

## **Academic Opportunities and Support Services Directory**

<b>Academic Opportunities</b>	<b>74</b>
<b>Consortium Classes</b>	<b>74</b>
<b>Graduate Opportunities</b>	
<b>at Alvernia University</b>	<b>74</b>
<b>Graduate Partnerships with</b>	
<b>Other Institutions</b>	<b>74</b>
<b>Honors Program</b>	<b>74</b>
<b>Independent Study</b>	<b>75</b>
<b>Institute of the Arts</b>	<b>76</b>
<b>Internships/Practicums/Cooperatives</b>	<b>76</b>
<b>Instructional Delivery Methods &amp; Definitions</b>	<b>76</b>
<b>Minimum Technology Requirements</b>	<b>78</b>
<b>Online Consortium Policy</b>	<b>78</b>
<b>Special Topics Courses</b>	<b>79</b>
<b>Study Abroad</b>	<b>79</b>
<b>The Washington Center</b>	<b>79</b>
<b>Academic Support Services</b>	<b>80</b>
<b>Academic Advising</b>	<b>80</b>
<b>ADA Accommodations</b>	<b>80</b>
<b>International Student Program</b>	<b>80</b>
<b>Library</b>	<b>80</b>
<b>Registrar</b>	<b>81</b>
<b>Education Planning Center</b>	<b>82</b>
• <b>First Year Experience</b>	<b>82</b>
• <b>Writing &amp; Academic Support</b>	<b>82</b>
• <b>Career Development</b>	<b>83</b>
<b>Information Technology</b>	<b>83</b>

## ACADEMIC OPPORTUNITIES

### **Consortium Classes**

Alvernia University is a member of the Higher Education Council of Berks County. The other members of this council are Albright College, Kutztown University, Penn State Berks, and Reading Area Community College. Full-time traditional day undergraduate students have the opportunity to cross register for one course each regular semester at any one of the other consortium colleges and they are billed through Alvernia. Courses taken will be treated as transfer courses, and therefore the grade will not transfer, only the credit. The student must go to the Registrar's Office at Alvernia University to start the process. Alvernia billing policies apply.

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

Alvernia University offers seven master's degrees: Master in Business Administration; Master of Education; Master of Arts in three programs: Clinical Counseling, Organizational Leadership and Leadership for Sustainable Communities; Master of Science in Nursing; and Master of Science in Occupational Therapy. For the M.B.A., M.A., M.Ed., and M.S.N., students have the opportunity to take six graduate credits during their senior year if these graduate credits are beyond and in addition to all their undergraduate degree requirements. A Doctor of Physical Therapy (DPT) offers a 3+3 year option allowing BIO, BIO/CHE, HCS and PSY students to begin the professional phase of the curriculum in their senior year. Alvernia University also offers a Ph.D. program in Leadership and a Doctor of Nursing Practice (DNP). Post-Baccalaureate nurses can choose from two tracks of study: Adult Gerontology or Family Nurse Practitioner. For more information on the M.B.A., M.A., M.Ed., M.S.N., DPT, and Ph.D. graduate programs, call the Graduate Center at 610-796-8228. For more information on the M.S.O.T. program see the Occupational Therapy section of this catalog.

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

#### **LECOM PARTNERSHIP**

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

### **Honors Program**

The purpose of the Honors Program at Alvernia University is to assist students of outstanding intellectual promise and high motivation to seek increased challenges at the undergraduate level. The program is designed to recognize and encourage academic excellence, to stimulate students to work at their own pace,

and to facilitate the exchange of ideas and information among students and faculty with varied interests in different disciplines.

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

### **Honor Students are:**

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

Honors students must complete a number of requirements in order to graduate from the Honors Program and receive the distinction on the student's transcript. See Honors Distinction in the Academic Information section of this catalog.

### **Independent Study/Directed Study**

Independent study is available for students above freshman standing (30+ credits) with the approval of the chairperson of the department and the academic Dean in which the course is offered. The material in independent study courses may not duplicate any course regularly offered in the curriculum of the university. Students work as independently as possible under the direction of a faculty member and usually present their work at a departmental seminar.

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

Directed Studies are courses that are offered in the University Catalog but the student is completing the course partially independently. A directed study required 14 hours contact with the instructor and 28 hours independently per credit.

### **Institute of the Arts**

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

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

Practicum field experience is available to students reaching sophomore standing (30+ credits). Forty-two (42) hours of internship is equal to one credit. Students who want to participate in additional practice beyond those pre-determined by a program must obtain permission from the appropriate chairperson. The program of activities in a practicum is controlled by the university in cooperation with the agency involved. The activities include hours of participation, supervision and required assignments. Grades, withdrawals and incomplete work in practice are governed by the regulations in effect at Alvernia for regular classroom courses. Contact Career Services and the Student Success Office for more details.

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

**Credit Hours:** One hour of instructional contact, no matter the delivery format, requires a minimum of two additional hours of work outside the 'classroom.'

**Traditional:** A traditional course is essentially classroom-based, using face-to-face meetings. The content is delivered orally, using in-class audio-visual methods, or in writing. Online resources might be used to enhance the learning experience; however little or no learning takes place between the instructor and student over the Internet.

**Web-Enhanced:** The web-enhanced format is similar to the traditional format in that it is essentially classroom-based, and is mostly using face-to-face meetings. However, some small portion of the course is delivered over the Internet. Web-based technology (such as accessing syllabi online, posting to a "Learning Management System" (LMS) (i.e., *Blackboard*), blogs, reading posted articles, etc.) would be used to facilitate and enhance classroom instruction. A web-conferencing application [e.g., Zoom, GoToMeeting, etc.] might be used to conduct live (real-time) sessions online. Less than 30% of course content is delivered in an online format.

**Blended:** A blended course is a mix of traditional classroom-based methods combined with online technology for providing a rich learning experience. Content and classroom activities are partially provided using classroom-based, face-to-face meetings, and are partially provided through online material and activities. A blended course uses the institution's online Learning Management System (LMS) (i.e., *Blackboard*) to access class sessions and material, and engage students in online activities between 30% and 75% of class instruction time.

**Online:** An online course is characterized by having most or, all of the content delivered online, and where learning takes place almost entirely online. The content is delivered using the institution's Learning Management System (i.e., *Blackboard*), and students use this to access class sessions, material, discussions and other activities and assignments. Little or no classroom instruction takes place, with greater than 75% of the content delivery, and student interactions occurring over the Internet

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

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

### **Web/video Conferencing - Synchronous Classroom**

Your instructor may set up a live web conferencing classroom that will be scheduled for a specific time & date. This type of synchronous/live activity may include audio, video, application sharing and content display. You may access this service through a link provided for you on Blackboard. Students should check with their instructor to determine whether the course will actually use this feature.

**Turnitin**

Turnitin is an Internet-based plagiarism-detection service, which checks submitted assignments for originality and provides detailed reports back to instructors and students. It also allows instructors to grade paper assignments online without the need to download them into a computer. Students should check with their instructor to determine whether the course will actually use this feature.

**Minimum Technology Requirements:**

For current technology requirements:

<https://web.alvernia.edu/faq/index.php?action=artikel&cat=2&id=66&artlang=en&highlight=requirements>

**Windows/PC**

Windows 7 Minimum, Windows 10 Suggested

4 GB RAM Minimum, 8 GB RAM Suggested

Firefox browser 38 or higher

Microsoft IE 11 (or higher) browser (JAVA enabled) or Microsoft Edge

High speed Internet (min. 3 Mbps)

Headset microphone, webcam suggested

**Apple**

Mac OS X 10.8 or higher

4 GB RAM Minimum, 8 GB RAM Suggested

Apple Safari 9.1 or higher (JAVA enabled)

High speed Internet (min. 3 Mbps)

Headset microphone, webcam suggested

**Smart Devices:****Apple**

Operating System Version 8.0 or higher

**Android**

Operating System Version 5.0 or higher

**Windows**

Version 8.0 or higher

**Online Consortium Policy**

Alvernia University is a charter member of the Online Consortium of Independent Colleges and Universities (OCICU), which offers a wide variety of online courses from accredited educational institutions. A limited amount of Alvernia coursework may be completed through the online consortium. OCICU courses are a helpful alternative when a particular course requirement can't be

met through the normal course scheduling sequence. Classes through the consortium must have approval of the department chair or, program director of the content area most closely allied to the course. The OCICU course offerings are published in advance of each semester. Students interested in OCICU offerings must speak with an academic advisor for additional information and complete an OCICU Course Approval Form.

### **Special Topics Courses**

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

### **Study Abroad**

Alvernia University encourages students to broaden their academic experience by participating in a study abroad program. Faculty-led short-term study-travel courses, summer internships, and traditional study abroad semesters around the world are available to students. Contact the Director of Global Learning for information.

### **The Washington Center**

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

## Academic Support Services

### Academic Advising

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

### ADA Accommodations

In accordance with Section 504 of the Rehabilitation Act and the Americans With Disabilities Act and Amendments (ADAA), the university offers accommodations to students with documented learning, physical and/or psychological disabilities. It is the responsibility of the student to contact the Academic Learning Specialist for Academic Intervention, preferably prior to the beginning of each semester, to initiate the accommodation process and to notify instructors as soon as possible so accommodations can be determined early in the semester. Academic accommodations are not retroactive. Students needing assistance should visit the Educational Planning Center in BH 105 or call 610-568-1499.

### International Student Program

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

### Library

The Dr. Frank A. Franco Library Learning Center provides resources and services to support students both on and off campus. The virtual library is open 24/7 at <http://www.alvernia.edu/library>. In addition to a large print collection, the library offers access to over 58,000 academic journals and over 159,000 eBooks. Virtual access off campus is available to all enrolled students.

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

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

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

The Library Learning Commons on the first floor of the building brings together students and librarians in a rich learning environment. This flexible study area offers café-style booths, comfortable seats on casters for mobility, an ADA-accessible workstation, mobile white boards, and a charging station for mobile devices. In the Bonaventure Reading Room, students will find a variety of resources, chairs, and tables for individual study or for group work. Poetry readings and other special events are often held in the Bonaventure Room. Also located in the library's Bonaventure Reading Room is The Alvernia University Prayer and Reflection Room, a small, private, personal, reflective prayer space for meditation and contemplation, designed to meet the needs of persons from all faith traditions.

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

#### Regular Library Hours:

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

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

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

Sunday: Noon to Midnight

#### **Registrar**

The Registrar, located in Francis Hall, plans the master course schedule, handles course registration and scheduling of all day students, maintains academic records, issues transcripts, and confirms eligibility to receive degrees. The following services are available in the Registrar's Office: questions regarding academic records, letters of enrollment verification, schedule changes

(add/drop), permission forms for directed or independent study, and forms for Academic Overload, Repeat/Delete, Change of Address, Change of Major, Graduation Application, Transcript Request and Community Service.

## **The Educational Planning Center**

The Educational Planning Center located in Bernardine Hall offers students a variety of academic services designed to help them achieve and maintain academic success while at Alvernia University. The center houses the Writing and Academic Support, Career Development, advising support and assistance to those students who are in the process of selecting a major, and coordinates the First-Year Seminar and freshman experience programming. The center also provides both long and short-term accommodations for students who have special needs, such as a learning or physical disability.

### **First Year Experience**

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

### **Writing and Academic Support**

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

## **Career Development**

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

## **Information Technology**

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

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

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

### **Application Management and Support**

Application Management and Support is responsible for supporting *myAlvernia*, *Self-Service*, and campus administrative system.

### **Educational Technology**

Educational Technology is located in Bernardine Hall Room 023 [Media Suite], and is responsible for the support and training for *Blackboard*, classroom applications, and distance learning course development and instruction. Media Suite services include video and audio production, editing resources, and poster/presentation printing.

### **Support Services**

Support Services is located in Franco Library on the second floor room 207, and provide hardware and software support for university-owned computers, printers, classroom technology and multi-media equipment. Students can bring their personal devices to Support Services for software support.

### **Infrastructure Management and Support**

The Infrastructure Management and Support office is responsible for wireless, email and network logons.

Note that computer labs for student use are available in the Upland Center, Bernardine Hall, Franco Library, Veronica Hall, Campus Commons and the Philadelphia and Schuylkill Centers. Wireless access is available in all university buildings on all campuses. For a complete list, visit <http://www.alvernia.edu/it/wireless/buildings.html>.