



ALVERNIA UNIVERSITY

2009 - 2010
GRADUATE CATALOG

An Education in the Franciscan Tradition

Catalog

**GRADUATE PROGRAMS
AT A GLANCE**

Master of Arts (M.A.)
Program in Community Counseling

Master of Arts (M.A.)
Program in Liberal Studies

**Master of Business Administration
(M.B.A.)**
Program in Community Service and
Economic Leadership

**Master of Business Administration
(M.B.A.) Online**
Program in Community Service and
Economic Leadership

Master of Education (M.Ed.)
Program in Urban Education

Education Certification Programs

- Principal
- Elementary Teaching
- School Nurse
- Secondary Teaching
- Special Education Teaching

Master of Science in Nursing (M.S.N.)

**Master of Science in Occupational
Therapy (M.S.O.T.)**

Doctor of Philosophy (Ph.D.)
Program in Leadership

**Alvernia University
Graduate and
Continuing Studies Division
540 Upland Avenue
Reading, PA 19611**

**610-796-8228
610-796-8367 (fax)
www.alvernia.edu**

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MISSION STATEMENT

Alvernia University Mission Statement

To learn. To love. To serve.

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

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 selfcritical 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.

General Objectives

Alvernia University is founded on the Judeo-Christian commitment to the harmonious development of the whole person. The student’s development into a responsible person is the basic reason for the existence of the University. The Alvernia University environment, therefore, is designed to provide students with the opportunity:

- To develop their ability to think logically and critically, to comprehend accurately, and to communicate effectively;
- To develop their personal relationships with self, community and God;
- To comprehend the Judeo-Christian heritage and its relationship to their responsibilities to themselves and to society;
- To develop and strengthen their moral and ethical integrity in a changing society;
- To acquire knowledge of their physical and social environment while developing a greater appreciation for the contributions of the past with a sense of responsiveness to a changing future;
- To develop their ability 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;
- To explore ways of integrating their spiritual development with their physical, intellectual, social and cultural participation in the world;
- To develop an understanding for and an appreciation of the literary and aesthetic arts that will enable them to continue to enrich their lives through study and creativity; and
- To demonstrate proficiency in those skills required by their chosen career and professional concentration.



FEDERAL POLICIES

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 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.

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 to 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:

Graduate and Continuing Studies Office
610-796-8495



Main Campus and Satellite Site Directory

DIRECTORY

Main Campus - Reading, Pennsylvania

540 Upland Avenue
Reading, PA 19611
1-888-ALVERNIA
610-796-8228
610-796-8367 (fax)
www.alvernia.edu

Graduate Programs Offered on Alvernia's

Main Campus:

Master of Arts (M.A.)

- Program in Community Counseling
- Program in Liberal Studies

Master of Business Administration (M.B.A.)

- Program in Community Service and Economic Leadership

Master of Business Administration (M.B.A.)

Online

- Program in Community Service and Economic Leadership

Master of Education (M.Ed.)

- Program in Urban Education

Education Certification Programs

- Principal
- Elementary Teaching
- School Nurse
- Secondary Teaching
- Special Education Teaching

Master of Science (M.S.)

- Occupational Therapy

Master of Science (M.S.)

- Nursing

Ph.D. in Philosophy

- Program in Leadership

Schuylkill Center - Pottsville, Pennsylvania

2650 Woodglen Road
Pottsville, PA 17901
570-628-4011
570-628-3317 (fax)

Graduate Programs Offered at the Schuylkill Center and/or in the Schuylkill County Area:

Master of Business Administration

(M.B.A.)

Master of Education (M.Ed.)

Education Certification Programs

- Principal
- Elementary Teaching
- Secondary Teaching
- Special Education Teaching

Philadelphia Center - Philadelphia, Pennsylvania

1355 West Cheltenham Avenue
Melrose Park, PA 19027
215-635-4734
215-635-4590 (fax)

Graduate Programs Offered at the Philadelphia Center:

Master of Arts (M.A.)

- Program in Community Counseling
- Program in Liberal Studies

Off-site Location Programs

Alvernia University designs programs to meet the needs of businesses, schools, and non-profit organizations. Programs have been developed for collegiate credit and for Act 48 credit at various off-site locations. Off-site locations have included Schuylkill Community Education Council, Caron Foundation, Godiva Chocolatier, Reading Hospital and Medical Center, Lowe's Distribution Center, Service Access Management, and various school districts in Berks, Montgomery, Lehigh, and Lancaster counties. For more information on how Alvernia University can design individualized programs for business and education, please contact the Graduate and Continuing Studies Division at 610-796-8228.



ADMISSIONS

Our commitment to offer quality student services extends to the ease of applying for admission, with our supportive graduate staff available to assist you throughout the process.

Application to Alvernia University is on a rolling admissions basis, which means that we are constantly accepting and reviewing applications. We prefer that you submit your application as early as possible. After receiving your completed application, we make every effort to notify you of your admissions decision within three to five weeks. Should you have questions about the application or Alvernia's graduate admission process, please contact the Graduate Division.

To apply, students should complete the Application for Graduate Admission and submit the \$50 non-refundable application fee, payable online upon submission, along with all other supporting documentation as outlined below.

Master in Business Administration

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required. A cumulative grade point average of 3.0 on a 4.0 scale for all previous undergraduate and graduate work is required for full acceptance.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Scores submitted from a graduate entrance exam such as the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), or the Miller Analogies Test (MAT). This requirement will be waived for Alvernia alumni, and other students who have earned bachelor's degrees five years or more prior to submitting an application.
- Professional Résumé
- Interview with the MBA program coordinator. After all the required application materials have been received, each applicant will be contacted to arrange for a personal interview.
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)

Master in Business Administration Online

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required. A cumulative grade point average of 3.0 on a 4.0 scale for all previous undergraduate and graduate work is required for full acceptance.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Scores submitted from a graduate entrance exam such as the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), or the Miller Analogies Test (MAT). This requirement will be waived for Alvernia alumni, and other students who have earned bachelor's degrees five years or more prior to submitting an application.
- Professional Résumé
- Interview with the MBA program coordinator. After all the required application materials have been received, each applicant will be contacted to arrange for a personal interview.
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)

Master in Education

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Scores submitted from a graduate entrance exam such as the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or the Praxis Series. This requirement will be waived for Alvernia alumni, and other students who have earned bachelor's degrees five years or more prior to submitting an application.
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, and completion of specialized examinations. (not required, but encouraged)

Master in Education with Graduate Education Certifications

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required. Also, the following undergraduate credit hours are required for acceptance:

- Six (6) semester credit hours (or the equivalent) of undergraduate mathematics
- Six (6) semester credit hours (or the equivalent) of undergraduate English composition and British or American literature

The above credit hours must be completed prior to acceptance.

- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Scores from the Praxis Series. Students must pass the Praxis Core Battery Tests in Reading, Writing, and Mathematics (Praxis I). Students enrolling in the Secondary Certification Program must pass the Praxis II Test in their content area.
- Students enrolling in the Principal Certification Program are required to submit two evaluation forms provided by Alvernia University (one by a school superintendent and one by a school principal).
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, and completion of specialized examinations. (not required, but encouraged)

Graduate Education Certifications

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required. Also, the following undergraduate credit hours are required for acceptance:

- Six (6) semester credit hours (or the equivalent) of undergraduate mathematics
- Six (6) semester credit hours (or the equivalent) of undergraduate English composition and British or American literature

The above credit hours must be completed prior to acceptance.

- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders. (not required for Principal Certification Program)
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Scores from the Praxis Series. Students must pass the Praxis Core Battery Tests in Reading, Writing, and Mathematics (Praxis I). Students enrolling in the Secondary Certification Program must pass the Praxis II Test in their content area. Content area options: Biology, Business, Computer and Information Technology, Chemistry, English, Mathematics, and Social Studies.
- Students enrolling in the Principal Certification Program are required to submit two evaluation forms provided by Alvernia University (one by a school superintendent and one by a school principal).
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, and completion of specialized examinations. (not required, but encouraged)

Master in Education with Emphasis in School Health

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Scores submitted from a graduate entrance exam such as the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or the Praxis Series. This requirement will be waived for Alvernia alumni, and other students who have earned bachelor's degrees five years or more prior to submitting an application.
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)
- Interview with nursing faculty member.
- Photocopy of applicant's current Registered Nurse License.

Master in Education with Emphasis in School Health and School Nurse Certification

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required. Also, the following undergraduate credit hours are required for acceptance:
 - Six (6) semester credit hours (or the equivalent) of undergraduate mathematics
 - Six (6) semester credit hours (or the equivalent) of undergraduate English composition and British or American literature
 - Three (3) semester credit hours (or the equivalent) of undergraduate or graduate Educational PsychologyThe above credit hours must be completed prior to acceptance.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Scores submitted from a graduate entrance exam such as the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or the Praxis Series. This requirement will be waived for Alvernia alumni, and other students who have earned bachelor's degrees five years or more prior to submitting an application.
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)
- Interview with nursing faculty member.
- Photocopy of applicant's current Registered Nurse License.

School Nurse Certification - Post Bachelor of Science in Nursing (BSN) Program

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required. Also, the following undergraduate credit hours are required for acceptance:
 - Six (6) semester credit hours (or the equivalent) of undergraduate mathematics
 - Six (6) semester credit hours (or the equivalent) of undergraduate English composition and British or American literature
 - Three (3) semester credit hours (or the equivalent) of undergraduate or graduate Educational PsychologyThe above credit hours must be completed prior to acceptance.
- Interview with nursing faculty member.
- Photocopy of applicant's current Registered Nurse License.

Master of Arts in Community Counseling

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required. Also, the following three undergraduate courses are required for acceptance: Introduction to Psychology, Statistics or Research, and Psychopathology. The courses must be completed prior to acceptance.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Scores submitted from a graduate entrance exam such as the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT).
- Professional Résumé
- Interview with program coordinator.
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)

Master of Arts in Liberal Studies

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- Professional Résumé
- Interview with program coordinator.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)

Master of Science in Nursing

- Official transcript(s) indicating that the applicant has earned a baccalaureate degree in nursing from a NLNAC or CCNE accredited program at a college or university. Also, the completion of an undergraduate statistics course and undergraduate research course with a grade of "C" or better is required. If not completed, the courses must be taken in conjunction with graduate courses at Alvernia University.
- Minimum of one year recent relevant practice in nursing is required
- MSN applicants must obtain references using specific forms supplied with the admission packet. References are preferred from professional nurses with graduate degrees, but can also come from former professors, employers or supervisors. All forms must be placed in envelopes with a signature across the seal and forwarded to the Graduate and Continuing Studies Division at Alvernia University.
- Scores submitted from a graduate entrance exam such as the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) within the past five years. The GRE or MAT will be waived with a cumulative grade point average of 3.0 or better on a 4.0 scale and all other admission criteria is satisfactory. Also, this requirement will be waived for Alvernia alumni, and other students who have earned bachelor's degrees five years or more prior to submitting an application.
- Professional Résumé
- Interview with MSN program coordinator or faculty member. After all the required application materials have been received, each applicant will be contacted to arrange for a personal interview. The interview will be conducted by the MSN program coordinator/faculty or a designated representative.
- Applicants must submit a two-page entrance essay. Also note that applicants must follow specific guidelines for both the content and the format of the entrance essay. Guidelines are available from the program coordinator if not included in the application packet.
- Photocopy of applicant's current Registered Nurse License

Master of Science in Occupational Therapy - Entry Level

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. Transcripts from all institutions are required. A cumulative grade point average of 3.0 on a 4.0 scale for all previous undergraduate and graduate work is required for full acceptance.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)

Master of Science in Occupational Therapy - Master Completion

- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an ACOTE accredited college or university in Occupational Therapy. –OR- Official transcript(s) indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university in another field and completion of certification program in occupational therapy from an accredited program. Transcripts from all institutions are required. A cumulative grade point average of 3.0 on a 4.0 scale for all previous undergraduate and graduate work is required for full acceptance.
- Three letters of recommendation from former professors, employers, or supervisors familiar with the applicant's professional experiences, or from religious or community leaders.
- One-page personal statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development.
- Proof of current licensure and or NBCOT board certification as a registered and or licensed occupational therapist
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)

Doctor of Philosophy

- Completed Application for Admission
- Official transcript(s) indicating that the applicant has earned an appropriate graduate degree from an accredited college or university
- Three letters of recommendation from former professors, from employers or supervisors familiar with the applicant's professional experiences, or from religious or community leaders
- One-page personal statement that summarizes the value of the program of doctoral study for his/her personal and professional growth and development.
- Scores submitted from a graduate entrance exam such as the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), or the Miller Analogies Test (MAT).
- Professional Résumé
- Interview with Ph.D. Program Director
- Additional evidence of potential for success as a graduate student such as academic or professional awards, special certifications, samples of scholarly or creative work, and completion of specialized examinations. (not required, but encouraged)



GRADUATE PROGRAM ACADEMIC POLICIES

Alvernia will assess the candidate's strengths and academic potential using information provided by the student. Applicants for degree programs will be admitted to full, pending, or non-degree status as described below:

Full Graduate Status

Full graduate status includes submission of all required documentation, including official documents verifying the earned baccalaureate degree is from an accredited college or university. Application materials are reviewed and program acceptance granted by the Dean of Graduate and Continuing Studies and the faculty in the selected program. Students may opt for full-time or part-time enrollment.

Students with full graduate status must respond to a written offer of admission that specifies the date of entrance into one of the graduate programs. Students must notify the Graduate and Continuing Studies Office of their intent to accept, reject, or change the effective date of entrance. The admission letter will serve as a permit to register for courses. In most cases, students will be offered admission for a five-year period.

Non-Degree Status

Non-degree status allows students to enroll in graduate courses to earn graduate credit for professional certifications or professional development activities in their chosen field. These students must have earned a baccalaureate or other advanced degree from an accredited college or university. Students may be admitted with non-degree status with the approval of the Dean of the Graduate and Continuing Studies and the faculty in the selected program. Students granted non-degree status are not eligible for Stafford Loans.

Applying Graduate Credits from an Undergraduate Transcript

Alvernia Alumni who completed graduate work while completing their undergraduate degree may request to have the graduate courses applied to their graduate transcript if those credits were not used to fulfill any undergraduate degree requirements.

Academic Probation/Academic Dismissal

Students enrolled in Graduate Programs must maintain a 3.0 grade point average throughout their program. Students who fall below a 3.0 grade point average after 6 attempted credits will be placed on Academic Probation and must meet with their advisor to select the appropriate courses to improve their academic standing. A student who has been on Academic Probation previously and falls below a 3.0 grade point average again after at least 6 more attempted credits will be Academically Dismissed. A student who has been Academically Dismissed may write an appeal letter to the Program Department Chair if extenuating circumstances warrant a review of the academic record. Appeal letters should include documentation of the extenuating circumstances and at least one letter of support from the advisor or an Alvernia instructor. A student who does not appeal or whose appeal has been unsuccessful will no longer be enrolled in a Graduate Program and will not be entitled to Financial Aid. Additional standards may apply for specific graduate programs.

Master of Arts in Liberal Studies (MALS) for Community Leadership Academic Progress Policy:

In addition to the academic progress standards established in the Alvernia University Graduate Catalog, the Master of Arts in Liberal Studies (MALS) for Community Leadership program enforces the following academic progress policy:

Students enrolled in the MALS program for Community Leadership must maintain a 3.0 grade point average throughout their program. Students who fall below a 3.0 grade point average after 6 attempted credits, or who receive a grade below a "C" in any course will be placed on Academic Probation. A student who receives more than one grade of "C" or below on their graduate transcript will be Academically Dismissed from the MALS program. A student who has been Academically Dismissed may use the appeal process, as outlined in the Graduate Catalog, if extenuating circumstances warrant a review of the academic record. Appeal letters should include documentation of the extenuating circumstances and at least one letter of support from the MALS program advisor or an Alvernia instructor. A student who does not appeal or whose appeal has been unsuccessful will no longer be enrolled in the graduate program and will not be entitled to Financial Aid.

After completion of that semester, the student's academic progress is reviewed by the Advisory Board and a decision on his or her potential academic dismissal rendered. Academically dismissed students may appeal to the Provost. Students are not allowed to participate in capstone activities in any program unless they have achieved a cumulative grade point average of 3.0 or higher. Faculty advisers review the academic records of all graduate students at the end of each semester. Students must schedule two meetings with their faculty advisers each year.

Dismissal for Non-Academic Reasons

Students may be dismissed from the graduate program for the following non-academic reasons:

1. Failure to respect the rights of others as evidenced by verbal, physical or mental abuse of others, harassment of any kind, assault, or any action which endangers the rights of others.
2. Failure to abide by federal, state, and local laws which prohibit the use, possession and sale of illegal substances.
3. Failure to adhere to the various professional codes of ethics, such as the American Counseling Association Code of Ethics.
4. Failure to function appropriately within the site placement settings, internships or practicums, as documented through evaluations by on-site supervisor and academic adviser. (Refer to the *Practicum/Internship Manual* for specific information on student requirements for the Master of Arts in Community Counseling.) Only the Provost may dismiss a student from the University for non-academic reasons. Students may appeal such a dismissal to the President.

Americans with Disabilities Act (ADA)

The University will determine 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), will be provided when students self-identify and provide documentation to the Dean of Graduate and Continuing Studies.

Students are encouraged to work with the Dean to advance their individual education plan to ensure academic success. As stated in the Americans with Disabilities Act, Section 6.5, all records are kept confidential and faculty and staff will be 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 Dean to discuss their needs.

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

Institutional Review Board

Graduate students wishing to conduct research involving human participants are required to submit the following documentation to the Institutional Review Board: Review of Research Involving Human Participants form; Human Participants Research Application; a copy of the informed consent form that will be used; a copy of proposed feedback to the participants or the materials intended to be used during a debriefing; copies of any questionnaires, written material, or software that will be used to collect data during the study. All forms can be obtained in the Graduate Center from the Coordinator of Graduate Admissions and Student Services. After the Institutional Review Board has made a decision, the project adviser will receive notification via e-mail or mail within three working days concerning the status of the proposal. Written notification will also be sent to the adviser seven to ten working days after the Institutional Review Board's decision. The Board will make one of the four following decisions: *approved*, *not approved*, *conditionally approved*, or *exempt*. Progress reports must be filed for all approved projects upon their completion or on the one year anniversary of approval. Researchers may wish to consult <http://206.102.88.10/ohrsite> and <http://www.hhs.gov/ohrp> for information regarding national guidelines on human participant research. **Approval of the research by the Institutional Review Board Committee does not absolve the researcher(s) from the responsibility to engage in ethical research, and respecting the rights of participants.**



REGISTRATION

The University reserves the right to change its admission, registration, graduation or financial requirements as necessary. Every effort will be made to provide advance information regarding such changes. Attendance at Alvernia is a privilege, not a right. By registering, the student concedes to the University the right to require his or 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.

Effective Catalog

Graduate students are subject to the course requirements contained in the catalog that is in effect when they are accepted by Alvernia University. Students may request to follow the course requirements in the most recent catalog. 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.

Academic Calendar

The current Academic Calendar is available via the University website: www.alvernia.edu. This key resource should be consulted for important dates and deadlines.

Course Schedule

The Graduate and Continuing Studies Division publishes a two-year schedule (projections of course offerings) for Main Campus graduate courses. The University reserves the right to revise schedules in response to changes in student interest, enrollment demand, and faculty availability. The University also reserves the right to cancel any scheduled course for which there is insufficient enrollment. The current schedule may be found on the University's website via IQ Web. Additionally, the full two-year schedule for Main Campus is available by calling or visiting the Graduate Center.

Enrollment

To enroll in courses, all students must complete the registration process. No student can register for another student or allow another person to register on the student's behalf. If a student registers during advance registration and then decides not to return to the University, it is the student's responsibility to notify the Graduate and Continuing Studies Office in writing prior to the beginning of classes to avoid charges. Registration dates can be found on the Academic Calendar. Information regarding tuition and course offerings is available from the Graduate Office.

Online, Blended, and Web-Enhanced Course Delivery Format

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

Credits/Overloads

Graduate students may register for a maximum of nine credits per academic semester. Overloads require the approval of the Dean of Graduate and Continuing Studies. 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.

Registration Changes

Each of the following constitutes a registration change: adding or dropping a course or changing a course section; withdrawing from a course after the add/drop period; or auditing a course. Schedule Change Forms are obtained from the Graduate and Continuing Studies Office and must be filed with that office to complete the process.

- **Add/Drop Period.** The deadline to add or drop weeknight courses is 5:00 p.m. on Monday of the second week of classes. Students must drop any Saturday classes before the second class meeting. Students will not be permitted to add a Saturday class after the first meeting of the course. The academic calendar will indicate adjusted deadlines. The student must pick up and complete the schedule change form in the Graduate and Continuing Studies Office and obtain the signature of his or her adviser. Students receiving financial aid must notify the Student Financial Planning Office when adding or dropping a course.

- **Withdrawal After Add/Drop.** Withdrawal dates vary by academic term. Please consult the Academic Calendar via the University's website for the specific dates that apply to your courses. Withdrawal for all Saturday classes is required before the third class meeting. Discontinuing a course without a valid withdrawal results in a grade of 'F'. A student receiving financial aid must notify the Student Financial Planning Office of his or her withdrawal from a course. The instructor for the course involved and the student's academic adviser must sign the Schedule Change form. During this period, a 'W' will be placed on the student's official record.

- **Auditing.** A student wishing to audit a course must submit a written request to the Graduate and Continuing Studies Office. This request must include the signature of the student's academic adviser. After the first week of classes, no reimbursement will be made when changing from credit to audit. The deadline for either request is the first week of instruction of the current semester. Students are not tested when auditing a course and no credit is earned.

Change of Major

A student may change his or her major by obtaining written approval from his or her academic adviser. The Change of Major Form, obtained from the Graduate and Continuing Studies Office, is completed as directed and returned to the Graduate and Continuing Studies Office.

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. When a course is repeated for credit, the earlier grade remains on the student's permanent record and appears on all transcripts. The higher grade is used in computing the cumulative grade point average. The repeat/delete option may only be used in cases where both the original and repeated courses were earned 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 the specific requirements found in the catalog descriptions for some programs. The repeat/delete option can only be utilized twice during the graduate program. Students pursuing the MSOT degree are only permitted to utilize the repeat/delete option on one occasion.

Transfer of Credit

Students who have been accepted into any Alvernia University Master's program may transfer a maximum of two graduate courses (six graduate credits). Transfer courses must be from an accredited university or college and the student must have earned a minimum grade of 'B' to receive transfer credit. The courses must be equivalent to appropriate courses in the graduate program at Alvernia University. Transferred credits do not count towards the cumulative grade point average at Alvernia University.

An official transcript indicating the grade received and a complete course description or syllabus must be forwarded to the Coordinator of Graduate Admissions and Student Services. After all the required information has been forwarded, transfer credits are reviewed and approved by the relevant Program Coordinator.

Life Experience Credit

The University does not award graduate level course credit or academic forgiveness based on life experience.

Semester Grades

Students with outstanding financial obligations do not receive their grades until their accounts are cleared. The responsibility for identifying errors on the grade report is that of the student. Any correction must be made by the instructor and filed in the Registrar's Office. The deadline for corrections is 21 calendar days after the grade reports are mailed. After that time, no changes will be made on the student's record.

Graduate Program Grading Scale

At the completion of a course, each student is assigned one of the following letter symbols: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C = 2.0; F = 0.0. The grade point average is obtained by dividing the total number of quality points achieved by the total number of credit hours attempted.

Incomplete Standing

A student who has received an incomplete in the traditional scheduling format must finish the incomplete work within four weeks following the final examination period of the semester or the grade is recorded as an 'F'. An incomplete in the MOD format must be finished within three weeks. In each instance the instructor may file a request for an extension with the Registrar within four weeks following the end of the academic term.

Student Appeals

Graduate education places a value on academic performance and generally places a limitation on the number of grades below "B" acquired by a student during their graduate experience. As a result of academic performance, graduate students may find themselves in a position to appeal a particular grade given in a particular course, a decision to dismiss them from their chosen academic program, and/or a decision to dismiss them from the University. Recommended disposition from faculty and/or academic advisors is required for appeals related to dismissal from an academic program or dismissal from the University. The following sequential appeal procedures, including time frames, have been developed for each of these situations. In the event the faculty member serves a dual role, the appeal will be submitted to the next level.

The student must submit their grievances in writing. Responses to the student shall also be in writing.

Appeal of Grades

Students may appeal course grades. The procedures for this appeal must be followed in the order presented below:

1. Students must discuss the grade with the course instructor within 20 calendar days of the posting of the grade.
2. If no accord is reached at this level, the student may submit an appeal in writing to the Program Coordinator/Director within 7 calendar days of the decision of the instructor.
3. A meeting between the student and the Program Coordinator/Director must be held within 7 days of receipt of the written appeal from the student. The Program Coordinator/Director must make a decision regarding the appeal within 7 days of the meeting with the student and inform the student of that decision.
4. The student may appeal the decision of the Program Coordinator/Director to the Department Chair (or Division Dean in the case of the MALS program or Ph.D. program). The student must submit a written appeal to the Department Chair within 7 days of receiving the decision of the Program Coordinator/Director.
5. A meeting between the student and the Department Chair (or Division Dean in the case of the MALS program or Ph.D. program) must be held within 7 days of receipt of the written appeal from the student.
6. The Department Chair (or Division Dean in the case of the MALS program or Ph.D. program) issues the final decision of the grade appeal in a letter to the student within 7 days of their meeting.

Due Process for Grade Appeals

In the event that the student believes they were denied due process during an appeal of a grade, they may appeal the decision in writing to the Division Dean within 7 days of receipt of the final decision of the particular appellate situation. Such an appeal examines the process by which the final decision was determined regarding a specific appeal and does not examine the content of the appeal.

Dismissal from the Academic Program

Students dismissed from an academic program for academic reasons may appeal the dismissal. The procedures for this appeal must be followed in the order presented below:

1. Upon verification that a student has met the criteria for academic or non-academic dismissal from a graduate program, the Program Coordinator/Director of the specific academic program notifies the student in writing that the student has been dismissed from the program.
2. The student may appeal their dismissal from a program to the Department Chair, in writing, within 7 days of the receipt of the dismissal letter from the Program Coordinator/Director.
3. The Department Chair must meet with the student within 7 days of receipt of the written appeal from the student.
4. The Department Chair must issue a decision regarding the appeal of the dismissal within 7 days of the meeting with the student.
5. The student may appeal the decision of the Department Chair to the Division Dean, in writing, within 7 days of receipt of the decision of the Department Chair.
6. The Division Dean must meet with the student within 7 days of receipt of the written appeal from the student.
7. The Division Dean must issue a decision regarding the appeal of the dismissal within 7 days of the meeting with the student.
8. The student may appeal the decision of the Division Dean to the Graduate Academic Appeals Committee, in writing, within 7 days of the notification from the Division Dean. The Graduate Appeals Committee shall hear the case and issue a final decision regarding the dismissal within 30 days of the receipt of the written appeal from the student.

Dismissal from the University

Students who meet the criteria for dismissal from the University will receive an initial letter of dismissal from the Provost. Students may appeal this decision in writing to the Graduate Academic Appeals Committee within 7 days of receiving the official notification of dismissal. The decision of the Graduate Academic Appeals Committee will forward its decision to the Graduate Academic Council. The Chairperson of the Graduate Academic Council will notify the student of the final decision.

Due Process for Dismissal from a Program or the University

In the event that the student believes they were denied due process during an appeal of dismissal from a program, or dismissal from the University, they may appeal the decision in writing to the Provost within 7 days of receipt of the final decision of the particular appellate situation. Such an appeal examines the process by which the final decision was determined regarding a specific appeal and does not examine the content of the appeal.



FINANCIAL INFORMATION

Tuition and Billing

Alvernia University reserves its 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.

Graduate Tuition 2009-2010: Master: \$550 per credit, MBA Online: \$640 per credit, Doctoral: \$725 per credit, and a Comprehensive Fee: 1.88% of tuition.

Payment and Billing

Graduate students at Alvernia will be billed each semester. The Student Invoice will be mailed approximately 30 days prior to the due date to each student who has registered in advance for an upcoming semester. Payment is due one week prior to 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 unapplied financial aid or discounts reflected on the invoice. Unapplied aid is aid for which a student is eligible, but monies have not yet been received by the University.

Checks or money orders should be made payable to *Alvernia University*. If sent by mail, address payments to: **Alvernia University, Attn: Student Billing, 400 Saint Bernadine Street, 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.

Bookstore Credit using Financial Aid

Students who wish to purchase books with anticipated financial aid should order their books on-line (www.alvernia.edu/current-students/bkstr.com.) and select financial aid as payment type. Financial aid is processed on an individual basis and is dependent upon many factors including academic progress. Students should contact the Student Financial Planning Office to ensure all financial aid paperwork is completed and that funds are available to cover books. Students will receive an e-mail when books are ready to be picked up. Satellite site students are encouraged to purchase books on-line so the books can be delivered to the site by bookstore personnel.

Payment Plan

The tuition payment plan is a service provided by TMS (Tuition Management Systems) on behalf of Alvernia University. Students may pay all or part of tuition on a monthly, interest-free basis. The yearly fee is \$50 and details and applications are available from the Student Billing Office at 610-796-8319, www.afford.com/Alvernia, or 1-800-343-0911.

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.

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 (Drop/Add Period)

During the first week of classes (the drop/add period), a student may drop a course and receive full tuition credit if applicable. Any course-affiliated fees and/or comprehensive fees will be adjusted accordingly. A student withdrawing from a class any time after the add/drop period is not entitled to a refund.

For further information, please contact the Student Billing Office at 610-796-8319.

Financial Aid

Tuition Reimbursement. All students receiving tuition reimbursement from their employer or other organizations must complete a tuition reimbursement form every semester and return them to the Student Billing Office. This form is available on the Alvernia University website, via email, and in the Graduate and Continuing Studies Office. Also, the form must be received prior to the invoice due date to avoid late fees.

Alumni Discount. The Alvernia University Alumni Discount is available to Graduate and Bachelor degree graduates of Alvernia at 25 percent off graduate tuition.

Grants/Scholarships. Students are encouraged to research private grant and scholarship funding through the Internet. The University encourages students to visit the following websites for scholarship search: www.fastweb.com and www.aessuccess.org.

Graduate Assistantships. Students are encouraged to research Graduate Assistantships available through the University. Students should consult the Human Resources Office of Alvernia University or the Student Employment Coordinator for details on positions currently available.

Non-Profit Organizations. An employee of a nonprofit organization or a school district should contact his or her Human Resource Office to inquire about the Non-profit Education Partnership with Alvernia University and whether a discount may be available. Students receiving this discount must complete a Partners in Non-profit Discount form once per semester.

Stafford Loans. Stafford Loans are federal loans available to any graduate student who is enrolled on at least a half-time basis (6 credits per semester). The student is eligible to borrow up to maximum eligibility or the cost of education per year, and the exact amount depends upon enrollment status. Students applying for a Stafford Loan must file the **Master Promissory Note (MPN)** and complete Stafford loan entrance counseling. Students must file the FAFSA on the web at www.fafsa.ed.gov. The MPN and Stafford loan entrance counseling may be completed on the web at www.aessuccess.org. Students must make academic progress to continue receiving Stafford loans. See the Student Financial Planning Office for details.

Private Alternative Loans

Private Alternative Loans are available to students who are enrolled for only one class per semester. These loans may require a co-signer and applicants must be creditworthy.

Graduate PLUS Loans

Graduate PLUS loans are now available to Graduate students. Graduate PLUS Loan applications are all available in the Student Financial Planning Office or www.afford.com/alvernia.

Satisfactory Academic Progress

Federal regulations require that institutions satisfactory limit Title IV federal financial aid to those students who, according to institutional policy, are maintaining academic progress toward their degree objective. The primary interest of the regulations is to have reasonable, satisfactory progress standards established by institutions to assure the best and most equitable use of Title IV Student Financial Assistance funds. Alvernia University has prepared the following policy in accordance with these regulations. Title IV programs include Subsidized and Unsubsidized Stafford Loans.

Enrollment Status and Academic Year

Alvernia University's definition of an academic year for the graduate programs consists of two fifteen-week semesters, which total 30 weeks for an academic year.

- **Full-time** status at Alvernia University is defined as being enrolled in at least 9 credit hours per semester.
- **Half-time** status at Alvernia University is defined as being enrolled in at least 6 credit hours per semester.

Academic Progress Policy

The University will measure a student's progress in increments of one academic year in length. The standards, which limit a student's financial aid eligibility, will contain a minimum of successfully completed credits and a minimum Grade Point Average. Non-credit courses & repeat courses cannot be counted toward enrollment status or academic progress.

- a. Grade Point Average (CGPA) - A minimum CGPA requirement of 3.0 must be met by all half-time and full-time graduate students.
- b. A student enrolled at half-time status must complete 12 credit hours per academic year while a full-time student must complete 18 credit hours per academic year creating a maximum time frame of 5 years to complete a degree.
- c. Grades of 'A' through 'C' will be considered as credits toward academic progress.
- d. Grades of 'F', 'I', 'X' (audit, non-credit), and 'W' will not be considered as credits toward progress, however will be counted as attempted credits.

Maximum Time Frame

<u>Credits Required for Degree Program</u>	<u>Time Period for Completion</u>
0-30 credits	3 years
31-40 credits	4 years
41-50 credits	5 years
51-60 credits	6 years

Lack of Satisfactory Academic Progress

The Student Financial Planning Office will notify the graduate student of his or her financial aid suspension status as soon as information on academic progress is available from the Registrar's Office. In the event that a student fails to maintain satisfactory academic progress as defined in this policy, he or she will be notified by the Student Financial Planning Office in writing that his or her aid has been suspended. Lack of progress may be a result of:

- Incomplete Grades. The student must satisfactorily complete the required coursework and notify the Student Financial Planning Office in writing that the grade has been changed. Financial Aid will then be reinstated.
- Low GPA or number of credits. When the additional coursework is completed the student must notify the Student Financial Planning Office in writing that the coursework has been successfully completed. If credits are taken at another college, the student must complete the proper forms with the Office of Graduate and Continuing Studies and notify the Student Financial Planning Office when the credits have been successfully transferred to Alvernia University (transfer courses have no affect on GPA). Financial aid will then be reinstated.
- Mitigating Circumstances. If lack of progress is a result of mitigating and/or unusual circumstances and a student wishes to receive financial aid for the next semester, he or she must appeal the decision in writing to the Director of Student Financial Planning. The student will be notified of the outcome of this decision in writing. If a student is placed on financial aid probation, he or she must meet the terms as outlined in the letter of probation to continue receiving financial aid.

Appeals

The appeal process will proceed as follows:

- a. The student will indicate in writing to the Director of Student Financial Planning his or her reasoning why aid should not be terminated.
- b. The Director of Student Financial Planning will review the appeal along with the financial aid appeals committee and determine whether financial aid probation will be approved. The student will be notified in writing of the decision.
- c. Non-matriculated students may not receive financial aid. Students must appeal to the Dean of Graduate and Continuing Studies for reinstatement to degree-seeking status. If the appeal is approved, financial aid is not automatically reinstated, students must then follow step a. above.

The Student Financial Planning Office reserves the right to review individual cases of unsatisfactory progress to determine if extenuating circumstances mitigate in favor of continuing the student's financial aid eligibility. These circumstances may include, but are not limited to: medical problems; death of a parent, spouse, or close family member; separation or divorce involving an immediate family member; or a major change in employment or employment responsibilities. Any procedure which serves to limit the student's aid eligibility will take into consideration a degree of sensitivity to individual circumstances.

Withdrawal Policies

Withdrawal from the University

Total withdrawal from the University applies only to students who submit in writing to the Graduate and Continuing Studies Office their intention to completely withdraw from all courses. Reapplication and acceptance are 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 Graduate and Continuing Studies Office. Students who do not comply with the withdrawal procedure forfeit their right to any refund. The tuition refund schedule for students who withdraw from the University and are enrolled in full semester classes is as follows:

<u>Withdrawal Dates</u>	<u>Student Refund</u>
during 1 st week of class	100%
during 2 nd week of class	90%
during 3 rd week of class	80%
during 4 th week of class	60%
during 5 th week of class	40%
after 5 th week of class	No Refund (<i>see financial aid stipulations</i>)

**Withdrawal refund percentage for alternatively structured classes must be evaluated individually*

- **Medical Withdrawal:** Students who withdraw for medical reasons during the first five weeks of class will receive tuition refunds in accordance with the previously described tuition refund schedule. Students who withdraw for medical reasons after the fifth week of class may be considered for a tuition refund, but in no case will the refund be more than 20 percent. Official medical documentation is required at the time of withdrawal. Inquiries regarding the medical withdrawal procedure should be directed to Director of Health and Wellness.

- **Financial Aid Recipients:** 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 will use 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. This is in accordance with the 1998 Code of Federal Regulations 668.22.



STUDENT SERVICES

Library

The Dr. Frank A. Franco Library Learning Center supports the curriculum of Alvernia University with a growing collection of information resources, providing books and periodicals, non-print materials, and a wide range of information services. Alvernia University students are able to access the collection of electronic databases from all computers on the university network. Information about access to the university network from computers off-campus is available for students at the Library Circulation Desk and Web site. The library provides free interlibrary loan services, should students require materials from other libraries. Students must obtain an Alvernia ID card from the Public Safety Office to access library resources.

The Learning Center

The Learning Center offers tutoring assistance in subjects across the curriculum. 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. (Please note that tutors will not proofread or copy edit papers.)

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. IT maintains all university-owned computers and administers the University network. Students must obtain a network user ID and password from IT by calling or visiting. The department will also assist 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 Room 3, the Center for Student Life, Upland 122, and the Library. Computers are also available at the satellite sites for student use. The Information Technology Department is available 24 hours a day at 1-866-579-7420.

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 internship and job searches. 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.

Bookstore

Textbooks and supplies are sold in the bookstore, which is located in the Student Center. Cash, check, money order, or credit card is accepted for payment. Students who wish to purchase books with financial aid must gain pre-approval by e-mail or by visiting the Student Billing Office. Students may also order books on-line at www.efollett.com and will receive an e-mail when books are ready to be picked up. Satellite site students are encouraged to purchase books on-line so the books can be delivered to the site by bookstore personnel. In addition, Alvernia University clothing, novelties, cards, postage stamps, snacks, diploma frames, and a selection of personal items are available for purchase at the bookstore.

Photo Identification Card

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 sporting and social activities on campus. ID photos are taken throughout the year at the Public Safety Office in the Student Center. Arrangements are made for satellite site students to receive an ID card. Lost or stolen ID cards must be reported to Public Safety and may be replaced for a nominal fee.

Student Parking

Students must register and receive a permit for all motor vehicles from the Public Safety Office, which is located in the Student Center. Student parking is available in designated areas with the proper permit. Campus security personnel enforce parking regulations. Violations will result in fines or in the revocation of parking privileges. A copy of the full parking policy may be obtained from the Graduate and Continuing Studies Office or the Public Safety Office. Students at the satellite sites should make certain they have obtained the proper parking permit for their site if necessary.

GRADUATE PROGRAM REQUIREMENTS

This 2009-2010 Graduate Catalog is for use by students entering Alvernia University in the 2009-2010 academic year. The information in the 2009-2010 Catalog overrides the 2006-2008 Graduate Catalog.

Students are subject to the course requirements contained in the catalog in effect when they are accepted into Alvernia University. Students may request to follow the course requirements contained in the most recent catalog, and their request must be submitted in writing to the Registrar. Students who interrupt their schooling for more than one calendar year must reapply to the university and are subject to the requirements in the most recent catalog.

The content of this catalog is 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 to circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. Catalog feedback, additions and corrections should be directed to:

Dean, Graduate and Continuing Studies Division • 610-796-8495

MASTER OF ARTS COMMUNITY COUNSELING

MASTER OF ARTS (M.A.)

The Program in Community Counseling leading to a Master of Arts 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 leading to a Master of Arts is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. The program requirements for this Master of Arts are as follows:

Course Requirements - 51 credits

Required Interdisciplinary Courses (6 credits)

- COR 510: Moral Leadership*
- COR 600: Organizational and Professional Ethics (to be taken within the final 12 credits)

**recommended that this required interdisciplinary course be taken during the first year.*

Required Courses (45 credits)

- MCC 500: Introduction to Counseling
- MCC 510: Human Development Across the Life Span
- MCC 520: Counseling Theories
- MCC 530: Multicultural Issues in Counseling
- MCC 540: Addiction and Society
- MCC 550: Practicum
- MCC 560: Legal and Ethical Issues in Counseling
- MCC 600: Advanced Counseling Theories and Techniques with Individuals
- MCC 610: Advanced Counseling Theories and Techniques with Groups
- MCC 620: Research Methods and Program Evaluations
- MCC 630: Appraisal, Tests and Measurements
- MCC 640: Psychopathology
- MCC 650: Career Counseling
- MCC 670: Internship I (300 hours)
- MCC 680: Internship II (300 hours)

9 additional credits are required for licensure eligibility in Pennsylvania.

Additional specialization in Mental Health:

Electives (choose at least 3 additional courses)

- MCC 515: Psychopharmacology
- MCC 525: Psychobiology of Addictions
- MCC 535: Counseling Children and Adolescents
- MCC 545: Family Therapy Concepts and Methods
- MCC 605: Counseling Special Populations
- MCC 615: Relapse and Recovery
- MCC 625: Spirituality and Healing Process
- MCC 645: Current Issues in Crisis Counseling
- MCC 655: Program Management and Clinical Supervision
- MCC 685: Advanced Clinical Internship*
*400 hours plus weekly seminar

Additional specialization in Addictions:

Electives (choose at least 3 additional courses)

- MCC 515: Psychopharmacology
- MCC 525: Psychobiology for Addictions
- MCC 545: Family Therapy Concepts and Methods
- MCC 605: Counseling Special Populations
- MCC 615: Relapse and Recovery
- MCC 625: Spirituality and Healing Process
- MCC 635: Criminality and Addictions Counseling
- MCC 645: Current Issues in Crisis Counseling
- MCC 655: Program Management and Clinical Supervision
- MCC 685: Advanced Clinical Internship*
*400 hours plus weekly seminar

MASTER OF ARTS LIBERAL STUDIES

MASTER OF ARTS (M.A.)

The Program for Community Leadership leading to a Master of Arts in Liberal Studies degree is accredited by the Pennsylvania Department of Education and Middle States Commission of Higher Education. The program requirements for this degree are as follows:

Course Requirements - 33 credits

Required Interdisciplinary Courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics (to be taken within the final 12 credits)

Required Entry Level Courses (6 credits)

- LAS 508: Leadership for Sustainable Communities
- LAS 537: Introduction to Research Methods

Note: LAS 508: Leadership for Sustainable Communities and LAS 537: Introduction to Research Methods courses should be taken as early as possible in every MALS student's schedule.

MALS Course Rotation (up to 15 credits from the following courses):

- LAS 542: Cultural Studies & Heritage Conservation
- LAS 555: Policy & Policy Analysis
- LAS 590: Special Topics
- LAS 603: Culture, Ecology, & Religion
- LAS 613: Social Justice & Ethics
- LAS 620: Cross-Cultural Conflicts in our Communities
- LAS 638: Sustaining Our Environment
- LAS 679: Independent Research
- LAS 680: Thesis
- LAS 690: Special Topics

Required Capstone Course (6 credits):

LAS 670: Seminar with Supervised Field Experience in Community Service

Special Topics Course Policy & Cohort Development

The liberal and interdisciplinary nature of the MALS program offers flexibility and individualized curriculum development. Students may substitute up to nine (9) credits from the LAS course rotation for special topic courses. This option may be useful especially for cohort development in which a grouping of special topic courses could be developed to meet specific community and/or organizational needs. These nine credits would form a modular curricular plan (MCP) for cohorts to focus on one of three areas of sustainability within the program: culture, economics, or environment. The modular curriculum plan (MCP) allows for part-time or full-time study; flexible scheduling and cohort intimacy; course variety and specialized studies; experiential and work-based learning; and regional, national, and international partnerships. Individual special topic courses and MCP proposals must be approved by the Coordinator of the MALS program on the Alvernia University main campus. The proposed course syllabus and the curriculum vitae of the potential faculty member teaching the course must be provided to the MALS Coordinator for approval at least one full semester (approximately 3 months) prior to when the course would be offered.

MALS Internal Transfer Policy

MALS students may take up to nine (9) credits from other Alvernia University master level programs that can be counted toward the MALS course rotation. When taking a graduate course outside the LAS program, students must get approval from the graduate program coordinator in which that course resides. Possible courses already in place at Alvernia include:

MBA 500: Strategic Management	MBA 650: Entrepreneurship and Economic Development
MBA 520: Marketing Services	MBA 660: Grantsmanship in Non-profit Organizations
MBA 535: Crisis Management	MCC 500: Introduction to Counseling
MBA 593: Economics and Finance	MED 500: Curriculum Innovations
MBA 610: Legal Environment	MED 600: Language and Literacy in Cross-Cultural Settings
MBA 635: Public Relations	...and others
MBA 640: Accounting for Government and Not-for-Profit Organizations	

MALS External Transfer Policy:

Students may transfer up to six (6) credits from another accredited institution of higher education upon approval of the MALS Coordinator on the Alvernia University main campus. Transferred courses must be related to the MALS program mission and objectives.

Note: When taking a graduate course outside the LAS program, students must get approval from the graduate program coordinator in which that course resides.

Distance Education:

The MALS in Community Leadership is designed to meet the needs and demanding schedules of adult learners. In addition to course offerings in traditional semester format, courses may be offered periodically in alternative formats including condensed modules, online (electronic), blended (part traditional and part electronic), teleconferenced, and short-term residencies.

MASTER OF BUSINESS ADMINISTRATION

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

The Program in Community Service and Economic Leadership leading to a Master of Business Administration degree is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. Alvernia University's Business Department is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The program requirements for the Master of Business Administration are as follows:

Course Requirements - 36 credits (not including prerequisites)

Required Interdisciplinary Courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics (to be taken within the final 12 credits)

Program Prerequisite Disciplines or Leveling courses (9 credits maximum):

Accounting Prerequisite

- Six Undergraduate Credits in Accounting or Five Years Relevant Professional Experience **OR**
- MBA 591: Accounting for the Workplace (3 credits)

Management and Marketing

- Undergraduate Coursework in Management & Marketing or Five Years Relevant Professional Experience **OR**
- MBA 592: Management and Marketing (3 credits)

Economics and Finance

- Undergraduate Coursework in Economics and Finance or Five Years Relevant Professional Experience **OR**
- MBA 593: Economics and Finance (3 credits)

Required Business Courses (24 credits)

- MBA 500: Strategic Management
- MBA 510: Managerial Accounting
- MBA 520: Marketing Services
- MBA 600: Quantitative Methods
- MBA 610: Legal Environment
- MBA 620: Managerial Economics
- MBA 630: Management Finance (Prerequisite: MBA 620: Managerial Economics)
- MBA 670: Corporate Communication

Select one Elective (3 credits)

- MBA 515: Critical Issues/White Collar Crime
- MBA 525: Workplace Violence
- MBA 530: Corporate Finance
- MBA 535: Crisis Management
- MBA 540: Employment Law
- MBA 550: Labor Relations and Management
- MBA 560: Human Resource Management for Leaders
- MBA 570: Marketing Research Seminar
- MBA 612: School Finance
- MBA 635: Public Relations
- MBA 640: Accounting for Government and Not-for-Profit Organizations
- MBA 650: Entrepreneurship and Economic Development
- MBA 660: Grantwriting

Required Capstone Course (3 credits)

- MBA 680: Executive Leadership Seminar

MASTER OF BUSINESS ADMINISTRATION ONLINE

MASTER OF BUSINESS ADMINISTRATION (M.B.A.) ONLINE

The Program in Community Service and Economic Leadership leading to a Master of Business Administration Online degree is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. Alvernia University's Business Department is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). The program requirements for the Master of Business Administration Online are as follows:

Course Requirements - 36 credits

Required Interdisciplinary Courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics (to be taken within the final 12 credits)

Required Business Courses (24 credits)

- MBA 500: Strategic Management
- MBA 510: Managerial Accounting
- MBA 520: Marketing Services
- MBA 600: Quantitative Methods
- MBA 610: Legal Environment
- MBA 620: Managerial Economics
- MBA 630: Management Finance (Prerequisite: MBA 620: Managerial Economics)
- MBA 670: Corporate Communication

Select one Elective (3 credits)

- MBA 530: Corporate Finance
- MBA 560: Human Resource Management for Leaders
- MBA 570: Marketing Research Seminar
- MBA 640: Accounting for Government and Not-for-Profit Organizations

Required Capstone Course (3 credits)

- MBA 680: Executive Leadership Seminar

On campus seminars:

In addition to the course work, each student enrolled in the online program is required to attend four weekend seminars on Alvernia's main campus to help provide program orientation and give students an opportunity to meet, discuss course material, present findings, and network.

These seminars allow students and faculty to network directly with one another in order to further enhance course instruction and professional contacts. Leaders in executive business administration will discuss issues and policies that currently impact the business environment.

Students are also required to present their capstone presentations to both faculty and students in person, during the final seminar.

MASTER OF EDUCATION

MASTER OF EDUCATION (M.Ed.)

The Program in Urban Education leading to a Master of Education degree is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. The program requirements for the Master of Education are as follows:

Course Requirements - 33 credits

Required Interdisciplinary Courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics
(to be taken within the final 12 credits)

Required Graduate Education Courses (21 credits)

- MED 500: Curriculum Innovations
- MED 510: Assessment and Evaluation
- MED 518: Quantitative Research Methods
- MED 520: Educators as Researchers (prerequisite: MED 518)
*to be taken within the final 12 credits
- MED 600: Language and Literacy in Cross-Cultural Settings
- MED 610: School Law and Social Advocacy
- MED 680: Researcher Seminar (prerequisite: MED 520)
*to be taken within the final 12 credits

Content Area Elective Course (3 Credits)

- * approval of academic advisor is required

General Area Elective Course (3 Credits)

- * approval of academic advisor is required

MASTER OF EDUCATION

SCHOOL HEALTH (M.Ed.) & SCHOOL NURSE CERTIFICATION

The Master of Education degree with emphasis in School Health and the School Nurse Certification is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. The program requirements are as follows:

There are three unique program options to meet your educational background and professional goals.

Option 1:

Concurrent RN to BSN Completion and School Nurse Certification Program

Required School Nurse Certification courses (8 credits)

- MED 505: Introduction to Special Needs Students
- NUR 510: Professional Nursing V: School Nursing

Option 2:

Post Bachelor of Science in Nursing-School Nurse Certification Program

Required School Nurse Certification courses (8 credits)

- MED 505: Introduction to Special Needs Students
- NUR 510: Professional Nursing V: School Nursing

Option 3:

Master in Education with Emphasis in School Health and School Nurse Certification Program

Required School Nurse Certification courses (35 credits)

- MED 505: Introduction to Special Needs Students
- NUR 510: Professional Nursing V: School Nursing

Additional Requirements to Earn a Master of Education

Required Interdisciplinary courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics (to be taken within the final 12 credits)

Required Education courses (9 credits)

- MED 518: Quantitative Research Methods
- MED 520: Educators as Researchers (prerequisite: MED 518)
- MED 610: School Law and Social Advocacy

Required Nursing courses (9 credits)

- NUR 520: Health Assessment: School Populations
- NUR 610: Coordinated School Health Design
- NUR 620: At Risk School Environments: Emergency Planning and Response

Required Capstone courses (3 credits)

- MED 680: Research Seminar (prerequisite: MED 520)

Other requirements:

For compliance with health care regulations, prior to entering the clinical practice component of NUR 510 - Professional Nursing V: School Nursing, students must provide evidence of the following:

- CPR Certification
- Pennsylvania Child Abuse History Clearance
- HIPAA Policy and Signature Form
- Documentation of receiving all required immunizations
- Photocopy of current malpractice insurance policy
- Criminal Record Check (Alvernia University Nursing Department will process)

PRINCIPAL CERTIFICATION

PRINCIPAL CERTIFICATION PROGRAMS

The Program in Educational Leadership leading to a Master of Education degree with Principal Certification or the Principal Certification Program is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. Before the Pennsylvania Department of Education will grant Principal Certification, candidates must successfully complete five years of classroom teaching in the state of Pennsylvania. The requirements for the Master of Education with Principal Certification and Principal Certification only programs are as follows:

Master of Education and Principal Certification (39 credits)

Required Interdisciplinary Courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics
(to be taken within the final 12 credits)

Required Courses (21 credits)

- MED 500: Curriculum Innovations
- MED 510: Assessment and Evaluation
- MED 550: Introduction to Educational Administration
- MED 553: The School Administrator
- MED 610: School Law and Social Advocacy
- MED 611: School Finance
- MED 650: Functions of School Supervision

Required Capstone Course (9 credits)

- MED 518: Quantitative Research Methods
- MED 520: Educators as Researchers
(prerequisite: MED 518)
- MED 680: Research Seminar
(prerequisite: MED 520)

Required Field Experience (3 credits)

- MED 685: Principal's Internship

Principal Certification

(minimum of 18 credits beyond Master's Degree)

Required Courses (15 credits)

- MED 550: Introduction to Educational Administration
- MED 553: The School Administrator
- MED 610: School Law and Social Advocacy
- MED 611: School Finance
- MED 650: Functions of School Supervision

Supervised Field Experience (3 credits)

- MED 685: Principal's Internship

*Five years of satisfactory performance in the area of teaching certification must be completed before applying to the Pennsylvania Department of Education for Principal Certification.

Required Field Experience:

The Pennsylvania Department of Education (PDE) requires that all candidates for Principal Certification accumulate and log a minimum of 360 hours of administrative field experience. Hours are typically accumulated in conjunction with normal teaching responsibilities. Field experience is to be split equally between elementary, middle school, and secondary educational settings.

The field experience hours are allocated by individual classes. 45 hours of logged field experience are required for each of the following required administrative courses: MED 550, MED 553, MED 611, and MED 650. The remaining 180 hours are logged in conjunction with MED 685 - Principal's Internship. One half of the required hours for each course must be accumulated during the term in which the course is taken. The remaining hours can be logged and submitted to the Coordinator of Graduate Admission and Student Services at any time after the completion of the courses. Application to the PDE for certification cannot be made until all of the required field experience hours have been logged by the student and submitted to the Graduate Office.

TEACHING CERTIFICATION

ELEMENTARY TEACHING CERTIFICATION CURRICULUM

The Elementary Teaching Certification Program is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. The requirements for Elementary Teaching Certification program are as follows:

Elementary Teaching Certification (42 credits or 60 credits with Master's Degree)

Required Elementary Certification Courses (31 credits)

- MED 501 Foundations of Teaching, Curriculum Design and Assessment* (3 credits)
- MED 505 Introduction to Special Needs Students* (3 credits)
- MED 508 Advanced Educational Psychology* (3 credits)
- MED 515 Strategies for the Special Education/Inclusive Classroom (3 credits)
- MED 545 Classroom Management for the Inclusive Classroom (3 credits)
- MED 555 Teaching the Arts in Cross-Cultural Settings (3 credits)
- MED 565 Teaching Social Studies in Cross-Cultural Settings (2 credits)
- MED 575 Teaching Health/Phys. Ed./Safety in Cross-Cultural Settings (2 credits)
- MED 600 Language & Literacy in Cross-Cultural Settings (3 credits)
- MED 602 Teaching Children's Literature in Cross-Cultural Settings (3 credits)
- MED 620 Teaching Math/Science in Cross-Cultural Settings (3 credits)

*These classes are to be taken prior to those listed below them

Required General Teaching Certification Courses (11 credits)

(Current background checks and clearances are required for all field experiences.)

- MED 522: Practicum (Practicum I) or Documentation of Equivalent Experience (1 credit) to be completed in conjunction with MED 515
- MED 523: Field Experience (Practicum II) (1 credit) Minimum 30 clock hours of field to be completed in conjunction with MED 545 or MED 600
- MED 670: Student Teaching (7 credits)
- MED 672: Student Teaching Seminar (2 credits)

Required additional graduate courses to complete a Masters in Education (18 credits)

- COR 510 Moral Leadership (3 credits)
- COR 600 Organizational and Professional Ethics (3 credits)
- MED 518 Quantitative Research Methods (3 credits)
- MED 520 Educators as Researchers (Prerequisite: MED 518) (3 credits)
- MED 610 School Law and Social Advocacy (3 credits)
- MED 680 Research Seminar (Prerequisite: MED 520) (3 credits)

Education students complete two field placements and a student teaching experience. All coursework must be completed prior to student teaching. Applicants for the student teaching assignment must have the approval of the Education Department and an overall cumulative grade point average of 3.0 or higher.

TEACHING CERTIFICATION

SECONDARY TEACHING CERTIFICATION CURRICULUM

The Secondary Teaching Certification Program is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. Secondary Education students select a concentration for certification from the following disciplines: Biology, Business, Computer and Information Technology, Chemistry, English, Mathematics, and Social Studies. The requirements for Secondary Teaching Certification program are as follows:

Secondary Teaching Certification (35 credits or 53 credits with Master's Degree)

Required Secondary Certification Courses (24 credits)

- MED 501 Foundations of Teaching, Curriculum Design and Assessment* (3 credits)
- MED 505 Introduction to Special Needs Students* (3 credits)
- MED 508 Advanced Educational Psychology* (3 credits)
- MED 515 Strategies for the Special Education/Inclusive Classroom (3 credits)
- MED 540 Curriculum, Instruction and Assessment for Adolescents (3 credits)
- MED 545 Classroom Management for the Inclusive Classroom (3 credits)
- MED 615 Literacy Learning in the Content Areas (3 credits)
- MED 660 Teaching Strategies for Business, Computer and Info. Tech. (3 credits)
- OR MED 661 Teaching Strategies for Secondary English
- OR MED 662 Teaching Strategies for Secondary Mathematics
- OR MED 663 Teaching Strategies for Secondary Social Studies
- OR MED 664 Teaching Strategies for Secondary Science

*These classes are to be taken prior to those listed below them

** Additional coursework may be required in the content area.

Required General Teaching Certification Courses (11 credits)

(Current background checks and clearances are required for all field experiences.)

- MED 522: Practicum (Practicum I) or Documentation of Equivalent Experience (1 credit) to be completed in conjunction with MED 515
- MED 523: Field Experience (Practicum II) (1 credit) Minimum 30 clock hours of field to be completed in conjunction with MED 545 or MED 615
- MED 670: Student Teaching (7 credits)
- MED 672: Student Teaching Seminar (2 credits)

Required additional graduate courses to complete a Masters in Education (18 credits)

- COR 510 Moral Leadership (3 credits)
- COR 600 Organizational and Professional Ethics (3 credits)
- MED 518 Quantitative Research Methods (3 credits)
- MED 520 Educators as Researchers (Prerequisite: MED 518) (3 credits)
- MED 610 School Law and Social Advocacy (3 credits)
- MED 680 Research Seminar (Prerequisite: MED 520) (3 credits)

Education students complete two field placements and a student teaching experience. All coursework must be completed prior to student teaching. Applicants for the student teaching assignment must have the approval of the Education Department and an overall cumulative grade point average of 3.0 or higher. Each candidate for certification must pass the PRAXIS II Subject Tests within the first six credits of graduate coursework.

TEACHING CERTIFICATION

SPECIAL EDUCATION TEACHING CERTIFICATION CURRICULUM

The Special Education Certification Program is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. Special Education may not be taken as a stand-alone certification. The candidate must already have either an elementary or secondary certification. However, the Special Education Teaching Certification can be pursued with either Alvernia's Elementary Teaching Certification or Secondary Teaching Certification if candidate doesn't have stand-alone certification. The requirements for Special Education Teaching Certification program are as follows:

Special Education Teaching Certification (total credits are determined by initial certification)

Required Special Education Certification Courses

- MED 505 Introduction to Special Needs Students* (3 credits)
- MED 508 Advanced Educational Psychology* (3 credits)
- MED 515 Strategies for the Special Education/Inclusive Classroom (3 credits)
- MED 535 Issues Concerning Special Education Programs (3 credits)
- MED 545 Classroom Management for the Inclusive Classroom (3 credits)
- MED 605 Enhancing Literacy for Special Needs Students (3 credits)

*These classes are to be taken prior to those listed below them

Required General Teaching Certification Courses

- MED 522: Practicum (Practicum I) or Documentation of Equivalent Experience (1 credit) to be completed in conjunction with MED 515
- MED 523: Field Experience (Practicum II) (1 credit) Minimum 30 clock hours of field to be completed in conjunction with MED 545
- MED 670: Student Teaching (7 credits)
- MED 672: Student Teaching Seminar (2 credits)

Required additional graduate courses to complete a Masters in Education

- COR 510 Moral Leadership (3 credits)
- COR 600 Organizational and Professional Ethics (3 credits)
- MED 518 Quantitative Research Methods (3 credits)
- MED 520 Educators as Researchers (Prerequisite: MED 518) (3 credits)
- MED 610 School Law and Social Advocacy (3 credits)
- MED 680 Research Seminar (Prerequisite: MED 520) (3 credits)

MASTER OF SCIENCE IN MASTER OF SCIENCE IN NURSING (M.S.N.) NURSING

The Master of Science in Nursing program is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. The requirements for the Master of Science in Nursing program are as follows:

Course Requirements - 36 credits (each course includes a combination of Web-based and live classroom work)

Required Interdisciplinary Courses (9 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics (to be taken within the final 12 credits)
- Elective (3 credits)

Possible Electives (non-inclusive):

- NUR 610: Coordinated School Health Design
- NUR 620: At Risk School Environments: Emergency Planning and Response
- MED 501: Foundations of Teaching in Cross-Cultural Settings
- MED 510: Assessment and Evaluation
- MED 515: Strategies for the Inclusive Classroom
- MED 610: School Law and Social Advocacy
- MBA 500: Strategic Management
- MBA 535: Crisis Management
- MBA 540: Employment Law
- MBA 635: Public Relations
- LAS 500: The Evolution of Scientific Thought and Perceptions
- LAS 510: The Biology of Behavior
- LAS 520: Major Artists and Writers in their Milieus
- LAS 600: Topics in Christian Ethics

Nursing Education Courses (12 credits)

- NUR 560: Policy and Curriculum
- NUR 630: Measuring Educational Outcomes
- NUR 640: Evidenced-Based Teaching Practice
- NUR 642: Teaching Strategies in Nursing: Practicum

Nursing Practice Courses (9 credits)

- NUR 530: Adv. Health Assessment
- NUR 540: Adv. Pathophysiology/Pharmacology
- NUR 632: Evidenced-Based Clinical Practice: choice of clinical focus in adult health, maternal-child, community, or behavioral health

Nursing Theory and Research Courses (6 credits)

- NUR 550: Professional Nursing Theory and Research
- NUR 650: Nurse Educator Role Synthesis: Capstone (take in final 12 credits)

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY (M.S.O.T.)

The Master of Science in Occupational Therapy program is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. The requirements for the Master of Science in Occupational Therapy program are as follows:

Five-year Combined B.S. in Health Science and M.S.O.T.

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.
- Submission of a portfolio of the student's educational, 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.

Course Requirements -34 credits

Required Interdisciplinary courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics

Required OT courses (28 credits)

- OT 501: Analysis of Theoretical Concepts in OT Practice I
- OT 502: Function and Technology
- OT 503: Research Design
- OT 505: Analysis of Theoretical Concepts in OT Practice II
- OT 601: Occupational Therapy Outcomes
- OT 603: Advocacy and Leadership *
- OT 610: Research Report *
- OT Elective

* Course related fieldwork required

Entry Level M.S.O.T.

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.

Program Prerequisites -79 credits

Required Interdisciplinary courses (24 credits)

- Anatomy and Physiology
- Course in a Psychology
- Course in Developmental Psychology / Lifespan Development
- Course in Sociology/Anthropology
- Kinesiology or Biomechanics/Exercise Physiology with Kinesiology component
- Neuroanatomy/Neuroscience/Neurology
- A course in Statistics at the undergraduate level or complete MBA 600 or MED 518

Required OT Prerequisite courses (55 credits)

- OT 101: Introduction to Occupational Therapy
- OT 204: Activities Analysis I

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY (M.S.O.T.)

- OT 206: Activities Analysis II
- OT 210: Concepts and Theories of Occupational Therapy
- OT 302: Diseases, Injuries and Health Care Conditions I
- OT 303: Occupational Therapy Evaluations
- OT 304: Motor and Sensory Development
- OT 305: Intervention Planning
- OT 306: Analysis of Occupations II
- OT 308: Intervention I: ADL Performance
- OT 309: Diseases, Injuries and Health Care Conditions II
- OT 401: Intervention II: Work Performance
- OT 403: Intervention III: Wellness and Prevention
- OT 405: Community Health Care Administration and Organization
- OT 416: Occupational Therapy Fieldwork II: Practicum I
- OT 417: Occupational Therapy Fieldwork II: Practicum II

Course Requirements -34 credits

Required Interdisciplinary courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics

Required OT courses (28 credits)

- OT 501: Analysis of Theoretical Concepts in OT Practice I
 - OT 502: Function and Technology
 - OT 503: Research Design
 - OT 505: Analysis of Theoretical Concepts in OT Practice II
 - OT 601: Occupational Therapy Outcomes
 - OT 603: Advocacy and Leadership *
 - OT 610: Research Report *
 - OT Elective
- * Course related fieldwork required

Masters Completion

Students with a B.S. in Occupational Therapy and Board Certification will be 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 and NBCOT certified.

- 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 applicant's probable success in graduate school (former professors, employers, or supervisors).

Students pursuing the MSOT program complete a 9 credit track in one of the following areas: Occupational Therapy, Education, Business or Community Counseling.

Required Statistics course

- A course in Statistics at the undergraduate level or complete MBA 600 or MED 518

Course Requirements -34 credits

Required Interdisciplinary courses (6 credits)

- COR 510: Moral Leadership
- COR 600: Organizational and Professional Ethics

Required OT courses (12 credits)

- OT 500: Current Best Practice in Occupational Therapy
- OT 601: Occupational Therapy Outcomes
- OT 603: Advocacy and Leadership
- OT Elective from OT graduate courses

Research courses (7 credits)

- OT 503: Research Design
- OT 610: Research Project (4 credits)

Each student will select a track to pursue in Occupational Therapy, Education, Business Administration or Community Counseling. Each track is 9 credits.

Occupational Therapy:

- 9 additional credits of OT graduate courses

Special Education:

- MED 610: School Law & Social Advocacy
- MED 515: Strategies for Special Education/ Inclusive Classroom
- MED 560: Human Resource Management for Leaders

Business Administration:

- MBA 560: Human Resource Management for Leaders
- MBA 592: Management and Marketing
- MBA 591: Accounting for the Workplace or MBA 593: Economics and Finance

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY (M.S.O.T.)

Community Counseling:

- MCC 500: Counseling Communication Skills
- MCC 510: Human Development Across the Lifespan
- MCC 515: Psychopharmacology
- MCC 530: Multicultural Issues in Counseling
- MCC 535: Counseling Children and Adults
- MCC 640: Psychopathology

- Students will be allowed to utilize the repeat/delete option for only ONE course for any class in which a grade 'B' or below is received. This grade will remain on the student's record; the second grade will be calculated into their overall GPA.

- Students will not be allowed to participate in the capstone activity in the degree unless they achieve a cumulative grade point average of 3.0 or higher.

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 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 I & II experiences, proof of on-going ownership of health/accident insurance coverage, certification in adult, child and infant Cardio Pulmonary Resuscitation (CPR) and First Aid, and proof of immunizations. OT majors must obtain request for criminal record check (Act 151) or FBI check if student has been a permanent resident of Pennsylvania for less than two years. Students must also complete Pennsylvania Child Abuse History clearance forms (Act 34) prior to clinical education.

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 for Certification in Occupational Therapy (NBCOT). After successful completion of the NBCOT exam, the individual will be 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 time frame established by the program and a felony/misdemeanor conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. It is suggested that prior to admission to the program any individual with such a conviction contact the National Board of Certification in Occupational Therapy (NBCOT) and state licensing boards of occupational therapy to request information regarding credentialing eligibility. Clinical fieldwork and classroom experiences within clinical settings may require a criminal background check and or child abuse check in order to permit participation in the experience and enter the location. Organizations may deny a student access and participation in such activities due to misdemeanor or felony conviction. Additionally, organizations may require drug testing and/or health clearances prior to admittance to their facility. Negative results may preclude students from participation. Participation in such experiences is a requirement for graduation, inability to complete experiences due to convictions and/or inability to obtain satisfactory clearance would result in delayed graduation and/or the inability to graduate from the program. The University's Career Services Office can provide assistance with resume preparation, interviewing, and job searches.

DOCTOR OF PHILOSOPHY

DOCTOR OF PHILOSOPHY (Ph.D.)

LEADERSHIP

The Program in Leadership leading to a Doctor of Philosophy degree is to provide an interdisciplinary and multi-disciplinary focus that requires a critical examination of contemporary theories of leadership, within a value-based framework. The Doctor of Philosophy degree is approved by the Pennsylvania Department of Education and Middle States Commission of Higher Education. Program requirements are as follows:

Course Requirements - 63 credits

The Doctor of Philosophy has a common leadership core, research core and dissertation. In addition, there are three areas of concentration including: Corporate Leadership, Community Leadership, and Educational Leadership.

Leadership Core (18 credits)

- PhD 706: Leadership: Advanced Systems Theory and Research
- PhD 709: Organizational Analysis: Culture, Theory and Change Strategies
- PhD 711: Moral and Ethical Foundations for Decision-Making
- PhD 724: Theories in Organizational Structure and Strategic Leadership
- PhD 725: Leadership: Diversity and Social Justice in Complex and Global Organizations
- PhD 801: Negotiations and Conflict Resolution for Contemporary Leaders

Research Core (15 credits)

- PhD 701: Advanced Research & Colloquium (6 cr.)
- PhD 704: Quantitative Research: Design & Analysis
- PhD 710: Qualitative Research: Design & Analysis

Select one of the following three advanced research courses as appropriate:

- PhD 851: Instrument Design and Analysis
- PhD 853: Advanced Quantitative Research: Design & Analysis
- PhD 855: Advanced Qualitative Research: Design & Analysis

Dissertation (12 credits)

Areas of concentrations: Corporate, Community, and Educational Leadership (18 credits)

Required courses for Corporate Leadership (9 credits):

- PhD 727: Developing Human Resources in Organizations
- PhD 803: Leadership and Spirituality
- PhD 821: Organizational Policy and Finance

Select three of the following electives for concentration in Corporate Leadership (9 credits):

- PhD 812: Leadership and Communication Theories
- PhD 814: Seminar in Organizational Law
- PhD 815: Economic Development of Organizations
- PhD 820: Current Issues in Philanthropy and Organizational Development
- PhD 828: U. S. Presidents as Leaders

Required courses for Community Leadership (9 cr.):

- PhD 729: Welfare Politics and Leadership with Community Organizations
- PhD 805: Development and Evaluation of Organizational Policies and Programs
- PhD 815: Economic Development of Organizations

Select three of the following electives for concentration in Community Leadership (9 credits):

- PhD 803: Leadership and Spirituality
- PhD 812: Leadership and Communication Theories
- PhD 814: Seminar in Organizational Law
- PhD 818: Federal, State and Local Government Relations
- PhD 820: Current Issues in Philanthropy and Organizational Development
- PhD 821: Organizational Policy and Finance

Required courses for Educational Leadership (9 cr.):

- PhD 731: Advanced Supervision and Leadership Theory
- PhD 807: Curriculum, Culture and Instructional Leadership
- PhD 825: Educational Policy and Leadership

Select three of the following electives for concentration in Educational Leadership (9 credits):

- PhD 821: Organizational Policy and Finance
- PhD 822: Informational Technology and Organizational Effectiveness
- PhD 824: Personnel and Human Resource in Educational Organizations
- PhD 830: Current Issues in Education
- PhD 832: Law, Advocacy and the Educational Institution

GRADUATE PROGRAMS OFFERED AT ALVERNIA

- Master in Business Administration
- Master in Business Administration Online
- Master in Education
- Secondary, Special Education, Elementary, School Nurse, or Principal Graduate Certifications
- Master of Arts in Community Counseling
- Master of Arts in Liberal Studies
- Master of Science in Nursing
- Master of Science in Occupational Therapy
- Doctor of Philosophy

CONTINUING STUDIES PROGRAMS OFFERED AT ALVERNIA

DEGREES YOU CAN COMPLETE AT OUR MAIN CAMPUS

Bachelor's Degree Programs:

- Advanced Professional Studies
- Behavioral Health Studies
- Business Accounting and Finance
- Business Administration
- Business Marketing and Planning
- Corporate Communication
- Human Resource Management
- Psychology and Organizational Behavior

Degree Completion Programs:

- Business
- Liberal Studies
- RN to BSN
- RN to BSN with School Nurse Certification

Associate of Science Degree Programs:

- Business
 - Accounting
 - Management
- Liberal Arts

Credit Certificate Programs:

- Behavioral Health Studies
- Human Resource Management

DEGREES YOU CAN COMPLETE AT OUR PHILADELPHIA CENTER

- Advanced Professional Studies
- Behavioral Health Studies
- Business Administration
- Criminal Justice

DEGREES YOU CAN COMPLETE AT OUR SCHUYLKILL CENTER

- Advanced Professional Studies
- Business Accounting and Finance
- Business Administration
- Criminal Justice Administration
- Criminal Justice Administration with Addiction Studies Minor
- Elementary Education

FOR MORE INFORMATION

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Friday, 8:30 a.m. to 5:00 p.m.
Saturday, By Appointment

GRADUATE PROGRAM COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

CORE COURSES

COR 510: Moral Leadership (3 credits)

This course introduces students to a philosophy of education that provides the skills necessary to assume a prominent place in shaping the vision, mission and activities of their employers and professions. This course is also designed to help students study the importance of systematic reform of political, economic and social services, in remedying the problems that plague urban school systems, social services and society generally. It also helps them understand the importance of openness to new analyses and strategies for change in addressing social problems.

COR 600: Organizational and Professional Ethics (3 credits)

This course explores the ethical dilemmas faced by leaders in nonprofit organizations, business, education, and other professions. It examines the concept of professional ethics applied to an organizational structure. Ethical theories and organizational decision making strategies are discussed. Students are challenged to process ethical dilemmas through thought and actions that promote socially responsible professional behavior, social justice, and the human dignity of each individual involved. Students participate in experiential exercises and analyze case studies to apply theories and concepts to real world situations.

LIBERAL STUDIES COURSES

LAS 508: Leadership for Sustainable Communities (3 credits)

This team-taught course introduces students to both concepts of leadership and sustainable communities and provides opportunities for them to interface with community leaders in the promotion of awareness of community needs. Potential needs are many and varied, but can be broadly categorized as three areas of concentration: cultural, environmental, and economic. - This course should be taken as early as possible in every MALS student's schedule.

LAS 537: Introduction to Research Methods (3 credits)

This course provides a foundation in the investigative methods of the qualitative and quantitative research paradigms. (Students can substitute MBA 600: Quantitative Methods; MED 518: Quantitative Methods; MED 520: Educators as Researchers) - This course should be taken as early as possible in every MALS student's schedule.

LAS 542: Cultural Studies & Heritage Conservation (3 credits)

This course examines the multiplicity of cultures, perspectives, and experiences in America as they relate to stewardship for cultural conservation on a local, national, and global scale. Cultural heritage includes languages, artifacts and materials, places, spaces, traditions, rituals, and anything significant enough for individuals to consider its management, preservation, and accessibility.

LAS 555: Policy & Policy Analysis (3 credits)

This course investigates the political and ideological factors of policy development, implementation and evaluation. Topics include institutional and political influences, social benefits and costs, intended versus unintended consequences, and other issues.

LAS 590: Special Topics (3 credits)

Applicable courses of special interest may be offered on a semester-by-semester basis.

LAS 603: Culture, Ecology, & Religion (3 credits)

This course explores various religious perspectives on the meaning and value of the natural world and the relationship of human beings to nature. A consideration of the connection between the natural and the sacred in selected traditions such as Native-American religions, Hinduism, Buddhism, Taoism, Judaeo-Christian traditions, eco-feminism, and deep ecology.

LAS 613: Social Justice & Ethics (3 credits)

This course explores legal, political, sociological, and ethical perspectives of justice and social change. Topics include class, gender, race, and other differences as they relate to equality, power, privilege, social stratification, etc.

LAS 620: Cross-Cultural Conflicts in our Communities (3 credits)

This course examines the cultural, social, economic, and political forces that underlie conflicts in our communities. Exploring the impact of gender, racial, ethnic and linguistic diversity serves as a starting point for mediating these conflicts. Topics such as violence, substance abuse, teen pregnancy and discrimination are discussed. Strategies for improving relationships and developing partnerships with parents, citizens, and business and community leaders are explored.

LAS 638: Sustaining Our Environment (3 credits)

This course examines the interconnections between the natural and man made worlds, and the roles played by humans in designing, constructing, and/or managing natural and built environments.

LAS 670: Seminar with Supervised Field Experience in Community Service (3 credits)

A supervised placement in a church, religious organization, nonprofit organization or business requires students to engage in theological reflection that links course experiences with ministry and social action. Written analysis of activities enriches the learning experiences during this capstone activity.

LAS 679: Independent Research (3 credits)

Students will coordinate with their advisor to choose a topic, research and complete a culminating paper. (This course may be taken alone or as a prerequisite to LAS 680. LAS 679 may be taken twice if research topics differ sufficiently for each course section. LAS 679 should not be completed until a majority of coursework has been completed.)

LAS 680: Thesis (3 credits)

Completing an in-depth study of a topic of interest expands understanding of the process of conducting research at the graduate level. An interdisciplinary team of faculty provides opportunities to share and critique findings. A formal presentation of the thesis is the culminating activity for this project. Written approval of the research director or adviser and of the Dean is required. Prerequisite: LAS 679. (LAS 680 should not be completed until a majority of coursework has been completed.)

LAS 690: Special Topics (3 credits)

Applicable courses of special interest may be offered on a semester-by-semester basis.

MASTER OF BUSINESS ADMINISTRATION COURSES**MBA 500: Strategic Management (3 credits)**

Strategic Management explores management theories, principles and practices. Analysis of the particular leadership, motivational, financial and functional attributes of institutions are emphasized. Prerequisite: Five years of Professional Experience, a course in Principles of Management or MBA 592 - Management and Marketing.

MBA 510: Managerial Accounting (3 credits)

This course emphasizes the application of accounting systems to managerial decision-making and problem solving. Analysis and interpretation of financial statements, analysis of cash flow, cash budgeting, cost-volume-profit analysis and responsibility accounting are among the major topics explored. Prerequisite: Completion of two semesters of Accounting or MBA 591 - Accounting for the Workplace.

MBA 515: Critical Issues/White Collar Crime (3 credits)

This course discusses and analyzes various theories, ranging from classical Sutherland approach to the modernistic governmental crime model. The characteristic of this form of crime is examined. Trust, nonviolence, deceit, confidence, power and authority are reviewed as observed perpetrator traits. Corporate crime, occupational crime, corruption, fraud and financial crime are viewed as examples of the problem. The costs both in terms of financial loss and human resources are assessed. A complete survey of the appropriate laws and the enforcement and regulatory agencies targeted toward this specialized crime problem is made.

MBA 520: Marketing Services (3 credits)

This course is designed to provide students with a broad approach to the concepts of various marketing functions

including consumer behavior and new product development. Emphasis is placed on international issues and their impact on the development of strategies for consumer and industrial-based products or services entering the global market. Prerequisite: Five years of professional experience, a course in Principles of Marketing or MBA 592 - Management and Marketing.

MBA 525: Workplace/School Violence (3 credits)

This course addresses the concerns associated with violence occurring in the workplace or educational environment. Indicators of potential conflict are evaluated and procedures to avoid violence are discussed and reviewed. A demonstrated course of action in the event of an occurrence is developed.

MBA 530: Corporate Finance (3 credits)

This course familiarizes the student with the role of the financial manager in a modern business organization. Topics include: time value of money, financial analysis, risk analysis, financial forecasting, cost of capital, stock and bond valuation modes, capital budgeting and investment decisions under conditions of uncertainty.

MBA 535: Crisis Management (3 credits)

This course evaluates methods and procedures utilized in times of crisis. Practical applications are explored through the use of case studies and guest lecturers. A crisis management plan is developed to demonstrate competency in crisis situations.

MBA 540: Employment Law (3 credits)

This course offers a comprehensive review of employment law. Employment Law explores employee-employer relationships, personnel problems and permissible activities in employee dismissal cases. Case law where legal principles have been changed by the courts is reviewed. Finally, the newest labor statutes are addressed.

MBA 550: Labor Relations Management (3 credits)

This course provides a broad and balanced overview of labor relations. The course investigates historical, legal and structural environments. Labor contract negotiations and administration are also researched.

MBA 560: Human Resource Management for Leaders (3 credits)

This course explores the interaction between strategy and human resources as approached from a generalist perspective and is designed for graduate students focusing on administration. Topics presented include: planning, recruiting, selection, staff development, principles of evaluation, compensation and collective bargaining. Comprehensive discussion of the environment of human resources and the impact of human resource practices on the organization will be based on the class make-up.

MBA 570: Marketing Research Seminar (3 credits)

This course addresses the principles of social scientific methodology for marketing research. Topics covered include scientific method, problem formulation, cost and research design, questionnaire construction, report preparation, data interpretation and reliability measurements. Research results are used to formulate marketing strategies directed toward specific markets.

MBA 591: Accounting for the Workplace (3 credits)

This course is designed to introduce students to accounting who have not had accounting courses or accounting experience at the undergraduate level. The course fosters an understanding of the basic concepts of financial accounting, including accounting information systems.

MBA 592: Management and Marketing (3 credits)

The purpose of this course is to provide foundations in management and marketing for students who have entered the program with limited exposure to management and marketing. The course is designed to provide students with an understanding of the basis for management theory and marketing. The course is designed to provide necessary prerequisite information for students who will be taking management and marketing courses in the MBA program. This course addresses the need for the foundation CPC requirements.

MBA 593: Economics and Finance (3 credits)

The purpose of this course is to provide foundations in economics and finance for students who have entered the program with limited exposure to economics and finance. The course is designed to provide students with an understanding of the basis for economics theory and financial decision making. The course is designed to provide necessary prerequisite information for students who will be taking finance and economics courses in the MBA program. This courses addresses the need for the foundation CPC requirements.

MBA 600: Quantitative Methods (3 credits)

This course is designed to familiarize the student with the use of mathematical and statistical methodology used in managerial decision-making. Topics include linear, integer and dynamic programming, sensitivity analysis and duality, network models, inventory and queuing, and simulation. Prerequisite: Completion of college algebra or its equivalent.

MBA 610: Legal Environment (3 credits)

This course provides an overview of the effects of legal forces on the objectives and operations of nonprofit organizations, churches, schools and businesses. Policies and decisions based on current case studies are examined with emphasis placed on vulnerabilities and the appropriate techniques of managing exposure risks. Contemporary issues relating to governmental regulations, employment issues and human resource policies faced by leaders in cross-cultural settings are explored.

MBA 612/MED 611: School Finance (3 credits)

This course is designed to help the prospective administrator understand how schools function from a financial prospective. Students learn the essentials in school accounting, budgeting, financing, investing, financial regulations and requirements, and computer application. The principals' role in effective budget performance is emphasized.

MBA 620: Managerial Economics (3 credits)

This course examines the use of economic tools for managerial decision-making. Applicable economic, statistical and computer skills are studied. Emphasis is placed on the microeconomic theory of organizations and its application in businesses, schools, churches, and non-profit organizations. Prerequisite: Five years of Professional Experience, a course in Economics/Finance or MBA 593 - Economics and Finance.

MBA 630: Management Finance (3 credits)

This course presents an overview of financial management and its role within nonprofit organizations, churches, schools and businesses. The focus is on the prime variables that affect the financial manager within the firm and within the economy. Topics include financial management and its environment, analysis of the operating budget and its impact on setting priorities, valuation and the cost of capital, capital budgeting, working capital management, analyzing and planning financial performance, and institutional features of long-term planning. Prerequisite: MBA 620 - Managerial Economics.

MBA 635: Public Relations (3 credits)

This course provides students with a comprehensive introduction to serious public relations. Coursework provides a conceptual framework for understanding the latest concepts, origins, principles and theories underpinning this emerging practice.

MBA 640: Accounting for Government and Not-for-Profit Organizations (3 credits)

This course explores accounting principles and procedures relative to governmental units and not-for-profit institutions. A comparison with generally accepted accounting principles (GAAP) used in business is featured.

MBA 650: Entrepreneurship and Economic Development (3 credits)

This course is designed to identify and analyze factors that contribute to the success of new business ventures. Major topics include risk assessment and management, leadership skills, sources of funding and the development of a business plan. Case studies of successful and unsuccessful ventures are analyzed.

MBA 660: Grantwriting (3 credits)

Applicable coursework develops skills for writing grants to obtain financial resources from foundations and other funding sources. Practical strategies and case studies are examined to increase effectiveness of fund-raising efforts for programs of nonprofit organizations, churches, and schools. Methods for developing partnerships with other organizations are highlighted. Emphasis on grant writing for programs that promote social justice in cross-cultural settings links this course to the Franciscan tradition.

MBA 670: Corporate Communication (3 credits)

This course examines the nature of communication in the corporate and organizational context and how the corporation communicates with its various publics. Both internal and external organizational communication is analyzed before, during, and post-change, such as during growth, collapse, and merger. Case studies may include: corporations (for profit and not-for-profit); schools and/or educational establishments; law enforcement and justice systems, churches and/or religious systems; health institutions; military organizations; government associations.

MBA 680: Executive Leadership Seminar (3 credits)

This is a capstone course and is designed to enhance development of the knowledge, skills, attitudes, behaviors and values required for one to become an effective, inspirational leader. In addition to case studies, interaction with successful business executives provides students with realistic models of leadership.

COMMUNITY COUNSELING COURSES**MCC 500: Introduction to Counseling (3 credits)**

This course is required for all community counseling students, as an introduction to the counseling profession and basic counseling and communication skills. The history of the counseling profession, the role of professional organizations, primarily ACA, orientation to ethics, and the importance of professional credentialing will be explored. Essential interviewing and counseling skills necessary to develop an effective therapeutic relationship including opening, processing, and terminating a relationship will be developed, through role-playing, simulation, audio and videotaped practice sessions. Prerequisite: successful completion of undergraduate Introduction to Psychology course.

MCC 510: Human Development Across the Life Span (3 credits)

This course examines the theory and research of human development from conception to death from a social-psychobiological developmental perspective. Human development is examined from both historic and contemporary perspectives including the physical, intellectual, psychological, emotional, cultural, and social patterns that are woven by a unique combination of heredity and environment. The impacts of addictive behaviors across the lifespan are explored.

MCC 515: Psychopharmacology (3 credits)

Professional counselors who work in clinics, hospitals and community agencies must have an applied understanding of the many classifications, actions, reactions and interactions of psychotropic medications. Medications are often used adjunctively with counseling in both mental health and addiction treatment. It is important for the professional counselor to have the skills to be able to work with the attending psychiatrist or physician in monitoring the effectiveness of the prescribed medications.

MCC 520: Counseling Theories (3 credits)

This course examines the spectrum of traditional and contemporary theories in counseling ranging from traditional psychodynamic, humanistic, learning, behavioral theories to cognitive behavioral, spiritually-based, creative arts, and culturally appropriate theories and techniques. Techniques and issues in counseling such as transference and counter transference, resistance, self-disclosure, active listening, the use of silence, confrontation and the value of metaphors are among those that will be examined. Students will be able to assess the appropriateness of the various intervention theories.

MCC 525: Psychobiology of Addiction (3 credits)

The pharmacological and physiological effects of alcohol and other drugs are investigated as well as the biological determinants of alcoholism and drug abuse. The mechanisms of action of each drug and drug class, current theories

relating to the etiology of abuse, addiction and major psychological disorders, approaches for drug treatment, uses and limitation of medication in the overall management of clients are discussed.

MCC 530: Multicultural Issues in Counseling (3 credits)

This course explores the social and cultural contexts of helping relationships. The ways that culture and ethnicity interact with human behavior will be examined. Theories related to cultural identity, age, gender, sexual orientation, family values, coping, attributions, attitude formation, social power, drug and alcohol use, spiritual values, and socioeconomic conditions as they relate to impact counseling with diverse groups will be examined. Current research regarding issues such as client/counselor match will be analyzed. Ethical guidelines for counseling diverse groups provided by the American Counseling Association and similar professional organizations will be studied. Students will participate in experiential exercises and analyze case studies to apply theories and concepts to “real world” situations.

MCC 535: Counseling Children and Adolescents (3 credits)

This course will focus on unique counseling theories and techniques applicable to counseling early childhood, school aged children, adolescents, and their families. Play therapy, puppet therapy, doll therapy, creative arts therapy, *in vivo* therapy and other therapy modalities will be explored. This course will address the unique counseling theories and techniques applicable to working with adolescent youth, exploring issues of identity, peer acceptance, conformity and deviation, sexuality, substance use and abuse, youth culture and issues of youth in the contemporary society.

MCC 540: Addiction and Society (3 credits)

This course analyzes the behavioral, pharmacological, historical, social, legal and clinical perspectives that surround the use, abuse and addiction to alcohol and other drugs. Current methodologies are examined as to their effectiveness in both the prevention and treatment of addictive disorders. Other addictions and related high-risk behaviors are analyzed from an addiction model of behavior.

MCC 545: Family Therapy Concepts and Methods (3 credits)

Established systems of contemporary family therapy are examined in this course. Each approach will be examined in terms of leading figures, theoretical formulations, normal family development, impact of addiction on the family system, development of addiction and behavior disorders, goals of therapy, conditions for change, techniques, and evaluations of theory and results. Role playing will involve both system specific and core techniques.

MCC 550: Practicum (100 hours)

Students will spend 100 hours assigned to a placement observing and being exposed to activities in a professional counseling venue over the course of a semester. Supervised practicum experiences include a minimum of 40 hours of direct service with clients, including individual and group counseling, weekly supervision of at least one hour of an individual or triadic nature under the supervision of a faculty member and an average of 1.5 hours per week of group supervision that is provided by a faculty member, and an evaluation of the student’s performance throughout the practicum including a formal final evaluation after practicum completion.

MCC 560: Legal and Ethical Issues in Counseling (100 hours)

This course is designed to provide the counselor in training with an understanding of the major ethical and legal issues involved in the practice of mental health and addictions counseling. The ethical codes of the American Counseling Association and the Pennsylvania Certification Board will be explored. Legal issues involved with mental health and addictions counseling will also be addressed. The case study format will be used to develop and practice the process of ethical decision making in counseling situations.

MCC 600: Advanced Counseling Theories and Techniques with Individuals (3 credits)

Students in this course compare and contrast various intervention theories and counseling models in working with individuals with both mental health and addiction disorders. Students examine the unique dynamics of the therapeutic/interpersonal counseling relationship and how change is effected by that interaction. Students learn how to do clinical assessments for diagnostics, develop treatment plans, establish goals and objectives and evaluate outcomes as they apply to clinical practice with individuals in community counseling care settings.

MCC 605: Counseling Special Populations (3 credits)

This course explores the increasingly diverse needs of distinct emergent groups in today's society. Counselors will be working with people from these groups and must have the skills and knowledge to be professional and effective. These groups include, but are not limited to: homosexuals; ethnic, cultural and religious minorities; women; adult children of alcoholics; physically challenged individuals; cognitively challenged individuals; the criminal population. Counselors will continue to develop their multicultural competencies through this course.

MCC 610: Advanced Counseling Theories and Techniques with Groups (3 credits)

Students will learn to apply group theories and techniques of counseling as they work with an increasingly diverse constellation of groups (both formally and informally constructed groups) in contemporary society. From group theory, students survey Yalom, Corey, Carroll, and others. Students will learn how to conduct assessment of families and groups for the purposes of diagnosing problems and dysfunctions, developing intervention strategies and evaluating the outcomes.

MCC 615: Relapse and Recovery (3 credits)

This course examines the psychological, biological and environmental perspective of the primary factors that contribute to the systematic onset and eventual occurrence of relapse. Through extensive research in journals and other professional publications as well as interviews with treatment professionals and people in recovery, relapse is examined as both an event and a process that for some individuals may be a predictable part of a sustained and life long recovery from addictions.

MCC 620: Research Methods and Program Evaluations (3 credits)

Students will survey research methods in the behavioral sciences so that they can critically evaluate research that is published in the field. Students are able to differentiate different research methodologies in the behavioral sciences and will develop an applied knowledge of basic descriptive statistics through basic inferential statistic using correlation analyses and ANOVA. Students are required to do a research project. Prerequisite: undergraduate course in statistics or quantitative methods of research

MCC 625: Spirituality and the Healing Process (3 credits)

The spiritual dimension of recovery from mental health and addictive diseases is examined in depth. Topics include: dynamics of the 12-Step Fellowships (A.A., N.A., Al-Anon, etc), religiously oriented programs, spiritual development and the use of clergy in working with clients coping with addictions problems. Spiritual values and approaches are viewed as an adjunct to traditional clinic settings.

MCC 630: Appraisal, Tests and Measurements (3 credits)

Students will learn to evaluate the reliability, validity, standardization methods, and test construction of instruments used in the evaluation of mental health and addictive disorders. In addition, students will learn to discern the appropriateness of objective and projective tests and measurements of tests to meet specific client needs. Students will practice administration, scoring, and interpretation of tests appropriate for use by master's level clinicians.

MCC 635: Criminality and Healing Process (3 credits)

This course will prepare students for clinical interventions and treatment of psychopathology and aggressive behaviors that are common to the criminal justice system. Differentiation between adolescent and adult pathologies are examined ranging from Conduct Disorder, Oppositional Defiance Disorder, various Anti-Social Personality Disorders (including explosive behavior disorders) and various personality disorders. Students learn clinical interventions and protocols that are most effective with the individual who has both a criminal history and an addictive disorder. Focus will be paid to assessment of criminal responsibility, as well as, treatment and relapse issues that are specific to the criminal population.

MCC 640: Psychopathology (3 credits)

This course will examine theories and practices of assessing, diagnosing and treating individuals with mental health and addictive disorders and co-occurring disorders. This course will survey mental disorders as classified by the latest version of the American Psychiatric Association's Diagnostics and Statistics Manual. Prerequisite: successful completion of undergraduate course in psychopathology

MCC 645: Current Issues in Crisis Counseling (3 credits)

This course will examine the various crisis intervention models and basic principles of crisis intervention strategies. An emphasis will be placed upon serving persons with different types of psychological trauma, such as sexual assault, partner violence, chemical dependency, and personal loss. The course will examine crises in various settings, such as schools and the workplace. An examination will be made of hostage negotiation and disaster response as well as the issues of compassion fatigue and burnout. Multicultural issues will be addressed separately and throughout the course.

MCC 650: Career Counseling (3 credits)

This course will survey the theories and research on career development as well as methods to assess career choice. This course will look at career choice and the impact of mental health and addictive disorders on career planning. Psychosocial, mental health, various personality, skills and interests, and attitudinal variables that go into healthy career decision making will be explained. Students will survey the various vocational development career assessment instruments (aptitude, skills and interest inventories, and vocational personality instruments), research databases and technology for vocational decision-making.

MCC 655: Program Management and Clinical Supervision (3 credits)

This course will provide an understanding of the various types of management and supervisory styles used in community counseling settings. Specific emphasis is placed on the development of supervision skills that assist counselor professional growth. The course will examine program/agency administration to include strategic planning, financing and marketing, and program policies and procedures.

MCC 670: Internship I (300 hours)

Students will practice professional counseling in a clinical setting where professional community counseling takes place under the supervision of a faculty member and licensed professional counselor. Students will be required to have a minimum of 300 hours of counseling activities with a minimum of 120 hours of direct service to clients. In addition, students will have 1 hour of weekly supervision in an individual, dyadic or triadic format by an on-site licensed supervisor, with an average 1.5 hours per week group supervision performed by a licensed faculty member. The internship will provide students with the opportunity to assess and treat clients, follow client progress, keep records, have access to appropriate supervision, attend staff meetings, participate in service training and other professional activities. Students must present their work using audio or videotape work for formal professional critique by supervisors and other interns. A formal evaluation for fitness to practice will be made upon completion of the internship experience.

MCC 680: Internship II (300 hours)

Students will practice professional counseling in a clinical setting where professional community counseling takes place under the supervision of a faculty member and licensed professional counselor. Students will be required to have a minimum of 300 hours of counseling activities with a minimum of 120 hours of direct service to clients. In addition, students will have 1 hour of weekly supervision in an individual, dyadic or triadic format by an on-site licensed supervisor, with an average 1.5 hours per week group supervision performed by a licensed faculty member. The internship will provide students with the opportunity to assess and treat clients, follow client progress, keep records, have access to appropriate supervision, attend staff meetings, participate in service training and other professional activities. Students must present their work using audio or videotape work for formal professional critique by supervisors and other interns. Each student will be required to develop a major paper focusing on an integration and reflection of practice and theory, including a research project relating to their practice setting. A formal evaluation for fitness to practice will be made upon completion of the internship experience.

MCC 685: Advanced Clinical Internship (400 hours)

This course is designed to offer students advanced diagnostic and therapeutic skills in effective treatment interventions with the supervision of a licensed practitioner. Students will understand and critically analyze both the theoretical constructs and practical skills that are effective when therapeutically engaged with individuals, families or groups. Students will be required to have a minimum of 400 hours of direct client contact, with weekly supervision of 1 hour in an individual, dyadic or triadic format. Students present their work using audio or videotape work for formal professional critique by supervisors and other interns. Students will be expected to demonstrate the ability to function independently as a licensed practitioner.

MASTER OF EDUCATION COURSES

MED 500: Curriculum Innovations (3 credits)

Curriculum innovations that have emerged during school reform efforts of recent decades are examined. Topics include: cooperative learning, constructivism, multi-cultural education, character education, special education and the use of technology. These innovations are examined to evaluate their potential for improving the achievement of students from diverse cultural backgrounds and of various ability levels.

MED 501: Foundations of Teaching, Curriculum Design and Assessment (3 credits)

In MED 501, students will learn to plan effective instructional strategies and create valid assessments to evaluate student achievement. Daily and unit planning will be covered as well as the techniques for preparing teacher-made tests and interpreting standardized tests. Course content will acquaint the student with the relationship between lesson planning and assessment and its relation to the teaching process.

MED 505: Introduction to Special Needs Students (3 credits)

This course surveys current knowledge of individuals with disabilities within the context of human growth and development across the lifespan. Content includes historical factors, legislation, etiology, characteristics, and learning needs, including existing and emerging technologies, assessment, and service delivery models for individuals with mild to severe disabilities.

MED 508: Advanced Educational Psychology (3 credits)

This course will focus on theories and research in educational psychology that will provide foundations for educational practice. Emphasis will be placed on learning, development and motivation, with implications for educational settings. Students will examine current research on learner-centered psychological principles (McCombs, 1998) and make relevant applications including planning for instruction, instructional delivery, assessment, and creating optimal learning environments.

MED 510: Assessment and Evaluation (3 credits)

Traditional and innovative instruments and procedures for assessing and evaluating student achievement are examined. Topics include: the use of standardized tests, authentic assessment, performance assessment, portfolios, and the use of technology. Strategies for evaluating the progress of students from diverse cultural backgrounds and of various ability levels are explored. A summary of the learning characteristics and instructional needs of students with mild disabilities are also provided. Learning theory, effective teaching strategies, classroom management, and interaction with parents, paraprofessionals and professionals are discussed.

MED 515: Strategies for the Special Education/Inclusive Classroom (3 credits)

This course targets the educational strategies required by learners with special needs in inclusive and self-contained classrooms. The use of adapted planning along with technology to support differentiated instruction and positive behavior management are addressed in this course, and applied during a concurrent Practicum experience. Required pre-requisite: MED 505: Introduction to Special Needs Students.

MED 518: Quantitative Research Methods (3 credits)

This course is designed to familiarize the student with the use of mathematical and statistical methodology used in educational research. Topics will include descriptive statistics, introduction to inferential statistics, t-tests, one-way analysis of variance, multiple comparison procedures, research design and the use of SPSS software.

MED 520: Educators as Researchers (3 credits)

This course is designed to assist students in becoming reflective practitioners - to understand the scope and range of educational research, to develop their own abilities for researching information and using information and using various research methodologies, to acquire knowledge about issues and trends in education, and to view and think critically regarding their own pedagogues. Students will complete a research proposal. Research will be conducted and presented in MED 680, the Research Seminar.

MED 522: Practicum I (1 credit)

This experience is an introduction to the teaching profession. Students will have the opportunity to observe a practicing teacher in action and work with students in the classroom. As described in the Practicum I and II Handbook, this

Experience is the first developmental phase which provides active observation and participation.

MED 523: Practicum II (1 credit)

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.

MED 535: Issues Concerning Special Education Programs (3 credits)

The course, designed for prospective special education classroom teachers, has students review, analyze and discuss current trends and issues in special education. Topics include, but are not be limited to: inclusive classrooms, early interventions, state-wide assessment programs, collaborative and co-teaching models of instruction. The semester to semester topics under discussion vary and evolve as issues in the field change to newer and more current conditions.

MED 540: Curriculum, Instruction and Assessment for Adolescents (3 credits)

This course explores the physical, cognitive, social and moral development of the adolescent learner. Theories and practical strategies for addressing the diverse needs of today's middle/junior high school and high school students are analyzed. The focus on creating classroom and school environments that promote a love of learning and provides solutions for the problems faced by teachers of adolescents.

MED 545: Classroom Management for the Inclusive Classroom (3 credits)

This course will prepare teachers to be educational leaders who effectively manage their classrooms. It will focus on taking a proactive 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. Special attention will be given to the recognition that today's classrooms are inclusive and contain students with a variety of needs and learning styles that need to be accommodated. A successful learning environment requires effective lesson plans and appropriate communication with students, parents, administration and community resources.

MED 550: Introduction to Educational Administration (3 credits)

This course will analyze various theories of leadership and their applicability to the educational environment. In addition, students will explore the responsibilities and challenges of leadership within today's increasingly complex educational institution. Special emphasis is placed on examining the role of the administrator as an instructional leader within the organizational structure.

MED 553: The School Administrator (3 credits)

A technical course emphasizing the principal's role in the organization and administration of the elementary, middle and secondary schools.

MED 555: Teaching the Arts in Cross-cultural Settings (3 credits)

The purpose of this course is to look at the role integrating the arts into children's imaginative and creative moments, and creating a learning community committed to educational equity. The course will focus on enhancing the curriculum content areas: language arts, math, science, and social studies through arts-based activities. Topics will include teaching methods, planning and implementing fine arts, drama, music, movement, and how to include collaborative art projects in the community.

MED 560: Human Resource Management for Leaders (3 credits)

This course is designed to build understanding in compensation and benefit administration utilized in today's business and government agencies. Emphasis is placed on understanding human resource wage scales, placement development, administrative requirements and remedies, and benefit administration. The impact of legislative issues, mandates and discipline practice is identified and reviewed.

MED 565: Teaching Social Studies in a Cross-Cultural Setting (2 credits)

This course is designed to prepare elementary teacher candidates to plan and deliver effective instruction in social studies at the elementary level for diverse populations of students. The course will include activities and assignments

to promote and enhance effective instructional decision-making regarding social studies content, resources, and instructional approaches.

MED 575: Teaching Health/Physical Education/Safety in a Cross Cultural Setting (2 credits)

Study of topics related to health & safety issues in cross cultural elementary school settings. Activities representative of the elementary physical education program and appropriate methods for teaching them will also be focused on. Recent findings and reports in medicine, exercise, diet and nutrition will be discussed.

MED 600: Language and Literacy in Cross-Cultural Settings (3 credits)

This course examines theories and approaches for promoting language and literacy development of children and youth in cross-cultural settings. Methods for teaching language and literacy skills used in real-life situations are studied. Strategies for planning interdisciplinary activities and literacy programs that use home and community resources and techniques for evaluating programs are analyzed. The use of technology to foster language and literacy development is also studied.

MED 602: Teaching Children's Literature in Cross-Cultural Settings (3 credits)

Coursework examines various theories and strategies for using children's literature across the curriculum. The concepts and values found in traditional and contemporary literature are explored. Students discover ways to use children's literature to promote learning in the elementary and secondary classroom.

MED 605: Enhancing Literacy for the Special Needs Student (3 credits)

The course, designed for prospective special education classroom teachers, develops skills for the development, teaching, and enhancing of literacy skills: language, reading, and writing. Students review current and developing research and classroom practices that encourage the acquisition and improvement of those skills through learning strategies that can be used in classroom experiences.

MED 610: School Law and Social Advocacy (3 credits)

This course examines the federal and state legislation and court rulings that govern urban education. A review of legal concepts and procedures provides essential knowledge about the rights and responsibilities of educators and the students they serve. The study of legislation and significant court rulings that have promoted equity, educational opportunity and social justice summarizes the contributions of advocates who have worked to transform urban education.

MED 611/MBA 612: School Finance (3 credits)

This course is designed to help the prospective administrator understand how schools function from a financial perspective. Students learn the essentials in school accounting, budgeting, financing, investing, financial regulations and requirements, and computer application. The principals' role in effective budget performance is emphasized.

MED 613: School Facilities Management (3 credits)

This course is designed to help the prospective administrator understand how school facilities are managed. Students learn the essentials of school plant management, school construction, school building design, school building technology requirements, outdoor facilities, busing and traffic pattern design, and parking requirements. The principal's role in effective facility design and management is emphasized.

MED 615: Literacy Learning in the Content Areas (3 credits)

This course is a study of the extension and enhancement of reading and writing skills into secondary education. Participants will explore the conceptual ideas underlying the teaching of reading and writing in the content areas, the importance of reading skills to students' understanding of specific subject matter content, and the reading strategies for the three phases of cognitive processing (preactive, interactive, reflective). The course content will focus on the application and integration of reading and writing strategies into existing curricula.

MED 620: Teaching Science and Mathematics in Cross-Cultural Settings (3 credits)

Theories and effective strategies for teaching science and mathematics are studied. Instructional planning and evaluation methods that address the needs of students from diverse cultural backgrounds and with various ability levels are examined.

MED 650: Functions of School Supervision (3 credits)

This course is designed to provide a framework to help future principals gain the necessary skills to apply the emerging concepts and principles of school supervision to the practical, everyday situations in which administrators, supervisors, coordinators and teachers are working. Interpersonal relationships that lead to the improvement of instruction, data collection for the purpose of analyzing classroom teaching, staff development, in-service program development, and staff selection are discussed. The influence of special needs learners, race, gender and other social issues is analyzed where appropriate for this course.

MED 660: Teaching Strategies for Business, Computer and Information Technology, K-12 (3 credits)

Teaching of Business, Computer, and Information Technology is a comprehensive course designed to present the theory and methodology to develop, teach and evaluate instructional lessons and units relating to business subjects including accounting, business law, career development, communication, computation, economics and personal finance, entrepreneurship, information technology, international business, management, and marketing. Students will also learn about establishing and administering advisory committees, business clubs, and work experiences. Applications are appropriate to the elementary, middle, and high school.

MED 661: Teaching Strategies for Secondary English (3 credits)

This course will focus on the study of research-based teaching methods and the educational measures required satisfying the PDE and NCTE 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.

MED 662: Teaching Strategies for Secondary Mathematics (3 credits)

This course is a comprehensive study of how to plan and deliver instruction in the areas of mathematics that are 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 mathematics education.

MED 663: Teaching Strategies for Secondary Social Studies (3 credits)

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.

MED 664: Teaching Strategies for Secondary Science (3 credits)

This course is 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, and learning theories in science education.

MED 670: Student Teaching (7 credits)

This course is designed to provide situations in which student teachers learn and practice varied techniques of teaching while working with "real students" under the direction of a certified teacher in a public or private school. Based on their areas of certification students will be placed in two different seven week placements. A student teacher could be placed in one 14 week placement based on his/her needs or at the request of the school district.

MED 672: Student Teaching Seminar (2 credits)

Seminar meetings are an extension of the student teaching process and are conducted immediately preceding and on an every other Monday basis throughout the clinical experiences of teacher candidates. The Seminar provides guidance in clinical experiences as well as review of current educational research and issues related to professional development. Students will receive guidance and support in their student teaching assignments as well as direction related to the process of obtaining Pennsylvania Department of Education certification, securing a teaching position, and furthering their professional development in the teaching profession.

MED 680: Research Seminar (3 credits)

This course is a supervised experience culminating in the completion of a research project that was designed in MED 520, Educators as Researchers. The research project is the culminating and integrating effort for Master's students. It

involves the original investigation of a problem of limited scope and contributes to the body of knowledge in the field of education. Through the research process, students become and feel more expert in a focused field of inquiry. Students produce a written product that documents a synthesis of the appropriate literature in the field, the methodology used, their research findings, and an analysis and discussion of those findings.

MED 685: Principal's Internship (3 credits)

This is a required seminar and supervised field experience for those individuals seeking principal's certification. The student submits to an adviser a comprehensive proposal for a unit of work to be done under the supervision of a currently active building principal. The observation and supervision of teachers, along with other selected units of work from such areas as scheduling, budget preparation, staff development, curriculum, community relations, extracurricular activities, etc., comprise the list of acceptable projects for interns to complete. All proposals must be approved by the faculty advisor and sanctioned by the administration of the school where the field experience is to occur. In addition to the field experience, seminar meetings are conducted every other week for a period of two hours for all administrative interns for the duration of the semester.

SCHOOL NURSE COURSES

NUR 510: Professional Nursing V: School Nursing (5 credits)

This course prepares the RN to complete the requirements for school nurse certification by the PA Department of Education. Knowledge, strategies and skills to deliver health prevention, promotion and protection to diverse school-aged populations are included. Students participate in the diverse roles of the school nurse and explore resources needed to provide developmentally and culturally competent care to school-age children and their families. Prerequisite/Corequisite: A valid license to practice as a Registered Nurse in Pennsylvania, evidence of CPR certification, documentation of a current criminal background and child abuse history clearance (a positive report may result in non-progress in the program; State and Federal guidelines are followed), evidence of professional liability insurance, self-report health record including required immunizations and signed HIPAA compliance form.

NUR 520: Health Assessment: School Population (3 credits)

This course is designed to prepare the professional registered nurse to learn physical assessment skills and apply those skills with clients within the school population. Students have the opportunity to learn and practice taking health histories and completing physical assessments in the school setting. Critical thinking skills are integrated into the course to help the students to learn to work autonomously to assess the physical needs of students and staff members. Transcultural nursing issues are discussed throughout the course to prepare students to assess clients from diverse populations. Prerequisite/Corequisite: A valid license to practice as a Registered Nurse in Pennsylvania, evidence of CPR certification, documentation of a current criminal background and child abuse history clearance (a positive report may result in non-progress in the program; State and Federal guidelines are followed), evidence of professional liability insurance, self-report health record including required immunizations and signed HIPAA compliance form.

NUR 610: Coordinated School Health Program Design (3 credits)

This course is designed to prepare the education professional to implement a Coordinated School Health Program in his or her school district. Students critically examine the interactive components of a Coordinated School Health Program (CSHP) from a variety of perspectives and prepare a CSHP educational and promotional tool suitable for use in a Targeted Awareness Campaign. Using a local school district as a working model, students individually complete a comprehensive school health survey and collaborate with others in the district to set goals and develop a shared vision regarding a CSHP. Although this course is a requirement for those students pursuing an M.Ed. with School Health emphasis, enrollment is open to any post-baccalaureate student.

NUR 620: At Risk School Environments: Emergency Planning and Response (3 credits)

This course equips the student with knowledge and skills to respond appropriately in a variety of emergency situations, including creating action plans which should be followed to protect life and preserve property from the effects of unexpected events within the school community. Legal and ethical considerations and the role of the family/community will be integrated throughout the content. Advances in technology, the increase in school violence, and the threat of terrorism have created the recognition of the need for schools to be prepared for a variety of threatening situations. Although this course is a requirement for those students pursuing an M.Ed. with School Health emphasis, enrollment is open to any post-baccalaureate student.

NURSING COURSES

NUR 530 Advanced Health Assessment (3 credits)

This course includes physical and psychological assessment of individuals across the lifespan, and strategies for health promotion. Comprehensive data collection includes history taking, assessment of signs and symptoms, and physical examination techniques. Critical thinking skills and transcultural nursing issues are integrated. Special attention is given to techniques used by nurse educators to teach assessment skill mastery to others.

Prerequisite: Basic health or physical assessment course or permission

Didactic: 40 hours

Laboratory: 3 hours

Clinical Hours: 6 hours in clinical practice setting assisting with physical assessment teaching and/or performance in various health care settings and/or undergraduate assessment teaching laboratory

NUR 540 Advanced Pathophysiology and Pharmacology (3 credits)

Expands upon basic knowledge of pathophysiology and pharmacology to provide a more in-depth understanding of human responses to interventions. Integrates best current evidence for effective health care management. Students will demonstrate assimilation of technology and information literacy to access ever-changing research integration of best practices and apply findings to case studies or simulations.

NUR 550 Professional Nursing Theory and Research (3 credits)

Builds upon knowledge of basic quantitative and qualitative research methods to develop a more sophisticated ability to analyze scholarly literature in nursing and health care. Theories, concepts and ethical considerations driving contemporary health research are examined. Students will demonstrate a high level of information literacy in a synthesis of literature and research proposal.

Prerequisite: Basic undergraduate research course and statistics course.

NUR 560 Policy and Curriculum (3 credits)

Introduction to curriculum development and analysis based on health trends and standards of care. Explores organizational, community and government contexts in which nursing education takes place. Analyzes effect of government and institutional policies on health care and nursing education. Prioritize health needs of diverse populations in curriculum development. Change theory is applied to nursing education through an application project.

Clinical: Approximately 6 hours in consultation with nurse leader/educator for application project

NUR 630 Measuring Educational Outcomes (3 credits)

Evaluation strategies for clinical, laboratory and classroom nursing education are explored. Comparison of various methods of measuring student safety in skills and clinical performance. An in-depth review of objective test construction using sound measurement principles is performed. Correlation of national standards for nursing education with appropriate program evaluation measures is performed. Students practice reflective self and peer evaluations in relation to professional role development as a nurse educator.

NUR 632 Evidence Based Clinical Practice: focus (3 credits)

Students select a clinical-practice area (adult health, maternal-child, behavioral health, etc.) as a focus for in depth exploration of best health care practices. Priority health outcomes in the specialty are identified and applied to the specialty practice education of nurses at pre and post licensure. National health goals and professional standards are evaluated. Strategies to maintain clinical competency as a nurse educator are explored.

Didactic: 30

Clinical: 15 hours in consultation with practice expert and specialty meetings/conferences

NUR 640 Evidence Based Teaching Practice (3 credits)

Introduces theoretical and evidence based approaches in nursing education. Pedagogical methods are explored to develop student thinking, clinical competence and professional behavior. Teaching strategies geared toward culturally and demographically diverse learner populations are integrated. Explores the role of nursing faculty in a variety of settings and prepares educators for integration of technology in teaching across the curriculum.

Didactic: 30 hours
Simulation Laboratory: 8 hours
Expert Teaching Observation: 12 hours

NUR 642 Teaching Strategies in Nursing: Practicum (3 credits)

Includes practicum experience in the classroom, simulation skills laboratory, clinical, and academic settings. Students will demonstrate skill in working with technology enriched pedagogical methods and apply current evidenced-based literature in nursing education to teaching practice. The student will recognize the influence of teaching styles, interpersonal interactions and cultural contexts on learner outcomes.

Seminar: 10 hours (4 group meetings throughout semester)

Clinical: 100-hour practicum experience with current nurse educator(s)

NUR 650 Nurse Educator Role Synthesis: Capstone (3 credits)

A guided, multi-disciplinary, scholarly project beginning with a theoretical framework and comprehensive literature review, proceeding through an implementation phase, and concluding with an analytical outcome measurement. The paper/project is supported by the integration of principles from the disciplines of education and nursing. The final paper will be presented in a professional conference setting. The student works with a capstone advisor(s) and a seminar component is included. Course is taken in the final 12 credits of the MSN Program.

Seminar: 12 hours – minimum

Faculty Advisement: Minimum of 6 individual meetings

Project Implementation: Approximately 100 hours

OCCUPATIONAL THERAPY COURSES

OT 500: Current Best Practices in Occupational Therapy (3 credits)

Students explore, discuss, and critically analyze current issues influencing contemporary occupational therapy practices. Particular attention will be paid to evidence-based practice, theory assessment and integration, advanced practice issues, and legal and ethical issues. Prerequisite: Current standing as a registered licensed occupational therapist (state licensure is not limited to Pennsylvania), current employment as a registered, licensed occupational therapist. Prerequisite: permission of program director.

OT 501: Analysis of Theoretical Concepts in Occupational Therapy Practice I (4 credits)

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 program director.

OT 502: Function and Technology (4 credits)

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 program director.

OT 503: Research Design (3 credits)

Exploration of quantitative and qualitative research methodologies used in occupational therapy and critical evaluation of published research in the field is undertaken. Students choose between a research project and an action project, define a research interest and work with an adviser 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. Prerequisites: OT 416 & 417 or permission of program director.

OT 505: Analysis of Theoretical Concepts in Occupational Therapy Practice II (4 credits)

This course continues the use of knowledge gained during undergraduate studies and fieldwork experiences to study

problems in clinical reasoning. Students refine critical thinking skills and actively direct their own learning to explore client-centered, evidence-based occupational therapy practice in selected case studies. All phases of the occupational therapy process are experienced through collaborative exercises, laboratory simulations, and field trips. The case studies represent persons with disorders and health conditions of early adulthood through the end of life. Prerequisites: OT 416 & 417 or permission of program director.

OT 590: Special Topics in Occupational Therapy (3 credits)

Applicable courses of interest will be offered on a semester-by-semester basis. Prerequisite: OT 416 & 417 or permission of program director.

OT 591: Fundamentals of Occupational Therapy (3 credits)

Fundamentals of Occupational Therapy provides the foundation, history, philosophical base, values, standards, and ethics of the occupational therapy profession and its personnel; introduces professional organizations, terminology, current concepts and regulatory requirements of the profession. The theoretical frames of reference underlying the use of occupational therapy practice are explored. Particular focus will be made to the areas of self-care, instrumental activities of daily living, education, work, social participation, play and leisure for individuals, groups and populations through the life span. Students will examine and explore occupations, their meaningfulness, motivating, and influential factors and will analyze activity of the necessary skills, context, patterns, demands, and factors that comprise an individual's ability to engage in occupation. As they embark on their studies, students will be introduced to the themes reinforced throughout the curriculum including: ethics and moral values, critical thinking skills, occupational-based practice, multiple service delivery models and research and scientific inquiry. Prerequisite: Baccalaureate degree, COTA certification or permission of the occupational therapy program coordinator. The course will be accepted as a substitute for OT 101, OT 204, OT 206, and OT 210 for students who meet the prerequisite and earn a grade of 'B' or higher. Permission of the Program Coordinator is also required.

OT 601: Occupational Therapy Outcomes (3 credits)

This course 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 are presented. During course related fieldwork students develop an outcomes measure for occupational therapy services. Prerequisite: OT 416 & 417 or permission of program director.

OT 603: Advocacy and Leadership (3 credits)

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 of developing partnerships, sources of funding, grant writing and 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 & 417 or permission of program director.

OT 610: Research Report (4 credits)

Completion of the research or action project initiated in OT 503 will expand the understanding of the research process at the graduate level. An interdisciplinary team of faculty supervises the research or action project. Meetings with peers and faculty provide opportunities to share and critique findings. The capstone activity is a committee presentation and defense of the research project. Prerequisites: Grade of "B" or higher in OT 503 and statistics.

DOCTOR OF PHILOSOPHY COURSES

PhD 701: Advanced Research Colloquium (6 credits)

This six-credit course provides a systematic approach to the scientific method as it is used in research in organizations with human participants, including critical reviews of literature, ethics, hypothesis testing, reliability and validity, sampling, research design, and observational and self-reported methods, and selected issues in data analysis. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 704: Quantitative Research: Design and Analysis (3 credits)

A companion to Qualitative Research Methodologies, this course is designed to help students develop proficiency in quantitative analysis for interpreting social and organizational data. The topics in this course include categorical data analyses, and various ANOVA and ANCOVA experimental design. A critical analysis of quantitative studies and an examination of the ethics involved in research are required. Appropriate statistical techniques are discussed, critiqued, and applied. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 706: Leadership: Advanced Systems Theory and Research (3 credits)

The course content includes a critical analysis of the theoretical constructs in contemporary leadership. Attention is devoted to the study of organizational improvement, with an emphasis on theories regarding how individual and groups skills interact to implement and manage dynamic, systemic change. Structural, human resources, political and symbolic perspectives on leadership are examined. Theoretical perspectives of leadership are studied in the context of the research from which it emerged. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 709: Organizational Analysis: Culture, Theory and Change Strategies (3 Credits)

This course examines the theories and research regarding organizational cultures and change processes. Students examine organizations using organizational diagnosis and development tools in an effort to support leaders as they transform their organizations into high performing entities. Students study organizational culture and leader-follower interaction as they develop a change model using constructs from existing as well as emerging research to explain the behaviors and events in an organizational setting. Case studies and simulations are included to enhance the analysis of emerging forms of educational, corporate and community development and improvement. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 710: Qualitative Research: Design and Analysis (3 credits)

A companion to Quantitative Research Methodologies, this course is designed to develop proficiency in collecting, analyzing and reporting qualitative data, using a variety of qualitative tools. Included is ethnography, research interviews, content analysis, and other qualitative research designs. Attention is given to their history, traditions, conceptual bases and justifications. In addition, the course includes the critical analysis of qualitative studies with an emphasis on ethical considerations and social justice and the political issues that impact research in organizations. Case studies, phenomenological studies, participant observation, unstructured life histories and emerging theories are explored and analyzed. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 711: Moral and Ethical Foundations of Decision-Making (3 credits)

A study of the theories of ethical decision making is combined with the critical analysis of case studies that focus on the role that leaders play in shaping the vision, mission, and activities of organizations. Special emphasis is placed on the tactics, techniques, and skills needed to solve problems as well as to address external threats. Students gain insights about their values and refine their concepts about leadership. The course is also designed to help students study the importance of systematic reform of political, economic, social services, and society in general. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 724: Theories in Organizational Structure and Strategic Leadership (3 credits)

The course content focuses on economic, political and legislative issues impacting contemporary organizations and their structure. Emphasis is on the organizational level of analysis on topics including job design, organization structure and design, and inter- and intra- organizational processes and influences as well as the role of the leader as a strategic manager. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 725: Leadership: Diversity, and Social Justice in Complex and Global Organizations (3 credits)

This course investigates the increasingly prominent issues surrounding diversity and the cultural, social, economic, and political forces that underlie conflicts in our communities. The course examines the historical experience of women and marginalized groups in the special circumstances they face in modern society, and the impact of government policies on their position. Special emphasis is placed on the role of the leader in organizations that are addressing the needs of

a diverse workforce and facing the challenges of a global economy. Strategies for improving interpersonal relationships and developing community are to be explored. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 727: Developing Human Resources in Organizations (3 credits)

Course content focuses on contemporary research on employment issues as they relate to theories in organizational studies, culture, and labor economics. This course analyzes these issues from both the individual and organizational level of analysis. Included is the role of the leader as leaders influence others—subordinates, peers, superiors, clients, boards, owners, regulators, pressure groups, media, and others within an ever increasing global environment. Emphasis is placed on addressing the diversity among individuals as well as the legal requirements for promoting equity and building capacity. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 729: Welfare Politics and Leadership with Community Organizations (3 credits)

This course evaluates the impact of the socioeconomic and political environment on formulation and implementation of social welfare policies both past and present. Special interest groups and political movements will also be addressed as they influence the community leader within organizations. The context of political change/political action as well as the changing nature of the concept of welfare for community leaders are examined. The relationship between policy and leadership are a focus of this course. Addressing social injustice in cross-cultural settings is also emphasized. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 731: Advanced Supervision and Leadership Theory (3 credits)

This course is an investigation of the research in the theories, purposes and effects of supervision and evaluation in educational settings. Supervisory models are explored, with a focus on approaches that involve teachers as members of collegial units. Imbedded in the course content is analysis of leadership styles as related to supervisory practices. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 801: Negotiations and Conflict Resolution for Contemporary Leaders (3 credits)

This course explores the theories, policies and approaches required for conducting successful negotiations and resolving conflicts for education, community and corporate leaders. The context includes legislation, legal issues, and alternatives to litigation. It enhances leaders' involvement in the dispute resolution process and facilitates access to justice as central to the role of a contemporary leader. The impact of collective bargaining on negotiations in the public sector is discussed. Current research findings are integrated as support for various approaches in conflict resolution. Students participate in a series of increasingly complex cases in which they assume the roles of arbitrators and key stakeholders. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 803: Leadership and Spirituality (3 credits)

This course is based on the foundation that spiritual development is essential to human development. This course emphasizes the importance of leaders awakening their own spirit in management and leadership. Students analyze theoretical and philosophical perspectives on spirituality and how those perspectives apply to the workplace. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 805: Development and Evaluation of Organizational Policies and Programs (3 credits)

This course addresses development, evaluation design, execution, and assessment of policies and programs at federal, state, local and organizational levels. The course focuses on various theories of policy analysis including formative to summative approaches. Policy making structures are identified and the underlying influences of socioeconomic and political context of policy evaluated. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 807: Curriculum, Culture and Instructional Leadership (3 credits)

The course content explores the major curriculum theories and their relationship to planning, improvement and evaluation of school programs. The current literature and research on strategies for affecting curriculum innovation and change are examined and analyzed. An examination of the impact of current cultural influences both internal and external to the educational organization are included. While the course will meet once per week, extensive use of WebCT is required

and integrated into the course requirements.

PhD 812: Leadership and Communication Theories (3 credits)

This course focuses on communication styles of leaders. Students examine various theories of effective internal and external organizational communication. Exploration of the various organizational structures that impact communication will be reviewed. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 814: Seminar in Organizational Law (3 credits)

This course provides an in depth analysis of the effects of legal forces on the objectives and operations of for profit and nonprofit organizations, churches, schools and businesses. Policies that impact leadership and decision-making are analyzed using current case studies. Emphasis is placed on vulnerabilities and the appropriate techniques of managing exposure risks. Contemporary issues relating to governmental regulations, employment issues, and human resources policies faced by leaders in cross-cultural settings are explored. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 815: Economic Development of Organizations (3 credits)

This course explores the application of economic principles to the study of policy and to the solution of economic problems in complex organizations. Included are discussions of the major economic theories and their relationship to leadership decision-making in the corporate, not-for profit, and public policy arenas. This course is designed to identify and analyze factors that contribute to the successful economic development of organizations. Major topics include risk assessment and management, leadership skills, sources of funding, and the economic policies that enhance the development of organizations. Case studies of successful and unsuccessful economic development of organizations are analyzed. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 818: Federal, State and Local Government Relations (3 credits)

Federal, State and Local Governmental Relations is designed to help aspiring leaders understand and appreciate the governmental, regulatory, and political processes involved in achieving positive relationships and outcomes with federal, state and local agencies and personnel. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 820: Current Issues in Philanthropy and Organizational Development (3 credits)

Philanthropy is viewed from a number of perspectives ranging from that of the individual to that of the corporation and foundation. The course explores the relationship of these factors and their collective impact on the not-for-profit organizations that benefit. A primary focus of the course is to examine the ethical and legal issues of philanthropy, the professionalism of fund raising, as well as, current and future trends. Research into the evaluation of donor and grantee relationships, the impact of philanthropy, the impediments to effective philanthropy, and the complexities of philanthropy will be explored. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 821: Organizational Policy and Finance (3 credits)

This course examines the role of leadership through fiscal policy development. Emphasis is focused on the analysis and development of effective fiscal leadership approaches. Included is an examination of the role of the financial manager in a modern corporate organization. Topics include: time value of money, financial analysis, risk analysis, financial forecasting, cost of capital, stock and bond valuation modes, capital budgeting, and investment decisions under conditions of uncertainty. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 822: Informational Technology and Organizational Effectiveness (3 credits)

This course examines the impact of information technology on the management, communication, and instructional systems in educational organizations. Students explore the current literature and research on the effective implementation of information technology in schools and school districts. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 824: Personnel and Human Resource Development in Educational Organizations (3 credits)

This is a course designed to provide prospective educational administrators with a broad overview of personnel administration, which is concerned with the employment, staff evaluation, development, utilization and general welfare of professional and non-exempt staff. Examination of diversity among individuals, interpersonal relationships and legal requirements for promoting equity are included in this course. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 825: Educational Policy and Leadership (3 credits)

This course is a critical examination of the current issues in educational policy making. Students explore the role of participants and the procedures used in the development of public policies that effect educational organizations. The course addresses issues such as the rights and responsibilities of teachers, limits of democratic authority, and equality of educational opportunity. Empirical data will be used to review and evaluate the impact of external policies on the educational organization and the role of the leader. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 828: U. S. Presidents as Leaders (3 credits)

In this course, the biographies of four presidents are critiqued with four primary objectives: To appreciate the qualities of observation, reflection, and verbal expression that distinguish a biographical account of a leader; to appreciate the elements of bias, myth making, and unconscious selection that frame our understandings of leaders; to practice the solid empirical research necessary to approach objectivity in analyzing leaders; and to discuss the importance of context in making a leader. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 830: Current Issues in Education (3 credits)

The content of this course focuses on the complex political, societal, economic, and global issues that impact schools and districts. Students explore issues such as diversity, federal accountability legislations, inclusion, unions, gender equity, comparative education and social justice. The role and responsibility of the educational institution in promoting equal opportunity will be examined. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 832: Law, Advocacy and the Educational Institution (3 credits)

This course provides an in depth analysis of the effects of legal forces on the objectives and operations within educational organizations. Policies that impact leadership and decision-making are analyzed using current case studies. Emphasis is placed on vulnerabilities and the appropriate techniques of managing exposure risks. Contemporary issues relating to governmental regulations, employment issues, and human resources policies faced by leaders in cross-cultural settings are explored. Processes for advocacy within the political arena are analyzed and examined. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 851: Instrument Design and Analysis (3 credits)

The course presents the major concepts in evaluating and designing a variety of instruments, including reliability and validity, writing and editing of items, scoring and weighting procedures, and item selection methods. The use of ANOVA, multiple regression, and factor analysis is included. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 853: Advanced Quantitative Research: Design and Analysis (3 credits)

This course will concentrate on multivariate data analyses including multiple regression, Multivariate Analysis of Variance (MANOVA), factor analysis and Model fitting. Comparisons will be made between univariate general linear model (UGLM) and multivariate general linear model (MGLM) analyses. Focus will be placed on understanding these approaches and how to implement them for individual research questions and problems. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 855: Advanced Qualitative Research: Design and Analysis (3 credits)

Building upon the knowledge and experience acquired in Qualitative Research: Design and Analysis, this course will

prepare students to conduct more advanced qualitative research, including structural analysis, ethnographic interviews, focus groups, participant observation, and repertory grid. While the course will meet once per week, extensive use of WebCT is required and integrated into the course requirements.

PhD 910, 912, 914, 916: Dissertation (12 Credits)

The dissertation is the culmination of the doctoral program and as such must reflect a high degree of scholarly competence for students. Students advance after a dissertation topic is approved and comprehensive examinations successfully completed. The dissertation must report, in an accepted scholarly style, an original investigation of a research problem or theory of significance in the student's area of concentration. The final product must demonstrate the candidate's ability to conduct original qualitative, quantitative or mixed research design in an area related to leadership in an educational, public, or private organization. This course includes a seminar to facilitate the development of the dissertation research proposal.

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Community Volunteer

Graduate Faculty

Graduate Faculty Hiring Policy

The following individuals are eligible to teach graduate classes at Alvernia University:

- Full-time tenured or tenure-track faculty who hold the rank of Assistant Professor or above may teach graduate courses at Alvernia University in their area of expertise.
- Adjunct faculty who have earned a doctorate, J.D., or M.D., and have taught successfully at Alvernia University, may be part-time members of the graduate faculty.
- Individuals who hold a Masters Degree may be reviewed annually to continue as part-time graduate faculty.

The following procedure outlines the process for hiring part-time faculty to teach graduate courses:

1. The Graduate Program Coordinator will review the resume and transcripts of individuals interested in teaching a graduate course at Alvernia University.
2. The Graduate Program Coordinators of the various degree programs recommend to the Assistant Dean and Dean of Graduate and Continuing Studies those individuals who possess both the credentials and expertise to teach graduate courses at Alvernia University.
3. The Assistant Dean and the Dean of Graduate and Continuing Studies will review the resume and transcripts of the proposed faculty member. Those individuals whom the Graduate Program Coordinators, Associate Dean, and Dean of Graduate and Continuing Studies believe meet the requirements to teach a graduate course will be forwarded to the Provost for approval.
4. The Provost of Alvernia University will review the proposed faculty member's credentials and the recommendation from the Graduate Program Coordinator, Associate Dean, and Dean of Graduate and Continuing Studies for a final approval to teach a graduate course at the University.

Graduate Faculty

Scott Ballantyne, Ed.D.
Beth Berret, Ed.D.
Tim Blessing, Ph.D.
Kelly Cockrum, Ph.D.
Lewis Cuthbert, Ed.D.
Margaret Anne Dougherty, Ph.D.
Bryan Dreibelbis, M.Ed.
Ellen Engler, M.S.
Caroline Fitzpatrick, M.A., M.S.
William Harst, Ed.D.
Richard Law, Ph.D.
Jodi Radosh, Ph.D.
John Rochowicz, Ed.D.
Ana Ruiz, Ph.D.
Bongrae Seok, Ph.D.
Mary Schreiner, Ph.D.
Jonathan Silver, Ph.D.
Dale Smith, Ed.D.
Richard Stichler, Ph.D.
Spencer Stober, Ed.D.
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William Thorne, M.B.A.
Judith Warchal, Ph.D.
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