperative Education in Business I

Supervised learning experience that integrates theoretical course work, 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 BUS 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, organization 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 the 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 210.

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 440 3 credits

Sport 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. Focus is on how this specialty of psychology provides services to athletes and coaches based on psychological principles. Prerequisite: PSY 101. Cross-listed with PSY 440.

SM 441 6 credits

Cooperative Education in Sport Management

Supervised learning experience that integrates theoretical course work, career goals and objectives, and on-the-job work experience in the sport 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.

**Graduate Courses:**

- MBA 500 Strategic Management
- MBA 510 Managerial Accounting
- MBA 515 Critical Issues/White Collar Crime
- MBA 520 Marketing Services
- MBA 525 Workplace Violence
- MBA 530 Corporate Finance
- MBA 535 Crisis Management
- MBA 540 Employment Law
- MBA 550 Labor Relations and Management
- MBA 560 Compensation and Benefit Management
- MBA 570 Marketing Research Seminar

MBA 600	Quantitative Methods
MBA 610	Legal Environment
MBA 620	Managerial Economics
MBA 630	Management Finance
MBA 635	Public Relations
MBA 640	Accounting for Government and Not-for-Profit Organizations
MBA 680	Executive Leadership Seminar

## CHEMISTRY, BIOCHEMISTRY, AND FORENSIC SCIENCE

### CHEMISTRY

**Total Program:** 63-66 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:** 41-44 credits

CHE 104, 105, 107, 110 or 112, 111, 201, 202, 210, 211, 212, 301, 302, 303, 305, 402; 6-9 credits in chemistry electives.

**Related Areas:** 22 credits

PHY 110, 111; MAT 230, 231; CIS 114.

#### 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 adviser.

#### 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

**Secondary Education Professional Education:** 33 credits

SPE 100, ED 200, 206, 306, 313, 330, 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:** 50 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 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 are accepted for the clinical year experience.

All clinical year graduates become eligible to take the certification examination for medical technologists and after successful completion are entitled to use the designation M.T. (ASCP).

**Major:** 28 credits

CHE 104, 105, 107, 110, 111, 201, 202, 210, 211, 212, 301, 410.

**Related Areas:** 22 credits

BIO 107, 108, 117, 118, 301, 303, 409; MAT 209.

**Clinical Experience and Study in Hospital Facility:** 30-32 credits

Courses include: immunochemistry, 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 a unique opportunity for students to enter Temple's School of Dental Medicine after completion of their third year at Alvernia University. Temple University reserves spaces for qualified students and this enables students to complete dental school one year earlier. Specific guidelines and requirements are available from the Dean of Arts and Science.

**BIOCHEMISTRY****Total Program:** 77-79 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:** 32-34 credits

CHE 104, 105, 107, 110, 111, 201, 202, 210, 211, 301, 302, 305, 401, 402, 410.

**Related Areas:** 45 credits

BIO 103, 104, 301, 303, 401; MAT 209, 230, 231; PHY 110, 111; CIS 114.

Three elective credits in BIO or CHE (300-400 level).

## **FORENSIC SCIENCE**

**Total Program:** 88 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 in Drug Enforcement Administration, Food and Drug Administration, Environmental Protection Agency and Occupational Safety and Health Administration.

**Major:** 55 credits

CHE 104, 105, 107, 111, 112, 201, 202, 210, 211, 212, 301, 401, 402, 405, 410; CJ 101, 175, 203, 207, 275, 403, 408.

**Related Science and Math:** 29 credits

BIO 103, and 9 elective credits (303 or 304, 405, 409 recommended); MAT 230, 209; PHY 110, 111.

### **Forensic Science Minor**

Consists of 22 credits earned by completing CHE 104, 112, 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 hours lecture 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.

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 301            3 credits****Physical Chemistry I**

Study of properties of gases, laws of thermodynamics and thermochemistry. Three hours lecture/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 112, 111. 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 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 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.

## 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 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.

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: 30 credits.

## COL 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.

## 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 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.

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 have professional experience in television reporting, print journalism, and theatre.

English and communication courses may be selected to fulfill the liberal arts core requirements.

**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, 310, 320; 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 251, 332, 340, 352, 362, 432\*, 452\*.

Related Electives: Art, Computer Information Systems. Two of the following: Any ART or CIS course.

**Public Relations and Advertising:** Four of the following: COM 213, 240, 332, 340, 362, 422.

Related Electives: Business, Psychology, Art. Two of the following: BUS 207, 308, 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.

**Theatre Minor:** 18 credits

A student pursuing another discipline may choose electives to form a theatre minor. Credit distribution is as follows: COM 150, 155, 255 or 350, 355 or 404; six credits from COM 250, 351; ENG 213, 302, 303.

Communication majors must achieve a 2.5 GPA in their writing courses and contribute to one of the University publications for at least one semester to graduate.

## COURSE DESCRIPTIONS

COM 100            3 credits

Fundamentals of Communication

This 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. Carries transcript credit but does not count in credits required for graduation. May be used as elective only after consultation with academic advisor and English faculty chairperson. Does not fulfill any requirements, nor can it substitute for COM 101, the required writing course.

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 Alvernian University Theatre Ensemble (ACTE) and are responsible for production assignments. May be repeated for credit. Cross-listed with THR 134.

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 them 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 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 and Advertising

Study of principles and applications of modern public relations and advertising. Emphasis placed on development of promotional campaigns. Topics include media relations, publications, media placement, copy writing, creative development and crisis management.

## 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. Cross-listed with THR 244.

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 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 instructor 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.

COM 340            3 credits

Advertising Workshop

Students plan and produce advertising programs for the University 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. Introduce 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. 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* adviser.

## 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****“What's New at the U ” – 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. Please note classes are held at a local broadcast facility. 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.

**THEATRE****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. Cross-listed with COM 134.

**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. Cross-listed with COM 244.

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 and THR 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 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.

## **COMPUTER INFORMATION SYSTEMS**

### **ASSOCIATE DEGREE**

The Associate Degree program provides each student with an opportunity to obtain a firm foundation for future study in the area of computer information systems. All of the courses and requirements taken for the two-year degree may apply toward the completion of the four-year computer information systems degree.

**Total Associate Degree Program:** 67 credits

Liberal Arts Core: 21 credits

Three credits each: COM 101; Fine Arts (art, music, literature); Natural Science; Philosophy; Mathematics; Social Science; Theology.

**Business Core:** 22 credits

BUS 101, 200, 206, 248 or 249, 342; CIS course; MAT 208 or 209.

**Computer Information Systems:** 24 credits

CIS 151, 152, 226, 240, 351, 410; 6 hours CIS electives.

### **BACCALAUREATE DEGREE**

Computer Information Systems studies at Alvernia are designed to meet the varying needs of students entering professions where computers are utilized. The Bachelor of Science degree with a major in computer information systems prepares students for computer-related fields or graduate level studies. Because of the diverse applications of computer information systems, five distinct areas

of emphasis have been designed: business, communication, criminal justice, mathematics, and science.

**Major:** 34 credits

CIS 151, 152, 226, 235, 240, 328, 330, 351, 410, 420; MAT 204.

**Business Emphasis:** 31 credits

BUS 101, 200, 206, 248 or 249, 342; MAT 208 or 209. Two from the following: BUS 305, CIS/BUS 311, COM 332, COM 240, COM/CIS 362; Two from the following: CIS 322, CIS 324, CIS 334, CIS 338.

**Communication Emphasis:** 31 credits

COM 240, 332, 420; COM/CIS 362, COM 480 or 481 (variable credit); MAT 208 or 209. One of the following: CIS 334 or CIS 338. Two of the following: COM 103, 344, 131; media course chosen from one of the following: COM 122, 250, 251, 352.

**Criminal Justice Emphasis:** 31 credits

CJ 101; CJ 218 or CJ 216; CJ 275; 9 other CJ elective credits; MAT 208 or 209. One of the following: CIS 322, CIS 334, CIS 338. Two of the following: BUS 101, BUS 200, COM 332, COM/CIS 362.

**Mathematics Emphasis:** 32 credits

PHY 110, 111; MAT 209, 230, 231, 240, 304 and 307. One of the following: CIS 314, 334, 338.

**Science Emphasis:** 31 credits

MAT 209; 8 credits in one science; 8 credits in another science; 8 additional science credits chosen with the adviser and the science department. One of the following: CIS 314, 334, 338.

**CIS Minors**

There are three minors related to information technology. The CIS 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.

**CIS Minor:** 18 credits

For students seriously interested in programming.

Required courses: CIS 151, 152, 226, 240; three elective CIS credits from 410, 420; three other CIS elective credits (not CIS 114).

**Digital Media Minor:** 21 credits

Combines the study of computer concepts with publishing applications such as graphic arts, desktop publishing, web design and video/broadcast media.

Required courses: CIS 115, 151; one from CIS 152 or 235; COM 332, 362; and two from ART 209, 251, 281; COM 251, 340, 352 or 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 151, 152, 235; one from BUS/CIS 311 or BUS 305; one from CIS 328 or 334, 410, and COM/CIS 362.

**COURSE DESCRIPTIONS**

**CIS 114                      3 credits**

Microcomputer Applications: Word Processing, Spreadsheets and Databases  
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 151                      3 credits**

Intro to Computer Info Systems I

(Paired with CIS 152) Constitutes the first year of the required sequence in CIS. First semester is heavily concept-oriented. Topics discussed: input and output hardware; secondary storage; memory; parts and functions of the CPU; systems development life cycle; intro to programming logic; steps from source to executable code; the relationship between the program and the operating system.

**CIS 152                      3 credits**

Intro to Computer Information Systems II

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. Prerequisite: CIS 151 or permission of instructor.

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 225                      3 credits

C++ Programming

Topics include data types; standard I/O; public, private and hidden declarations; functions; the interface between C and the operating system; and systems-level coding. Prerequisite: one previous programming language; CIS 240 and CIS 351 recommended.

CIS 226                      3 credits

Advanced C# and Data Structures I

Continued development of programming skills in C#. Emphasis on object-oriented concepts; introduction of data structures and algorithm development. Topics include classes and abstract data types; arrays, searching and sorting, strings, data storage options, memory allocation and management; and operator overloading. Programs of 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 151 or permission of CIS faculty.

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 hands-on course assumes prior experience in microcomputer concepts through CIS 202 Projects in Computer Applications or its equivalent. It is designed primarily for students majoring in Business Information Systems Secondary Education. It emphasizes advanced techniques in business apps, 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 314                      3 credits

FORTTRAN

Designed for those upper-level students focusing on programming problems in the sciences and mathematics. This course concentrates on mathematical algorithms, in addition to discussing I/O techniques, sort algorithms, functions, subroutines, table handling, and advanced data structures. Course is project-oriented, ending in a major project of the student's design. Prerequisite: One previous programming course. Recommended: CIS 152 and CIS 226.

CIS 322                      3 credits

COBOL

Designed for upper-level students concentrating in the business field, this course features the still-dominant business programming language. Topics include the mainframe programming environment, structured programming, COBOL program structure, documentation, report formatting, sequential file processing, batch vs. online processing, file updating, and array processing. Prerequisite: one programming language. Recommended: CIS 152 and CIS 226.

CIS 324                      3 credits

Advanced COBOL

Continues CIS 322. Includes random access file handling, internal sorts, interactive programming; COBOL as host language for database management systems, external subroutines, and object-oriented programming. Prerequisite: CIS 322.

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. Prerequisites: at least one programming language or permission of instructor. Recommended: CIS 152 and CIS 226.

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 334                      3 credits

Java

Examines the Virtual Machine concept and the use of the Java programming language to develop portable applications for web, server, and the PC-based applications. Projects use Java applications and Java stored procedures to communicate with server or host-based relational database management systems. Prerequisites: at least one programming language course.

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 351                      3 credits

Advanced C# and Data Structures II

Topics include strings and arrays, dynamic arrays, dynamic vs. static reference types, polymorphism, inheritance, private and public classes, lists, trees, binary trees, binary search trees, and multilinked structures. Programs featuring these structures and algorithms are written in C#. Prerequisite: CIS 226 or permission of the instructor. Recommended: CIS 240.

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. Prerequisite: permission of instructor.

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, courts, probation, parole, private security, and the related service careers. Emphasis is placed upon 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 field. This is not a "one size fits all" major, but one that provides the variety offered in the course selection to encourage each individual to build a personal program for the future with the assistance of a faculty advisor.

Alvernia has recruited faculty who are professionals in their respective fields within the criminal justice system. In addition to academic accreditation, the full-time faculty have extensive experience in the criminal justice system. All part-time faculty are practicing professionals in the area in which they teach. The strength of



the department lies in the philosophy that faculty are at the present time working in the specific field as the course that they teach. Class instruction is therefore as current as the events of that day. The curriculum of the Criminal Justice Administration major is innovative and demands intensive classroom learning combined with extensive research and required field experience. Most courses offer an opportunity for field experience and there is a required field practicum. The Criminal Justice Department also periodically offers travel programs that award credit to criminal justice students. Students with career goals in law enforcement have the option of the Law Enforcement Track with the option of attending 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 are eligible to apply for the Academy during their junior year in order to attend in their senior year. Students with criminal history and/or motor vehicle violations may not be able to successfully complete this program and/or secure employment or an internship in the criminal justice and related fields.

A Forensic Science major is offered in cooperation with the science department with the option of a criminalist emphasis.

**Major:** 42 credits

CJ 101, 175, 201, 216 or 218, 221, 272 or 274, 275, 301 or 309, 302, 377, 403, 408, 422. CJ elective courses: 6 credits.

**Minor:** 18 credits

Required courses: CJ 101, 218, 275, and 3 CJ elective courses (9 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 171                      3 credits****Policing in America**

Provides an opportunity for the student to study evolution of policing in America from its earliest roots in Europe to the present day proactive police squad. The student learns the jurisdiction, responsibilities, and history of the numerous policing agencies that respond to the crime problem in America. Students also widen their career vista with the experience and exposure to all of the specialized talents and backgrounds that are required for employment in the profession. This is an appropriate start to the study of criminal justice. CJ 101 is not required as a prerequisite.

**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.

**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. Prerequisites: 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.

**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 students 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 addresses 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: CJ 101, 175.

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 401                      3 credits

Legal Aspects of Drug Abuse

Analysis and definition of drugs and drug abuse with their effects, types, extent of abuse, and legal classifications. Present state of law and constitutional problems, techniques of enforcement, sentencing and alternative systems are examined. Major offenders including gangs and cartels are discussed as case studies. Current strategies, trends and policies will be presented. Prerequisite: senior status.

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 which 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. Students are required to spend at least 200 hours with an agency. 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), 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. Prerequisites: CJ 175, 201, 302.

## CJ 422 3 credits

## Crisis Management

Encompassed 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. Prerequisites: 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 is 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 Reading Police Academy.

*NOTE: Prerequisites may be waived for non-criminal justice majors. The decision is made by the Criminal Justice Department Chair.*

## EDUCATION

The teacher education program combines a sound liberal arts background, field work, and studies in human growth and development. In addition, a concentrated focus on curriculum, methods and materials serve to prepare individuals to work in a variety of education 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 (or the equivalent) in college level Mathematics
- Three (3) semester credit hours (or the equivalent) in college level English Composition
- Three (3) semester credit hours (or the equivalent) in college level English/American Literature
- Successful completion of the Praxis I Tests: PSST: Reading, Writing, and Mathematics
- Faculty recommendation
- Minimum cumulative grade point average (GPA) of 3.0 or higher
- Application Form for Acceptance into the Education Program

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). All education students complete three or more Field Experiences and Student Teaching.

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 a successful completion of the Praxis II Subject Tests.

Achievement of a “C” or better in each required Education course. A minimum cumulative grade point average (GPA) of 3.0 or higher is required.

Upon completion of the Approved State Program in Education, and the successful completion of all Praxis I and II Tests, the student may apply to Alvernia for State Certification. All applications are forwarded to the Alvernia Certification Coordinator and then sent to the Bureau of Certification in Harrisburg for processing.

**The Pennsylvania Department of Education (PDE) has established new guidelines for Early Childhood (pre-K through 4), Middle Learners (4-8),**



and Special Education dual certifications for individuals entering the workforce in 2013. As of the preparation of this catalog for print, Alvernia University's education curriculum has been totally re-designed to meet the new standards and the updates have been submitted to PDE for approval. Therefore, the following programs are pending approval:

#### **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 102/109, COM 270, COM/ED 302, COM/ED 413

**Professional Education:** SPE 100, 211, ED 200, 204, 206, 208, 209, 210, 300, 306, 310, 313, 314, 400, 402, 403, 404, 414, 426, 470, 472

**Related Requirement:** MAT 106

#### **SPECIAL EDUCATION (PRE K - 8) AND DUAL CERTIFICATION EARLY CHILDHOOD (GRADES PRE K - 4)**

The Special Education Program (Pre K-8) leads to a dual Pennsylvania Certification in both Special Education (Pre K-8) and Early Childhood Education (Pre K-4) in order to be “most highly qualified” according to the No Child Left Behind Act of 2001. The design of the dual certification program allows candidates to effectively deal with “special needs” students 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, COM 270, COM/ED 302, COM/ED 413.

**Professional Education:** ED 200, 204, 206, 208, 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 SCHOOL EDUCATION (Grades 4-8)**

The Middle School (Grades 4-8) Program is grounded in adolescent development and prepares teachers to serve a diverse group in a variety of

educational settings. The program prepares students for Pennsylvania Certification in Middle Learner (Grades 4-8) Certification.

Students choose from one of seven (7) curricular options (TOTAL CREDITS RANGING FROM 129-133).

Middle School Professional Education (42 credits):

ED 203, 206, 209, 210, 215, 306, 313, 333, 402, 426, 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; BUS 110; SSC 222; HIS 101, 240, 308, 420; 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; BUS 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 (65 cr):

Science: BIO 103, 320; CHE 102; ED 464.

E/L/R: COM 101, 270; ENG Elective; ED 460.

Social Studies: POS 111; BUS 110; SSC 222; HIS/ED 461.

Math: MAT 105, 106, 131, 204, 205, 208, 230; ED 463.

Science and English/Language/Reading Option (63 cr):

Math: MAT 105, 106, 205; ED 463.

Social Studies: POS 111; BUS 110; SSC 222; HIS/ED 461.

Science: BIO 103, 320; CHE 102; ED 464.

E/L/R: COM 101, 213 or 234, 270, 261 or 263, COM Elective, ENG Elective; ED 460.

Math and Social Studies Option (61 cr):

Science: BIO 103, 320; CHE 102; ED 464.

E/L/R: COM 101, 270; ENG Elective; ED 460.

Math: MAT 105, 106, 204, 205, 208; ED 463.

Social Studies: POS 111, 225; BUS 110; SSC 222; HIS 101; HIS/ED 461.

Math and English/Language/Reading Option (63 cr):

Science: BIO 103, 320; CHE 102; ED 464.

Social Studies: POS 111; BUS 110; SSC 222; HIS/ED 461.

Math: MAT 105, 106, 204, 205, 208; ED 463.

E/L/R: COM 101, 270, 261 or 263; ENG 202 or 209, ENG Lit

Math and Science Option (61 cr)

E/L/R: COM 101, 270; ENG Elective; ED 460.

Social Studies: POS 111; BUS 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

**Math and English/Language/Reading and Special Education** (143 cr.):

A Special Education Certification added to dual certification Math and English/Language/Reading Option has a total of 143 credits. Students should expect to add an additional semester to their plan of study to successfully complete this option.

Science: BIO 103, 320; CHE 102; ED 464.

Social Studies: POS 111; BUS 110; SSC 222; HIS/ED 461.

Math: MAT 105, 106, 131, 204, 205, 208; ED 463.

E/L/R: COM 101, 270, 261 or 263; ENG 202 or 209,  
ENG American Lit, ED 460.

Professional and Special Education (54 cr.):

SPE 100, 345, 410, 350, 370, 425; ED 203, 215, 209, 210,  
333, 206, 306, 426, 470, 472.

**SECONDARY EDUCATION**

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, Business, Computer and Information Technology [K-12], 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 Professional Education:** 33 credits

SPE 100, ED 200, 206, 306, 313, 330, 333, 416, 470, 472, and 430 or 431 or 432 or 433 or 434 Methods of Teaching Content Area.

**Related Area** 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-Req: 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-req: 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-Req: ED 200 Fundamentals of Early Childhood Education.

## ED 208 3 credits

## Health and Physical Education in the Elementary School

Study of topics related to health issues in elementary schools; activities representative of the elementary physical education program and appropriate methods for teaching them. Not open to freshmen.

ED 209                    3 credits

Planning and Instruction in the Elementary Classroom

Study of research-based teaching methods and education measures for students in diverse classrooms including lesson planning, and implementation, and assessment.

ED 210                    3 credits

Methods for 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. Pre-req: 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 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 111 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-Req: ED 313 or ED 375.

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

Classroom Management

This course will help students 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. In addition, the 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. This is manifested in the creation of effective lesson plans and appropriate communication with students, parents and administration. Various models of philosophies and motivational and instructional strategies will be reviewed as they represent this philosophy in action. Co-Req: 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 330                      3 credits

Curriculum Design and Assessment

An introductory course in planning and instruction and the subsequent measurement and evaluation of instruction. The secondary student will be introduced to lesson planning, instructional strategies, unit planning, and techniques for preparing teacher-made tests and interpreting standardized tests. ED 330 will acquaint the student with the relationship between lesson planning and assessment and its relation to the teaching process.

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-req: ED 426 (Elementary 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 and ED 302.

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. SPE 211 is the prerequisite required. Cross-listed with COM 413.

ED 414 3 credits

Teaching Social Studies in Elementary School

As an academic field for young children, social studies include 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 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-Req: ED 313 for Elementary Education students; ED 430-434 for Secondary Education students.



ED 426 1 credit

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-req: 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 satisfying 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-req: 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-req: 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-req: 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-req: 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 are 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-req: ED 416.

ED 436 1 credit

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-Req Pre-K-4: ED 300, ED 403, ED 404, ED 414, Co-Req 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 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 426.

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 426.

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 426.

ED 470                      10 credits

**Student Teaching**

Classroom instruction of early childhood, elementary, secondary, and/or special education students during a fourteen-week period. Prerequisite: Completion of all other coursework and Praxis Tests. Co-requisite: ED 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 is 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. Pre-requisite: 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. Pre-requisite: 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.

**Graduate Courses\*:**

MED 500	Curriculum and Innovations
MED 501	Foundations of Teaching, Curriculum Design and Assessment
MED 505	Introduction to Special Needs Students
MED 508	Advanced Educational Psychology
MED 510	Assessment and Evaluation
MED 515	Strategies for the Special Education/Inclusive Classroom
MED 518	Quantitative Research Methods
MED 520	Educators as Researchers
MED 522	Field Experience (Practicum I)
MED 523	Field Experience (Practicum II)
MED 535	Issues Concerning Special Education Programs
MED 540	Curriculum, Instruction and Assessment for Adolescents
MED 545	Classroom Management for the Inclusive Classroom
MED 550	Introduction to Educational Administration
MED 553	The School Administrator
MED 555	Teaching the Arts in Cross-Cultural Settings
MED 560	Human Resource Management for Leaders
MED 565	Teaching Social Studies in Cross-Cultural Settings
MED 575	Teaching Health/Phys. Ed., Safety in Cross-Cultural Settings
MED 600	Language and Literacy in Cross-Cultural Settings
MED 602	Teaching Children's Literature in Cross-Cultural Settings
MED 605	Enhancing Literacy for Special Needs Students
MED 610	School Law and School Advocacy
MED 611	School Finance
MED 615	Literacy Learning in the Content Areas
MED 620	Teaching Math/Science in Cross-Cultural Settings
MED 650	Functions of School Supervision
MED 660	Teaching Strategies for Business, Computers, and I.T.
MED 661	Teaching Strategies for Secondary English
MED 662	Teaching Strategies for Secondary Mathematics
MED 663	Teaching Strategies for Secondary Social Studies
MED 664	Teaching Strategies for Secondary Science
MED 670	Student Teaching
MED 672	Student Teaching Seminar
MED 680	Research Seminar
MED 685	Principal Internship

\*Refer to Graduate Catalog for specific certification and/or degree requirements.

## 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. 3 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 200, 206, 306, 313, 330, 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 the following:

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 adviser. Required of English majors.

## **FOREIGN LANGUAGES**

Courses are designed to enable students to acquire a functional knowledge of French, German, Italian, Latin and Spanish. Since the knowledge of a foreign language is closely linked with the culture of a given country, the instructors offer opportunities for students to experience, appreciate and 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. Prerequisite: GER 201 or equivalent.

## **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 & 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  
 Spanish 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 for entrance into professional schools such as medicine, dentistry, physical therapy and veterinary.

### GENERAL SCIENCE

**Major:** 45 credits

BIO 103, 104; CHE 104, 105, 107, 110 or 112, 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: biology, chemistry, or physics as an area of concentration.

**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.

## 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 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:** 39 credits

HIS 112, 121, 240, 307 or 319, 323 or 337, 349 or 353, 300 or 308, 322 or 334 or 344, 352 or 364, HIS 420, HIS 426, and HIS 493. One HIS elective.

**Minor:** 18 credits

HIS 112, 121; HIS 426; plus 9 other history credits, 6 of which must be at 300 or 400 level.

### COURSE DESCRIPTIONS

HIS 101                      3 Credits

Western Civilization: Antiquity to the Renaissance

This course covers the ancient, medieval, and early modern periods, and looks at the evolution and development of Western Civilization from the Fertile Crescent through the Greeks and Romans, and onward to feudalism and the Renaissance.

HIS 102                      3 credits

Western Civilization: Reformation to the Cold War

This course looks at the development of Western Civilization during the Reformation, the age of Revolutions, the era of European empires, and the 20<sup>th</sup> century.

HIS 112                      3 credits

The Study of American History

Introduces student 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 student 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

Third World History

Introduces study of non-Western culture. Partial listing includes: East Asian, Middle Eastern, Native American, Latin American, and African histories. This course fulfills the human diversity graduation requirement.

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 courses also seek 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 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 transition from the Ancient World to 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.

## 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 420                      3 credits

World History Since 1918

This course covers the history of the world, the growing and interrelated forces, and the changes in thought since the end of World War I. Students are expected to take this course in their junior or senior years and to do a major research paper on a topic selected by the instructor.

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.

## **JOINT MAJORS**

Designed for areas which are complementary and where requirements may be combined because of nature of the disciplines. For joint majors:

- The option is only applicable for areas in which a major is currently offered.
- All Liberal Arts Core requirements must be fulfilled.
- To declare a joint major, student must have approval of both department chairs and must plan programs with a department chair or a designee from each department. Because completing both majors is demanding, a strong academic record is required before undertaking joint majors. Most joint majors may be completed in four years. Depending on particular combination of majors and individual's academic level when declaring, additional time may be needed.
- The student wishing to declare a joint major must petition the department chairs in writing. The student is presented with the program in writing, with necessary requirements, prior to beginning program.
- Applications are accepted after a student has completed at least one semester and has a grade point average of 2.5 or better.

### **Continuation**

Continuation in a joint major program is contingent upon the student maintaining a 2.5 or better grade point average overall.

- The student must complete all degree requirements within the majors as agreed upon by department chairs and student.
- Field placements may be used to fulfill requirements for two complementary majors.
- Together, joint major requirements cannot exceed 69 credits, with a minimum of 27 credits per major.
- Registrar is notified in writing of application and given a copy of the written agreement.

## **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. The degree is offered only at the Baccalaureate level. 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 Program in Liberal Studies 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.

Graduate Assistantship opportunities may be available to graduate students. For more information on these opportunities and this M.A. program, contact the Graduate Center at 610-796-8228.

## COURSE DESCRIPTIONS

*\*500 and 600 level courses are for the M.A. program in liberal studies and the core courses (COR) are for the M.A., M.B.A., and the M.Ed. programs. See the Graduate Catalog for course descriptions.*

- COR 500 Communications and Information Literacy
- COR 510 Moral Leadership
- COR 600 Organizational Professional Ethics
- LAS 500 The Evolution of Scientific Thought and Perceptions
- LAS 501 Strategic Management in Criminal Justice
- LAS 505 Case Management and Clinical Supervision
- LAS 510 The Biology of Behavior
- LAS 515 Research Methods in Behavioral Health
- LAS 520 Major Artists and Writers in their Milieus
- LAS 530 The Mathematics of Behavior
- LAS 535 Criminological Theory
- LAS 540 Organizational Behavior in Criminal Justice
- LAS 550 Advanced Clinical Practice in Behavioral Health Counseling
- LAS 600 Topics in Christian Ethics
- LAS 601 Christian Origins
- LAS 602 Hebrew Scriptures
- LAS 610 Science, Literature and Philosophy in the Age of Pope and Swift
- LAS 620 Cross-Cultural Conflict in our Communities
- LAS 621 Gender, Family and Social Change
- LAS 630 Abnormality and Society

LAS 631 Psychological Measurement  
 LAS 640 Welfare Politics  
 LAS 670 Seminar with Supervised Field Experience in Community Service

## MATHEMATICS

The mathematics program provides students with sufficient background of theory and practice so they may pursue graduate work, research, teaching in the secondary schools and various types of work in industry.

### MATHEMATICS

**Major:** 47 credits

MAT 230, 231, 307, 332, 401, 415.

12 credits in electives in mathematics; CIS 151, 152; PHY 110, 111.

**Minor:** 17-18 credits

MAT 209, 230, 307. Two from MAT 204, 231, 240, 304, 308.

### 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

**Secondary Education Professional Education:** 33 credits

SPE 100, ED 200, 206, 306, 313, 330, 333, 416, 433, 470, 472

**Major:** 35 credits

MAT 131, 204, 209, 230, 231, 240, 307, 308, 332, 415

**Related Requirements:** 17 credits

CIS 151, 152, PHY 110, 111, PSY 210

## 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 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 Education students or permission of instructor. Prerequisite: MAT 105.

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            4 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**

A survey of concepts required of middle school teachers. Topics include: Algebra, exponential and logarithmic functions, trigonometry, 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 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 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: four years high school mathematics or 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 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 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.

## 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.

**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. 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 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 133 3 credits

Music Fundamentals via Singing

Learn to read musical notation while developing the singing voice. Course content includes instruction in correct breathing, vowel formation and phonation while learning to read music through singing songs

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 dimension of learning for the student in a Christian-oriented environment. The BSN graduate functions as a generalist practitioner in a variety of health care environments. Alvernia's BSN graduate is prepared to deliver health care 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 seven outcomes expected of our graduates. Upon graduation the nursing student will be able to:

1.        Use the nursing process as a framework for providing nursing care. This process includes client or group assessment, identifying nursing diagnoses, planning and providing interventions, and evaluating nursing care outcomes.
2.        Assess the client's need for nursing interventions integrating research-based knowledge from the disciplines of nursing, the arts and sciences.
3.        Demonstrate caring in practice relevant to the client's developmental stage and the client's right to be self-determining.

4. Assume a leadership role within a variety of health-care settings to coordinate and manage care in meeting the needs of the client/population to maximize the quality of life.
5. Provide nursing care within a collaborative model that integrates cultural, ethical, legal, and spiritual commitments to clients.
6. Synthesize the social and political influences affecting the nursing profession.
7. Incorporate professional nursing standards into daily practice.

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, DC 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.
- College students must have a grade point average of at least a 2.5 with consideration given to individual courses. Grades and credits from developmental courses are not considered.

- 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 2.7 or higher
- Provide official transcripts of completed college work and courses in progress
- 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 2.7. 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.
- 85% or better on the Medication Administration/Math Calculation Examinations given in specified clinical courses.
- Maintain a cumulative GPA of 2.5.
- Successful completion on the ERI CAP and CAT 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 205), certification in CPR (one and two man 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. Random drug screening may be required for cause at any time during a student’s enrollment.

**Additional Fees**

Nursing students are responsible for additional expenses, which include, but are not limited to: lab fees, uniforms, child abuse fees, 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

**Liberal Arts Core:** 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, CHE 109; THE 210; MAT 100\*, MAT 208; SOC 111; COL 180.

\*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.

**Required Nursing Courses:** NUR 201, 202, 205, 208, 300, 309, 311, 312, 313, 408, 409, 412, 415, 417, 418.

**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 course work. 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 205.

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 201 3 credits

Foundations of Professional Nursing I

Introduces the student to the philosophical and theoretical foundations of nursing practice. The exploration and integration of concepts and processes basic to professional nursing are studied. The role of therapeutic communication and the nurse as a client advocate are introduced within the framework of developmental and teaching-learning theories. An introduction to human responses and nursing care completes the foundation for professional nursing practice. Co-requisite: NUR 202.

NUR 202 1 credit

Foundations of Professional Nursing I Lab

Basic nursing skills are introduced and practiced within the Nursing Campus Skills and Computer Laboratory. Students are introduced to problem solving, decision making and critical thinking roles. Competency is expected and learning is enhanced by technology. Communication skills, the nursing process and medical mathematical calculations are areas of development. Two-hour lab. Co-requisite: NUR 201.

NUR 205 5 credits

Foundations of Professional Nursing II

Introduces the student to professional nursing practice in relation to potential and simple alterations in health, while providing integration and application of theory. Students have the opportunity to apply the nursing process to clients of all ages who are coping with their reactions and responses to stressors. Health promotion concepts are integrated as the students begin to be responsible for implementing appropriate nursing interventions and demonstrate critical thinking skills. Client outcomes are evaluated. Three classroom hours and eighty-four supervised clinical practice hours. Prerequisites: NUR 201, NUR 202; completed Health and Immunization Records, Professional CPR Certification, completed Pennsylvania Child Abuse History Clearance, Criminal Record Check and Drug Screen. Prerequisites: BIO 107/117 and BIO 108/118.

NUR 208 3 credits

Pharmacology and the Nursing Process

Explores the ever-expanding role of pharmacology in the practice of nursing. The nursing process is utilized to provide a holistic approach for individuals and

their families within multiple environments. Traditional and complementary principles are applied to the client at various points on the wellness continuum. Prerequisites: NUR 201, 202. Co-requisite: NUR 205.

NUR 300                    3 credits

Professional Nursing Concepts & Theories

Professional nursing concepts, nursing theories, historical perspectives and other factors which impact contemporary nursing are introduced. Concepts are applied throughout curriculum. Three hours lecture per week.

NUR 309                    5 credits

Nursing and Human Responses I

Focuses on the nursing diagnosis and treatment of human responses and nursing care to the changes that occur in the expanding family and children. The focus is on the changing needs of women and the family during the reproductive life cycle. Health promotion, protection and restoration of the developing child and woman are integrated and facilitated. The student provides care for mothers, neonates and their families, and children in acute care and community based settings. Three classroom hours and eighty-four supervised clinical practice hours. Prerequisites: NUR 205; PSY 101; SOC 111; BIO 220; and CHE 106/109.

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.

NUR 312                    3 credits

Transcultural Nursing

Focuses on health care practices and beliefs in a variety of cultures. Political, economic, spiritual and geographic factors affecting health care 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 313                    5 credits

Nursing and Human Responses II

Focus is on nursing care of clients across the lifespan related to behavioral health, chronic illness, and end-of-life issues. Students focus on therapeutic communication with clients in emotional distress whether from behavioral health, chronic diseases or death and grieving issues. Students have the

opportunity to demonstrate therapeutic communication within a variety of acute care and community based settings. The nursing process, client education, and social and ethical issues are integrated and emphasized. Three classroom hours and eighty-four supervised clinical practice hours. Prerequisites: NUR 205; PSY 101; SOC 111; 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 health care 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 health care teams for the purpose of outcome based practice. Prerequisite: NUR 415. Co-requisite: NUR 417.

#### NUR 412 5 credits

##### Family and Community Nursing

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 309, NUR 313 (5 credits).

#### NUR 415 5 credits

##### Nursing and Human Responses III

This course focuses on the care of all clients across the lifespan responding to an increased complexity of human responses to potential and actual complex alternations in health problems. Application of nursing process and theory to musculoskeletal, hematological, oncological, reproductive, hepatic and renal systems is the primary focus. Integration of evidence-based nursing research, ethical-legal issues and the economics of caring for clients with complex health problems are inferred, Integration acute care and home care if utilized. Three

classroom hours and eighty-four supervised clinical practice hours.

Prerequisites: NUR 309, NUR 311, NUR 313 and BIO 410.

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 health care 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 415. Co-requisite: NUR 409, NUR 418.

NUR 418                      3 credits

Nursing and Human Responses IV

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 health care needs. Critical care concepts are addressed. Prerequisite: NUR 415. Co-requisite: NUR 417.

## **OCCUPATIONAL THERAPY**

The mission of the occupational therapy program is to provide a broad-base of occupational therapy knowledge and skills within a strong liberal arts education. The program seeks to prepare graduates to think logically and creatively, act professionally and ethically, analyze ideas and situations, and solve problems encountered in their service delivery as practitioners, supervisors and leaders. In harmony with the mission of the University, the occupational therapy program seeks to prepare graduates to become reflective practitioners and life-long learners, to act with moral courage and spiritual fullness, and to become ethical leaders who are engaged in their communities.

To prepare graduates for occupational therapy practice the program offers three programs of study: (a) for those without a bachelor degree, an entry-level five-year Bachelor of Science in Health Science and Master of Science in Occupational Therapy degree; (b) for those who already possess an undergraduate bachelor degree outside of Occupational Therapy, an entry-level Master of Science in Occupational Therapy degree; and (c) for those who possess a bachelor degree in Occupational Therapy and are licensed to practice as an Occupational Therapist, a completion degree leading to the Master of Science in Occupational Therapy.

The core values of the American Occupational Therapy Association and those of Alvernia University combine well in the mission of the occupational therapy program. These complementary philosophies value the uniqueness of each individual and service to others. The curriculum seeks to provide learning opportunities for students to discover their special gifts and to learn the skills needed to be inclusive and engaged practitioners. The occupational therapy program continues to focus on the mission of the founding order of Alvernia University, the Bernardine Sisters, by providing education and care where there is genuine need.

The occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220; phone number 301-652-2682. 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. All occupational therapy students must complete Level II fieldwork within the timeframe established by the program and a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

*NOTE: In order to meet the revised standards set by ACOTE, this curriculum is undergoing a comprehensive revision, pending final approval in late summer 2008 and therefore not finalized in time for this printing. For current information and updates, please refer to the University web page 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.

Students who meet the criteria for admission to the University, but not the occupational therapy program, may be accepted as undeclared Bachelor of Science students. Students who are interested in becoming an OT major may petition the Occupational Therapy Program Director to take the same courses as accepted first year occupational therapy students (Please note: approval to take such courses does not indicate or guarantee formal acceptance into the occupational therapy program). Students who are able to achieve an overall minimum first year GPA of 2.75 with a grade of “C” or higher in all outlined OT and related courses at the end of the first year, may petition the Occupational Therapy Program Director for consideration for formal admission in the program.

**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 2.75 on a 4.0 scale for previous undergraduate work.
- 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.

*Please note: Transfers accepted at the freshman, sophomore, and junior level only.*

**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 2.75 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 of a portfolio of the student’s education, service, and professional accomplishments.
- Successful completion of all course connected level I fieldwork.
- Successful completion of level II fieldwork. Level II fieldwork must be completed within 24 months following completion of undergraduate academic coursework.



Students with a Baccalaureate Degree in a related field must successfully complete undergraduate prerequisites as outlined on an individual plan of study and approved by the Occupational Therapy Program Director, following a review of previously completed academic coursework.

- All prerequisite required courses and related required courses must be completed with a grade of “C” or better.
- A grade point average of 2.75 on a 4.0 scale for all previous undergraduate work.
- Successful completion of 24 weeks or the equivalent of level II fieldwork prior to matriculation into the graduate phase of the program.
- Three letters of reference from persons competent to judge the applicant’s probable success in graduate school (former professors, employers, or supervisors).
- Observation of occupational therapy practitioners working in clinical settings is recommended, but not mandated.

Currently practicing Occupational Therapist with Baccalaureate Degree in Occupational Therapy, or a Certificate in Occupational Therapy and an accompanying Baccalaureate Degree in a related area are accepted directly into the graduate phase of the program provided all admission requirements are met, including:

- Evidence of satisfactory completion of a course of study from an ACOTE accredited program, including successful completion of level II fieldwork, leading to a bachelor’s degree in occupational therapy from a regionally accredited four-year college.
- A grade point average of 2.75 on a 4.0 scale for all previous undergraduate work.
- Three letters of recommendation from persons competent to judge the applicants probable success in graduate school (former professors, employers, or supervisors).
- Proof of current practice as an OT (current NBCOT certification/current state license as an occupational therapist).

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 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 are allowed to utilize the repeat/delete option for only ONE course for any class in which a grade “C” or below is received. This grade remains on the student’s record; the second grade is calculated into his or her overall GPA.
- 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.

**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 416 and OT

417, prerequisites and related required courses and a final grade of “B” or better in all graduate courses. The repeat/delete option may be used one time for undergraduate occupational therapy courses; and for one course only (COR or OT) at the graduate phase.

All Level II Fieldwork must be completed within 24 months following completion of undergraduate academic course work, and prior to the start of the graduate phase of the program.

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, who are Pennsylvania residents, must obtain request for criminal record check (ACT 151) and Pennsylvania Child Abuse History clearance forms (ACT 34) prior to clinical education (Fieldwork Level I and II). Students who reside out of state must complete FBI clearance and/or resident state clearances.

Students may take no more than 3 additional credits while enrolled in OT 416 and/or OT 417 and must have approval of the program director.

Any student who fails OT 416 and/or OT 417, may repeat the course(s) one time. The course should be repeated during its next offering. The Academic Fieldwork Coordinator schedules the fieldwork. The student must meet with the Academic Fieldwork Coordinator within one month following the notification of the failure. Failure to meet with the Coordinator in this time frame may result in dismissal from the Program. Any student who receives a grade of “F” after repeating either OT 416 or OT 417 is dismissed from the program.

Student grievance policies are included in the *Undergraduate and Graduate Student Handbook*.

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:** OT 101, 205, 210, 302, 303, 304, 305, 306, 308, 309, 401, 403, 405, 416, 417, 501, 502, 503, 505, 601, 603, 610.

**Related Requirements which may fulfill the Liberal Arts Core:** BIO 107/117, 108/118, 208, 211; COM 101, 103; MAT 208; PSY 101, 208, 306, 309; SOC 111; THE 210; COR 500 (or graduate OT elective as approved by Program Director), 510, 600.

## **COURSE DESCRIPTIONS**

OT 101                      2 credits

Introduction to Occupational Therapy

This exploratory course is designed to introduce the student to the foundation, history, philosophical base, values, standards, and ethics of the occupational therapy profession. Students will have the opportunity to be introduced to various occupational therapy practice settings. Class discussion related to occupational therapy practice may include the therapeutic use of self, spirituality, empathy, theory, and regulatory requirements of the profession. Course related fieldtrip experiences and guest lecturers from the profession will provide opportunities for observation of occupational therapy in a variety of practice settings. This course is a prerequisite for all other OT courses within the degree.

OT 205                      3 credits

Analysis of Occupations I

Examines the theories underlying the use of occupational performance and purposeful activity in the areas of self-care, education, work, social participation, play and leisure for individuals, groups and populations through the life span. Students examine therapeutic equipment, and analyze, grade, adapt and teach activities that enable individuals to perform chosen occupations to fulfill life roles. Students learn how to adapt devices to maximize the functioning of individuals. Integrated lecture and lab. Prerequisite: OT 101. Pre-requisite or co-requisite: BIO 211.

OT 210                      3 credits

Concepts and Theories of Occupational Therapy

The theories and models that guide occupational therapy practice are examined. Theory development is introduced and the importance of theoretical concepts in a practice based profession is explored. Historical and philosophical foundations

are introduced as well as new models in response to growing knowledge.  
Prerequisite: OT 101.

OT 302                      3 credits

Disease, Injuries and Health Conditions I

Study of the etiology, pathology, clinical course, treatment, management, prevention and prognosis of acute and chronic diseases, injuries disorders and health conditions that are seen in occupational therapy practice. Students examine the effects of environmental, economic, cultural, and psychosocial factors on human functioning, with implications for the individual, family and community. Emphasis given to disorders and health conditions occurring at the beginning of life through late adolescence. Prerequisites: BIO 107, 108, 208; OT 101.

OT 303                      4 credits

Occupational Therapy Evaluations

(Includes Level I Fieldwork\*) Focuses on the occupational therapy evaluation process, development and administration of assessment tools, and documentation of results. Observations of practitioners conducting evaluations are made during the course related fieldwork component. Prerequisite: OT 101.

OT 304                      3 credits

Motor and Perceptual Development

An advanced review of normal human development from inception through the life span. Aspects of motor, sensory, perceptual, and cognitive development relevant to occupational therapy practice are explored. Prerequisites: OT 101, PSY 208.

OT 305                      3 credits

Intervention Planning

(Includes Level I Fieldwork\*) Examines various models of intervention, principles of treatment and approaches that provide basis for planning and documenting intervention for identified client problems and goals. Students begin to apply theoretical concepts to the occupational therapy process. Case studies are used to analyze client needs, determine goals, and plan intervention. Observations of the intervention planning process are made during course related fieldwork. Prerequisite: OT 101, 303 (or co-requisite).

OT 306                      4 credits

Analysis of Occupations II

Advances the use of occupations as the basis for the practice of occupational therapy by defining occupation, activity, and purposeful activity. Explores activity analysis in selecting, grading and adapting occupations for evaluation and intervention. Analyzes groups, interpersonal relationships and normal

activities as the foundation for planning intervention for clients across the life span in their employment, productive and play leisure occupations. Grading adapting and teaching purposeful activities in group settings is experienced in the laboratory. Prerequisites: OT 101, 205 (or co-requisite).

OT 308                      4 credits

Intervention I: Activities of Daily Living Performance

(Includes Level I Fieldwork\*) Intensive study of theories, principles and models of intervention to enable clients of various ages to gain optimal functioning in activities of daily living. Specific methods and techniques used in intervention, therapist responsibilities, and documentation requirements are practiced in the laboratory. Observations of interventions in activities of daily living are made during course related fieldwork. Prerequisite: OT 101, 305 (or co-requisite).

OT 309                      3 credits

Disease, Injuries and Health Conditions II

Continuation of the study of the etiology, pathology, clinical course, treatment, management prevention and prognosis of acute and chronic diseases, injuries, disorders and health conditions that are seen in occupational therapy practice. The effects of environmental, economic, cultural, and psychosocial factors on human functioning with implications for the individual, family, and community are studied. Emphasis given to disorders and health conditions of early adulthood through the end of life. Prerequisites: OT 101, 302 (or co-requisite).

OT 401                      4 credits

Intervention II: Work Performance

(Includes Level I Fieldwork\*) Intensive study of the theories, principles and models of intervention to enable clients of various ages to gain optimal functioning in work and productive activities. Specific methods and techniques used in intervention, therapist responsibilities, and documentation requirements are practiced in the laboratory. Observations of intervention in work and productive activities are made during course related fieldwork. Prerequisites: OT 101, 305 (or co-requisite).

OT 403                      3 credits

Intervention III: Wellness and Prevention

(Includes Level I Fieldwork\*) Intensive study of the theories, principles and modes of intervention for illness prevention and wellness promotion. The development of satisfying leisure activities for persons with health conditions is explored. Specific methods, techniques, used in intervention, therapist responsibilities, and documentation requirements are practiced in the laboratory. Observation of interventions wellness, prevention, and leisure activities are made during course related fieldwork. Prerequisites: OT 101, 305 (or co-requisite).

## OT 405 3 credits

## Community Health Care Administration and Organization

Examines the nation's needs, resources, public policies and laws affecting health care delivery. Predictions for future health care trends are analyzed.

Occupational therapy services for local, regional, national, and global communities are reviewed. The occupational therapist's responsibilities as a manager of services, styles of supervision, and role delineation for occupational therapy practitioners is presented in this course. Prerequisite: OT 101.

## OT 416 6 credits

## Occupational Therapy Fieldwork II: 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 the equivalent, educational experiences at an approved fieldwork site off-campus. 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. Prerequisites: All undergraduate OT courses and all other related required courses with a "C" or better; completion of all undergraduate, CORE and elective requirements; satisfactory completion of all level I fieldwork; approval of academic fieldwork coordinator, clinical fieldwork educator, and Program Director; current certification in CPR (infant, child and adult) and first aid; and current health and immunization status reports. Where applicable: Child abuse clearance, State Criminal Record Check, and/or FBI background. The student is responsible for travel and accommodation expenses. This course is graded pass/fail.

## OT 417 6 credits

## Occupational Therapy Fieldwork II: 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 fieldwork site off-campus. 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. Prerequisites: all undergraduate OT courses and all other related required courses with a "C" or better; completion of all undergraduate, CORE

and elective requirements, satisfactory completion of all level I fieldwork; approval of academic fieldwork coordinator, the clinical fieldwork educator and program director; current certification in CPR (infant, child and adult) and first aid; and current health and immunization status reports. Where applicable: Child abuse clearance, State Criminal Record Check, and/or FBI background. The student is responsible for travel and accommodation expenses. This course is graded pass/fail. Prerequisite: Successful completion of OT 416 or approval of Occupational Therapy Program Director.

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 & 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 the 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 in the scholarly project. By the end of the course, students develop a detailed proposal and obtain formal approval from their adviser 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 project 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 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. During course related fieldwork students develop an outcomes measure for occupational therapy services. 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 health care 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. Course related fieldwork requires completion of a proposal for new or expanded occupational therapy services. Prerequisite: OT 416 and 417, or permission of the Program Director.

## 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 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.

\*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, Plus Two, and Degree Completion programs 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

Existentialism      3 credits

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. Pre-requisite: 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 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 focus on the value and significance of humanity's efforts to provide a unified understanding of reality with respect to perennial philosophical problems.

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 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 Innovative Degree Programs (Plus Two, Mid-Degree, Degree Completion). Other students must have permission of the instructor.

PHI 351                      3 credits

Ancient Philosophy

A study of the history of philosophy from Thales to Plontinus. 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 Oakham. 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 Desartes, Pascal, Locke, Spinoza, Leibniz, Hume, Berkeley, Kant, and Nietzche. Pre-requisite: 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. Pre-requisite 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 Arts

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

Alvernia University offers a minor in physics. 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 assistant 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 communications.

**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 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 and 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 which fosters the development of critical thinking skills. Students acquire professional development skills through community based learning.

### 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 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 which 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

Senior 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. 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. 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

**Sport 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. Cross-listed with SM 440.

**MASTER OF ARTS PROGRAM IN COMMUNITY COUNSELING**

The Master of Arts Program in Community Counseling 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.

Graduate Assistantship opportunities may be available to graduate students. For more information on these opportunities and this M.A. program, contact the Graduate Center at 610-796-8228.

**COURSE DESCRIPTIONS**

*\*500 and 600 level courses are for the M.A. programs in community counseling and the core courses (COR) are for the M.A., M.B.A., M.C.C., and the M.Ed. programs. See the Graduate Catalog for course descriptions.*

COR 510	Moral Leadership
COR 600	Organizational Professional Ethics
MCC 500	Introduction to Counseling
MCC 510	Human Development Across the Life Span
MCC 515	Psychopharmacology
MCC 520	Counseling Theories
MCC 525	Psychobiology of Addictions
MCC 530	Multicultural Issues in Counseling
MCC 535	Counseling Children and Adolescents
MCC 540	Addiction and Society
MCC 545	Family Therapy Concepts & Methods
MCC 550	Practicum
MCC 560	Legal & Ethical Issues in Counseling
MCC 600	Advanced Counseling Theories and Techniques with Individuals
MCC 605	Counseling Special Populations



MCC 610	Advanced Counseling Theories and Techniques with Groups
MCC 615	Relapse and Recovery
MCC 620	Research Methods and Program Evaluations
MCC 625	Spirituality and Healing Process
MCC 630	Appraisal, Tests and Measurements
MCC 635	Criminality & Addictions Counseling
MCC 640	Psychopathology
MCC 650	Career Counseling
MCC 655	Program Management and Clinical Supervision
MCC 670	Internship I (300 hours)
MCC 680	Internship II (300 hours)
MCC 685	Advanced Clinical Internship

## SOCIAL SCIENCE

### 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 multinational 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 101 or 102, COM 101 with a minimum grade of B-

**Secondary Education Professional Education:** 33 credits  
SPE 100, ED 200, 206, 306, 313, 330, 333, 416, 431, 470, 472

**Major:** 33 credits

BUS 110, POS 101, 111, HIS 112, 240, 420, HIS 426 or POS 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 BSW (Bachelor Degree of Social Work). 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 populations-at-risk 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:

- Help students integrate liberal arts and professional knowledge, values and skills into competent entry-level practice;
- Prepare students to understand social policy and policy analysis, and to participate in efforts directed toward policy change;
- Help students become aware of issues related to human diversity and be of assistance in pursuing equity in professional and institutional relations;

- Motivate and prepare students for continuing professional development and education.

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 client's 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 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 2.25 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.

## **BACHELOR OF SCIENCE IN 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, 207, 209, 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:** 19 credits

Required: SW 201, 203, 207, 209, 407, 408.

**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, 207, 209.

**Departmental Requirement:**

Students who achieve junior status must maintain an overall GPA of 2.25 to remain in good academic standing within the Social Work Department.

Students may repeat/delete a Social Work course (only once) in order to achieve a "C" in that specific course.

**MARYWOOD UNIVERSITY MASTER OF SOCIAL WORK**

Alvernia University offers Marywood University's Master of Social Work on our campus. Students have an opportunity to complete this degree largely on Alvernia's campus. See the Program Director for the Marywood Program in the Graduate Center for further details.

**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, day care, 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 207                      3 credits

Intervention Strategies for Older Adults

Students are taught generalist skills to work with older adults at micro and mezzo levels. Students learn how to assess the needs of older adults and how to create services to meet those needs. Twelve different modalities are introduced. Students observe and participate in on-site agency intervention techniques. Students are directly involved with micro and mezzo practice, and participate in development of a community service program to benefit older adults.

SW 209                      3 credits

The Art of Living, Bereavement and Grief

Examines the process of living with death and dying. The human dilemma is such that we move from birth to death. Case studies, media presentations, etc. focus on feelings and emotions of both the individual and the family as they cope with the last stages of the life cycle.

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 systems approaches 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 322 3 credits

## Health Care, Chronic Illness, and the Social Work Profession

This course teaches practice models and multi-level methods of intervention for effective social work practice in health care. Included in the course is 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 403.

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 health care 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.*

## 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, Plus Two, and Degree Completion programs are exempt from this requirement.*

THE 105                      3 credits

Foundations of Theology

Inquiry into 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 Innovative Degree Programs (Plus Two, Mid-Degree, Degree Completion). 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: THE 105; 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.

**THEATRE** (see courses under Communications)

## WOMEN'S STUDIES

Alvernia offers a minor in Women's 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:** 15 credits

9-15 credits from: ENG 216; PSY 308; HIS 230; SOC 411; MUS 331.

A maximum of six credits from: CJ 411; MUS 222; PHI 420; PSY 215; SSC 321; SW 202, 203; THE 300.



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## 2009 - 2010 ACADEMIC CALENDAR

### FALL 2009

Classes begin (day + Mod 1 + grad)	Aug 24
Last day to add/drop (day + Mod 1 + grad)	Aug 31
Labor Day Holiday	Sept 5 – 7
(no classes (day + evening, Sat)	
Classes resume	Sept 8
Last day to withdraw without F – Mod 1	Sept 21
Feast of St. Francis observed – no classes	Oct 2
(no classes day, Sat classes in session)	
Feastday of St. Francis of Assisi	Oct 4
Mod 1 ends	Oct 14
Mod 2 starts	Oct 15
Last day to add/drop Mod 2	Oct 22
Pre-registration for Spring	Oct 26 – 30
Last day to withdraw without F – Day + Grad	Oct 30
Last day to W/D Mod 2	Nov 11
All Day + Eve + Mod + Grad classes in session	Nov 25
Thanksgiving Holidays	Nov 26– 29
Classes resume	Nov 30
Last class day (day)	Dec 4
Mod 2 + grad ends	Dec 10
Study Day	Dec 9
Final examinations (day)	Dec 7,8,10 – 11
Graduation	Dec 13
(Graduation Snow Date 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 2010**

Winterim starts (2 weeks)	Jan 4
Last day to add/drop	Jan 5
Last day to W/D without F	Jan 8
Last day Winterim	Jan 15
Martin Luther King Observed – no classes	Jan 18
Classes begin (day + Mod 3 + grad)	Jan 19
Last day to add/drop (Day + Mod 3 + grad)	Jan 26
Last day to W/D without F Mod 3	Feb 10
Spring break – no classes day only	Mar 1 – 5
(All classes beginning at 5:30 or later & Sat are in session)	
Mod 3 ends	Mar 10
Mod 4 begins	Mar 15
Last day Add/Drop Mod 4	Mar 22
Pre-registration for Fall	Mar 22 – 26
Last day to W/D without F – Day	Mar 26
Easter Holidays (day + evening + Sat)	Apr 1 - 4
All Evening + Mod, classes resume	Apr 5
Day classes resume	Apr 6
Last day to W/D without F – Mod 4	Apr 8
Mod 4 + grad ends	May 6
Last class day (day)	May 7
Study Day	May 12
Final examinations (day)	May 10 – 11- 13- 14
Graduation	May 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

**SUMMER 2010**

Mod 5 and Full Summer Starts	May 17
Mod A starts	May 17
Last day to add/drop Mod A	May 18
Memorial Day Holiday (no classes Day, Evening, Grad )	May 29 – 31
Classes resume	June 1
Last day to add/drop Mod 5 & Grad	May 24
Last day to W/D Mod A	May 28
Mod A ends	June 4
Last day to W/D without F - Mod 5	June 14
Mod B starts	June 14
Last day to add/drop Mod B	June 15
Last day to W/D without F Mod B	June 25
Mod 5 ends	July 1
Mod B ends	July 1
4 <sup>th</sup> of July Holiday - no classes	July 3 – 5
Mod 6 starts	July 6
Last day to add/drop Mod 6	July 13
Last day to W/D without F Mod 6	July 29
Mod 6 ends	Aug 19

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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