



2020-2021

# COLLEGE *catalog*



See for yourself.



This catalog reflects the best information available as of July, 2020. All statements concerning fees, financial aid, course offerings, programs of study, admissions criteria and graduation requirements are subject to change without notice or obligation. Students are advised to inquire within the appropriate office concerning any changes.

Villa Maria College shall not have any liability for its failure to provide the services described herein when performance is prevented by force majeure. The term "force majeure" shall mean any requirement or request of any governmental authority or person purporting to act therefor, war, public disorders, acts of enemies, sabotage, strikes, lockouts, quarantines, public health events, picketing, labor or employment difficulties, fires, acts of God, accidents or breakdowns, whether or not preventable, or any similar or dissimilar cause beyond the reasonable control of Villa Maria College.

Villa Maria College does not discriminate on the basis of age, race, religion, creed, color, national or ethnic origin, gender, disability, sex, sexual orientation, domestic violence victim status, marital status, veteran status, military status, predisposed genetic carrier status, any other characteristics, or protected status recognized by applicable federal, state or local law. This policy applies to admissions, all terms and conditions of employment, and any other aspect regarding the conduct of College programs and activities.

# table of contents

About the College .....	4
Accreditations .....	5
HEGIS Codes .....	6
Academic Calendar .....	7
Admissions .....	8
Basic Financial Information.....	13
Financial Aid Information .....	19
Academic Information .....	29
Student Rights and Responsibilities .....	47
Student Services .....	49
Student Clubs and Organizations .....	53
Campus Resources .....	55
Athletics .....	56
Programs of Study .....	57
Exploratory Status.....	58
Animation .....	60
Business Administration .....	62
Business Administration - Flexible Delivery .....	64
Computer Software Development.....	70
Digital Filmmaking .....	73
Digital Media and Communications.....	75
Fine Arts .....	77
Game Design.....	79
Graphic Design .....	81
Integrated Arts .....	85
Interior Design .....	88
Furniture Design Certificate .....	92
Historic Preservation Certificate .....	92
Liberal Arts .....	93
Music Industry .....	94
Occupational Therapy Assistant .....	97
Photography .....	100
Physical Therapist Assistant .....	104
Psychology .....	107
Programs of Study - Minors .....	109
Courses of Instruction .....	111
Course Descriptions .....	112
Course Categories .....	171
Directory .....	176
Compliances and Accreditations .....	182
Campus Map .....	184

# about the college

## Mission

Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, professional, creative and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.

## Vision

Villa Maria College will be the premier student-centered college in Western New York, characterized by an unyielding commitment to serving the needs of individual learners, with:

- Cutting edge pedagogy guiding and empowering students through individual pathways to academic success;
- Compassionate and caring faculty members who nurture emerging talent;
- Robust student life experiences fusing academics and student life into a vibrant whole;
- Opportunities for the personal development of life skills that help students realize their full potential as human beings;
- Prudent fiscal management and stewardship in support of a Felician Franciscan environment and student-centered atmosphere.

## The Villa Way

At Villa Maria College, we build a culture of student success by being clear about our priorities, particularly as they relate to the beliefs and behaviors we expect from all members of the Villa community. These priorities are codified as the “Villa Way.”

If “Villa” means “home,” and “way” is another word for “road,” the Villa Way is the road that we follow, that guides us, while we are here in this home. By following this road, we make our mission of empowerment and transformation, and our vision of student-centeredness, palpable realities.

The Villa Way applies to everybody who is part of the Villa community—students, staff, faculty, administration, advisory council members, Board members, and everyone who chooses to become a member of our community.

Although we will experience roadblocks along the way, if we remain committed to our priorities, we will reach our desired destination—graduating skilled, well-prepared students who have a sense of purpose to their lives, students who will contribute to making our world a more peaceful and just place.

To follow the Villa Way, we always:

1. **Put Students First:** At Villa, nothing is more important than the student experience.
2. **Live our Core Values:** We practice the Felician Sisters’ core values in every interaction we have on campus, and we hold everyone accountable for living up to these values.
3. **Cultivate Positive Relationships:** We develop effective reciprocal relationships based on trust, respect, and authenticity. We practice transparency, we listen to each other, and we provide people the information they need, when they need it.
4. **Celebrate Successes:** The Villa culture is characterized by encouragement, support, and positivity. We acknowledge and celebrate achievements, big and small, to help foster transformation.
5. **Use Creativity and Research to Innovate:** Villa is progressive in its approach to student-centered education. We constantly strive to develop cutting-edge strategies that propel student success.

# about the college

## The Relationship to the Mission and Vision

Villa Maria College's Mission Statement describes who we are, what we believe in, and what we do. The Vision Statement, meanwhile, articulates who we want to become. Both statements ultimately are concerned with the College's identity.

The Villa Way, on the other hand, is a document that explains how we fulfill our mission and realize our vision. It is concerned with outlining the behaviors and expectations that stem from, and are dictated by, our identity, the behaviors and expectations that reveal and express who and what we are. To live out our mission and achieve our vision, we must follow the Villa Way.

## History

Villa Maria College was founded by the Congregation of Sisters of St. Felix (Felician Sisters) as a teacher-training center for its sisters in the education apostolate. The congregation, founded by Blessed Mary Angela Truszkowska in Poland, is a Franciscan community dedicated to providing education, social service, and health care to the poor and needy. The congregation's mission spread to America and one of the provinces was established in Buffalo, New York. Mother Mary Annette Guzowski, Provincial Superior of the Buffalo province, together with the congregation, founded Villa Maria College in 1961.

The College was established as an affiliate of the Catholic University of America. In 1961, a provisional charter was secured from the Board of Regents of the State of New York to grant Associate in Arts (A.A.) and Associate in Applied Science (A.A.S.) degrees to women religious. In 1965, the charter was renewed and extended to include lay women who wished to pursue an associate degree. In 1968, the College was granted an Absolute Charter and was recognized as a co-educational institution. In 1974, the Associate in Science (A.S.) degree was added. In 1972, the College became fully accredited by the Middle States Commission on Higher Education. Reaffirmation was received in 1978, 1983, 1988, 1993, 1999, 2003, 2008, 2013, and 2015. In 2005, the Absolute Charter was amended for the College to offer its first baccalaureate degree. Villa Maria College is a member of the Association of Franciscan Colleges and Universities. Villa Maria College is a Felician Franciscan Sponsored Ministry.

# accreditations

## Accreditations

Villa Maria College is chartered by the Board of Regents of The University of the State of New York. It is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, t: 267.284.5600. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and The Council for Higher Education Accreditation. The College's degree programs are registered by the New York State Education Department, Office of Higher Education, Room 977, Education Building Annex, Albany, NY 12234, t: 518.474.1551.

The Associate in Applied Science (A.A.S.) degree in Physical Therapist Assistant at Villa Maria College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; e-mail: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

# accreditations

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org).

The Bachelor of Fine Arts (B.F.A.) in Interior Design is accredited by the Council for Interior Design Accreditation (CIDA) which ensures a high level of quality in interior design education. The Council for Interior Design Accreditation (CIDA) is an independent, non-profit accrediting organization for interior design education programs at colleges and universities in the United States and Canada. CIDA, 206 Grandville Avenue, Suite 350, Grand Rapids, MI 49503-4014, t: 616.458.0400.

Villa Maria College is accredited by the National Association of Schools of Music (NASM). An organization of schools, conservatories, colleges and universities, NASM establishes standards for undergraduate and graduate degrees and other credentials. National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248, t: 703.437.0700.

## HEGIS Codes

The New York State Education Department has prescribed codes for all approved courses. Any student enrolled or registered in other courses or programs not on this list may jeopardize eligibility for student aid awards.

Program	HEGIS Code	Program	HEGIS Code
Certificate Historic Preservation and Restoration	5012.00	<b>Bachelor of Business Administration (B.B.A.)</b>	
Certificate in Furniture Design	0203.00	Business Administration	0501.00
<b>Associate in Applied Science (A.A.S.)</b>		<b>Bachelor of Fine Arts (B.F.A.)</b>	
Business Administration	5004.00	Animation	1009.00
Graphic Design	5012.00	Digital Filmmaking	1099.00
Interior Design Assistant	5012.00	Fashion Design & Merchandising	1009.00
Music (Business)	5004.00	Game Design	0799.00
Occupational Therapy Assistant	5210.00	Graphic Design	1009.00
Photography	5007.00	Integrated Arts	1001.00
Physical Therapist Assistant	5219.00	Interior Design	0203.00
		Photography	1011.00
<b>Associate in Arts (A.A.)</b>		<b>Bachelor of Science (B.S.)</b>	
Liberal Arts	5649.00	Computer Software Development	0704.00
		Digital Media & Communication	0601.00
<b>Associate in Science (A.S.)</b>		Music Industry	1004.00
Fine Arts	5610.00		
<b>Bachelor of Arts (B.A.)</b>			
Psychology	2001.00		

The information contained on this page is accurate as of July 2020. Changes may occur following the printing of this catalog. Villa Maria College is not responsible for any information which may change or become outdated. It is the responsibility of each student to inquire concerning changes in policy, procedures, or programs to this catalog.

# calendar

## ACADEMIC CALENDAR 2020-2021

### FALL 2020

Course Challenge Deadline	August 28
Classes Begin	August 31
Labor Day College Holiday	September 7
Drop/Add Deadline	September 8
Quarter Term Reports Due	September 25
Audit-to-Credit Change Deadline	September 25
Fall College Holiday	October 12-13
Midterm Exam Week	October 21-27
Midterm Grades Due	October 30
Spring 2021 Registration Begins for Achieve, Honors Students, & Athletes	November 2
Spring 2021 Registration for All Students	November 4
Course & College Academic Withdrawal with No Academic Penalty	November 20
Thanksgiving/Student College Holiday	November 25-29
Last Day of Classes	December 14
Reading/Critique Day	December 15
Exam Week	December 16-18
Final Grades Due	December 22
Christmas Break – College Closed	December 23-January 3
Incomplete Contract Work Due	January 13
Incomplete Grades Due	January 15
Conferral Date for Fall 2020 Graduates	February 1

### SPRING 2021

Course Challenge Deadline	January 15
Classes Begin	January 19
Drop/Add Deadline	January 25
Quarter Term Reports Due	February 12
Audit-to-Credit Change Deadline	February 12
President's Day Holiday	February 15-16
Midterm Exam Week	March 8-12
Spring Break	March 13-21
Summer/Fall 2021 Registration Begins for Achieve, Honors Students, & Athletes	March 23
Summer/Fall 2021 Registration Begins for All Students	March 25
Easter Holiday	March 31-April 4
Classes Resume	April 5
Course & College Withdrawal Deadline with No Academic Penalty	April 9
Summer/Fall 2020 Registration Begins	April 6
Last Day of Classes	May 10
Reading/Critique Day	May 11
Exam Week	May 12
Final Grades Due	May 19
Commencement	May 23
Incomplete Contract Work Due	June 9
Incomplete Grades Due	June 11

# admissions

Villa Maria College invites all persons who can benefit from collegiate instruction to apply for admission. Admission is open to all qualified applicants.

Villa Maria College does not discriminate on the basis of age, race, religion, creed, color, national or ethnic origin, gender, disability, sex, sexual orientation, domestic violence victim status, marital status, veteran status, military status, predisposed genetic carrier status, any other characteristics, or protected status recognized by applicable federal, state or local law. This policy applies to admissions, all terms and conditions of employment, and any other aspect regarding the conduct of College programs and activities.

Interviews and campus tours with Admissions may be scheduled during regular business hours or by appointment at [visit.villa.edu](http://visit.villa.edu).

The office may be reached by calling 716.961.1805 or via e-mail at [admissions@villa.edu](mailto:admissions@villa.edu).

## New Students

To qualify for admission, new students must:

1. Hold a high school diploma, high school equivalency diploma (GED), or a Test Assessing Secondary Completion (TASC). Students holding a New York State IEP diploma or Local Diploma are not eligible for admission.
  - a. A New York State Skills and Achievement Commencement Credential replaced the New York State Individual Education Program (IEP) diploma, effective July 1, 2013. Neither the (former) IEP diploma nor the Skills and Achievement Commencement Credential are acceptable for admission.
  - b. Students with a New York State Local diploma may petition for an exception to this policy by providing additional evidence of the ability to do college-level work. Such evidence may include: completion of college courses; Scholastic Aptitude Test (SAT) or the American College Test (ACT) scores; writing, math, or art/music work samples/personal interviews with Admission staff; or letters of recommendation from former teachers. Exceptions for students with a Local diploma will be considered on a case-by-case basis by the admissions staff.
2. Complete the Application for Admission in person or online on the College's secure website at [www.villa.edu](http://www.villa.edu).
3. Send an official high school transcript, a copy of the GED transcript, or test results from TASC to the Admissions Office. For any college work completed, please send official transcript.
4. Meet with an Admissions Counselor to learn more about the College admissions process.
  - a. A faculty interview may be necessary for admission to certain academic programs as stated in the College Catalog.
5. Complete the necessary financial aid forms if applying for financial assistance at the state, federal, and/or institutional levels.
6. Complete the necessary financial aid forms if applying for financial assistance at the state, federal, and/or institutional levels.
7. Complete required health/medical forms and return to the Student Affairs office before the first day of classes. Health-related questions may be directed to the Director of Student Success at 716.961.1866.
8. Neither the Scholastic Aptitude Test (SAT) nor the American College Test (ACT) are required for admission but each assists prospective students in several ways. Scores from the SAT or the ACT allow the College to consider them for scholarship opportunities. Students may submit SAT and/or ACT scores, or, when testing, designate Villa Maria College as a school of choice to have their score reports sent directly to the College.
  - a. The codes for Villa Maria College are as follows: SAT 2692; ACT 2983.

## Home Instruction Students

To provide evidence of substantially equivalent high school learning experience, home-schooled students must provide Admissions with one of the following:



# admissions

- A letter from the local school district in which the student resides confirming his/her education was substantially equivalent to instruction given to students graduating high school within their respective public school system;
- A documented transcript of all courses taken; or
- A passing GED test score or TASC test results.

To be eligible for financial aid, home-schooled students must obtain the state credential and must be beyond the age of compulsory attendance as determined by New York State regulations.

## Conditionally Admitted Students

Based on their academic record, students may be admitted conditionally to Villa Maria College. These students may be given a credit limit for their first semester, to maximize their chances of success.

## Transfer Students

Students transferring from other institutions must meet Villa Maria College's admission requirements. The following policies and procedures apply to the admission of transfer students:

1. Official transcripts of all previous college study for college transfer credit must be submitted to the Admissions Department prior to acceptance.
2. Transfer students with more than 24 completed college hours are not required to submit a high school transcript, with the exception of applicants to the Physical Therapist Assistant and Occupational Therapy Assistant programs.
3. Courses completed at other institutions with a grade of C or above are accepted for credit if applicable to the chosen program of study. Grades of C- or below are not eligible for transfer credit.
4. Transfer students must arrange for immunization records from previous institutions to be forwarded to the Student Affairs office.

## Students Eligible for Readmission

A readmitted student is one who previously matriculated at the College, but has not applied for nor been granted a leave of absence. These students must complete a re-admittance application through the Admissions Office, supply an essay to explain why they are requesting re-admittance, and if necessary, develop a defined action plan for success. Students will be required to submit both their Villa Maria College transcript and those from other collegiate institutions prior to being accepted. Students follow the specific requirements defined by the program of study in effect when readmitted. In addition, a complete analysis of each student's financial aid eligibility will be reviewed prior to re-admission.

## Student Eligibility for Enrollment from Associate to Baccalaureate Programs.

Villa Maria College students who are graduating from an associate degree program and would like to pursue the baccalaureate degree in the same discipline must be readmitted. The student applicant will complete an application for admission. Prior to being accepted into the baccalaureate program the admissions team and college faculty will review student transcripts. A portfolio and/or faculty program interview may be required.

Villa Maria College is authorized under Federal law to enroll non-immigrant, non-citizen students. Admission requirements:

1. Applicants should possess the equivalent of 12 years of elementary and secondary school education.

# admissions

2. The Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service (Princeton, NJ, USA 08540) may be required. Results must be forwarded to the Admissions Office. A minimum score of 500 on the paper-based test or 61 on the internet-based test or 173 on the computer-based test is required. If applicable, foreign students may be required to meet College TOEFL requirements and to have their high school and/or post-secondary transcripts reviewed by the World Education Service ([www.wes.org](http://www.wes.org)) prior to review by the Registrar's Office. As per standard college course transfer credit evaluation, all courses must be matched for similarity to courses offered within Villa Maria College and its programs. Only courses with grades equivalent to a C or higher are transferable. A grade equivalent to a C- or lower is not transferable.
3. An application for admission and transcripts from any secondary schools and colleges must be submitted.
4. A financial statement indicating that sufficient financial resources are available must be provided. No financial assistance is available to international students. A letter of acceptance and the I-20 form (Certificate of Eligibility) are forwarded to the applicant after all documents have been submitted, evaluated, and approved.
5. A mandatory, non-refundable processing fee of \$100 payable in US currency by check or money order to Villa Maria College is required.

## Non-Matriculating Students

Non-matriculating students are defined as those who choose to pursue courses for credit, but who do not intend or have not yet decided to earn their degree at Villa Maria College. Non-matriculating students must meet course prerequisites or receive department permission. Financial aid is not available to non-matriculating students. The following procedures apply:

1. Students must submit a completed form for non-matriculating students to the Registrar's Office.
2. If non-matriculating students determine they would like to earn a degree at Villa Maria College, it is recommended that an application for admission be submitted prior to the completion of 15 credit hours. This early action will ensure that they will receive the appropriate advisement for degree completion purposes.

## Program-Specific Procedures

### Art

All A.S., A.A.S., and B.F.A. art programs may require an interview with a program faculty member. A portfolio review is recommended, but permission to bring samples of creative work including visual, written and the performing arts is acceptable pending approval from the Admissions Department.

### Music

All B.S. Music Industry majors with a robust musical background or instrument proficiency are strongly encouraged to participate in audition placement performance with a music faculty member. If the student chooses not to participate in a placement performance, he or she will be placed in pre-college lessons and will need to audition the following semester.

### Occupational Therapy Assistant (OTA)

Students entering the Occupational Therapy Assistant program must have a high school average of 85% or a cumulative college GPA of 2.8 or higher to be accepted. Students must have completed high school or college biology and chemistry. Candidates are required to interview with an OTA faculty member; volunteer work in a health care setting is strongly encouraged.

Applicants who do not meet the required GPA, or those with a GED, may be admitted to Villa Maria College as Liberal Arts General Studies (LBG) students. These students will have the opportunity to raise their GPA or take appropriate classes to prepare them to enter the OTA program. Students should be encouraged to take college-level

# admissions

biology (BIO 151 and BIO 151L) and chemistry (CHE 101 and CHE 101L) in lieu of completion of high school biology and chemistry.

Admission into the OTA program is not guaranteed for LBG students. LBG students who want to enter the OTA program must file a formal application. For each incoming cohort of OTA students, the program reserves up to half of the seats for LBG students who have achieved the required GPA and met all other program admission requirements. LBG students are ranked according to a OTA Applicant Ranking Scale and placed into the reserved seats. Once the allotted seats for LBG students are filled, the remaining LBG students who have earned the required GPA and have met the program admission requirements must compete for any remaining seats available in the program. Remaining students are placed on a waitlist and accepted into the program according to ranking if seats become available.

LBG students can take up to 31 credits at Villa Maria College prior to applying for admission into the OTA program. LBG students have two opportunities to apply for admission into the OTA program. If students fail to earn the required GPA, fail to meet program admission requirements, or fail to gain acceptance into the OTA program by the time they have earned 31 credits in the LBG program, they will no longer be eligible for admission into the OTA program. They will have the option to earn the LBG degree or to change majors to another program at the College.

## **Physical Therapist Assistant (PTA)**

Admission into the PTA program is competitive. A high school average of 85 or higher and/or a college GPA of 2.8 or higher is required for direct admission into the program. Applicants for PTA are required to take biology, and either chemistry or physics (physics preferred) in high school or college. Applicants must also demonstrate through high school grades or transferable college coursework that their math ability is equivalent to MAT 111 College Algebra. They must also have completed BIO 103 Human Anatomy & Physiology I or BIO 103L Human Anatomy & Physiology I Lab or their respective equivalents prior to enrollment in the program. Those who have not met these requirements may alternatively enroll in the LBG/PTA track. Applicants who lack appropriate science coursework or math abilities may be required to take additional one to two semesters to complete the PTA program. Applicants interested in the program are strongly encouraged to be involved in or give evidence of prior volunteer or work experience in the healthcare field. A letter of recommendation from a supervisor of the healthcare experience should be submitted to the Director of Admissions. Persons interested in the PTA program are advised to apply early as enrollment in the program is limited. Once an application is completed and all transcripts are received, eligible applicants will be contacted to set up required interview(s) with a program faculty member.

Students who meet the requirements for direct admission into the PTA Program are ranked based on overall high school or college GPA, Biology and Chemistry or Physics grades, completion of a required meeting with program faculty, and previous paid or volunteer experience in health care. At least one half of the seats in each PTA cohort are reserved for direct admission into the program. On March 1st, program faculty rank all applicants, and award seats based on this ranking. Applicants will be informed by their Admissions Counselor of their status (accepted, wait list) within 5 business days after decisions have been made. Applicants who do not get a seat in the program, but meet all qualifications, are placed on a wait list based on their ranking, and are accepted into the program if seats become available. Applicants who do not meet the required GPA, or those with a GED, may be admitted to Villa Maria College as Liberal Arts General Studies (LBG) students. These students will have the opportunity to raise their GPA or take appropriate classes to prepare them to enter the PTA program.

Admission into the PTA program is not guaranteed for LBG students. LBG students who want to enter the PTA program must file a formal application. For each incoming cohort of PTA students, the program reserves up to half of the seats for LBG students who have achieved the required GPA and met all other program admission requirements. LBG students are ranked according to a PTA Applicant Ranking Scale and placed into the reserved seats. Once the allotted seats for LBG students are filled, the remaining LBG students who have earned the

# admissions

required GPA and have met the program admission requirements must compete for any remaining seats available in the program. Remaining students are placed on a waitlist and accepted into the program according to ranking if seats become available.

LBG students can take up to 31 credits at Villa Maria College prior to applying for admission into the PTA program. LBG students have two opportunities to apply for admission into the PTA program. If students fail to earn the required GPA, fail to meet program admission requirements, or fail to gain acceptance into the PTA program by the time they have earned 31 credits in the LBG program, they will no longer be eligible for admission into the PTA program. They will have the option to earn the LBG degree or to change majors to another program at the College.

## **Advanced Placement**

Villa Maria College maintains agreements with local high schools, BOCES, and rigorous afterschool initiatives relative to programs that provide for academic credit in specific courses. Agreements provide students the opportunity to earn college-level credit by successfully completing a course in high school. Courses available for credit are based on a formal agreement between the high school and Villa Maria College. Check with the Admissions Office or your high school guidance counselor for further information.

## **Articulation Agreements**

Villa Maria College has signed articulation agreements with a number of area colleges. After transfer into Villa Maria, students are able to complete the second half of a bachelor's degree in as little as two years if program requirements are met. Interested students should check with the Admissions Office at Villa Maria College to learn about existing articulation agreements.

# basic financial information

## Tuition and Fees

Villa Maria College reserves the right to change the established schedule of tuition and fees and to determine the effective date of such changes without prior notice.

Books and supplies for the semester may be purchased at the bookstore with cash or credit using Discover, MasterCard or VISA. Personal checks are accepted with appropriate forms of identification. The return of books and supplies is contingent upon the bookstore return policy, which is subject to change. Bookstore hours are Monday-Friday from 8:30 a.m. to 4:30 p.m. The bookstore is open later during the start of the semester to accommodate student need. Please consult the bookstore for changes in the hours of operation.

Full-time tuition covers costs for 12-18 credits per semester. Students with a 3.0 cumulative GPA may request permission to take more than 18 credits in a semester. The request must be made to the Vice President for Academic Affairs. Students enrolling in courses totaling more than 18 credits will be charged additional tuition.

Credit hour tuition is charged in addition to full-time tuition for credit hours over 18. The enrollment status of each student is confirmed by the number of credit hours for which they are registered at the end of each semester's drop/add week. Students are considered full-time if their registration is for 12 or more credit hours. Students registered for fewer than 12 credit hours are considered part-time.

Senior citizens (60+ years) may receive a tuition waiver, for up to 6 credits per term, to audit courses. Acceptance is contingent upon available classroom space. All course fees and a senior registration fee of \$50 per course must be paid prior to registration.

### TUITION PER SEMESTER

Full-time.....\$12,000

### TUITION PER CREDIT HOUR

Part-time .....\$800

### REGISTRATION FEE

Full-time ..... \$285

Part-time .....\$105

### MUSIC PERFORMANCE

#### Half-hour sessions

(per semester) .....\$400

#### One hour sessions

(per semester).....\$790

### STUDENT ACTIVITY FEE

Full-time (per semester) ..... \$85

Part-time (per semester) ..... \$25

### COLLEGE ORIENTATION FEE

First-time Freshmen and  
Transfer Students .....\$50

### COURSE FEES ..... Various

### AUDIT PER CREDIT

All Courses .....\$245

### TUITION DEPOSIT

(non-refundable; applied to first semester tuition)

Full-time ..... \$100

Part-time .....\$50

Graduation (including in absentia) ..... No Fee

### ACADEMIC TRANSCRIPT

Official Transcript ..... \$5

Student Copy ..... \$3

### OTHER

Advanced Placement (per course) ..... \$100

COPE (per credit) ..... \$250

Challenge Examination.....\$50

# basic financial information

## Payment

Charges for tuition and fees are due and payable two weeks prior to the first day of the semester. Tuition and fees are payable at registration by students registering after the due date. The College accepts payment by cash, check, VISA, MasterCard, or Discover. Deferment of tuition payment will be granted only to those students who submit proper documentation of financial aid or scholarships. A \$150 late fee will be charged for balances not deferred.

If financial aid does not cover the full amount of charges, payment plans may be established to meet due dates by semester. If financial aid processes are incomplete at the time tuition is due, students must either make payment in full or participate in a monthly payment plan until the Villa Maria College financial aid award is certified and the balance is settled. When financial aid monies received create a credit balance, refunds are processed according to federal guidelines.

Students eligible for scholarships are required to pay a tuition deposit and any related fees. Villa Maria College's monthly payment plan allows for the cost of a semester's tuition to be divided into four monthly payments. Due dates are outlined in the Monthly Payment Plan Agreement. A \$40 processing fee is required at the time the agreement is signed. Promissory notes are payable in full by the last payment date indicated on the agreement.

A \$20 late fee will be charged for each late payment. For further information, please contact the Business Office.

Students whose employers offer tuition assistance may defer payment until the end of each semester by complying with the following procedures:

1. Students must submit a letter to the Business Office from the employer, stating the company's policy on tuition reimbursement.
2. Students must sign a promissory note for the amount due. Any balance not paid by the company must be paid by the student by the tuition due date for the semester, unless other arrangements have been made with the Business Office in advance.

## Tuition Adjustments

### General Information

The Villa Maria College institutional refund policy applies to all enrolled students at any grade level. A student may withdraw from Villa Maria College for any reason and is considered withdrawn from the College if an official withdrawal form has been submitted to the Registrar's Office. The official date of withdrawal will be the date the withdrawal form is received by the Registrar's Office. Withdrawal forms can be obtained from the Registrar's Office.

Depending on the official date of withdrawal, the student may be entitled to a prorated tuition refund.

### Policy

Villa Maria College students are responsible for all tuition and fees incurred by registration in a course. Failing to attend a course does not constitute a withdrawal from the course. Tuition is not refunded in cases of unauthorized or unrecorded withdrawal. During the add/drop period at the beginning of each semester, students are allowed to add and/or drop courses without incurring tuition or fee costs. No adjustment of tuition will be granted to a full-time student who withdraws from a course after the drop/add period and continues to attend other courses at Villa Maria College as full-time status has already been established.

If a student officially withdraws from a class or the College after this period, the schedule below reflects the amount of tuition and fees that will be refunded. The amount of the refund is determined by the official date of the withdrawal. Full tuition liability is incurred after the fifth week of the semester.

# basic financial information

If the date of withdrawal occurs by the end of:	Tuition Refund	Institutional Fees Refund
Week 1 (Add/Drop Period)	100%	100%
Week 2	80%	0%
Week 3	60%	0%
Week 4	40%	0%
Week 5	20%	0%
No tuition refund will be given after Week 5.		

## Miscellaneous Charges

Any additional expenses incurred by the student, such as the non-refundable deposit, bookstore charges, a bus pass or unreturned library materials, will be charged to the student's account and not subject to a tuition refund.

## Refund Policy for Summer Courses

Summer courses are condensed, offered at a discounted rate and refunds are only issued during the first week of the summer session. No refund is given after the first week of the session.

## Federal Title IV Funds Recipients

Withdrawing from the College may impact a student's account, financial aid, and Satisfactory Academic Progress. Federal financial aid recipients who withdraw from Villa Maria College should be aware that they may need to return all or part of the funds they were awarded. Before officially withdrawing from classes, we recommend that students considering withdrawal from the College contact the Financial Aid Office at (716) 961-1849. Federal student loan exit counseling may also be required. Students may refer to the Return of Federal Fund Policy for additional information.

## Withdrawal Policy

### Tuition

If a student withdraws from the College, the official college withdrawal form must be completed and submitted to the Registrar's Office. Tuition is not refunded in cases of unauthorized or unrecorded withdrawal. Any credit to tuition is calculated according to the schedule previously noted in the Tuition Adjustments section.

## Title IV Return Policy

### General Information

Villa Maria College students who withdraw from coursework in a semester may be required to return a portion of the federal financial aid that had been applied to their account in accordance with US Department of Education guidelines. Federal financial aid includes Federal Pell Grants, Direct Subsidized and Unsubsidized Loans, Direct Plus Loans and Federal Supplemental Educational Opportunity Grants. The final amount of financial aid earned is based on the period of time a student attends Villa Maria College during the semester.

# basic financial information

Students receiving federal financial aid and considering withdrawing from registered coursework at Villa Maria College are encouraged to make an appointment with the Office of Financial Aid by contacting 716-961-1849 to review the implications of withdrawal to their financial aid to ensure that all implications have been discussed. The official withdrawal form requires signatures from the student, the Director of Student Success, and the Registrar.

## **Students Who Receive Federal Title IV Financial Aid**

Students receiving federal funds who fully withdraw, either officially or unofficially before the conclusion of the semester are subject to a Return of Title IV Aid calculation established by federal guidelines. This calculation determines the portion of federal funds that were earned by the student up to the time of withdrawal. The withdrawal date (last date of attendance) will be determined by official withdrawal from classes by the student, or as reported by the instructor in cases of unofficial withdrawal. Students who withdraw after the 60% point of a semester are entitled to retain the full amount of federal aid they were eligible for during the semester. However, if a student withdraws from the college prior to the 60% point in the semester, the College must return the unearned federal funds as determined by the Return of Title IV Aid calculation. This means the student could owe Villa Maria College and/or the Department of Education a balance due for funds required to be returned to the federal government.

Villa Maria College will perform the Return of Title IV Aid calculation within 30 days of the date of determination that a student has completely withdrawn and return any unearned federal funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

If the student previously received a refund from financial aid, which was to be used for education-related personal or housing expenses, they may be required to return a portion of those funds to the college. When Villa Maria College returns a student's unearned funds to the government, the student will be billed for any balance due for any unearned refunds received or institutional charges that are now unpaid as a result of the return of federal funds.

## **Post Withdrawal Disbursement**

If the Office of Financial Aid determines through a Return of Title IV Aid calculation that the federal financial aid already disbursed to the student is less than the amount earned by the student, the school will generate a post-withdrawal disbursement to the student no later than 45 days after the date of Villa Maria College's determination that the student withdrew. The college will automatically use all or a portion of the post-withdrawal disbursement for tuition and fee charges, if applicable.

## **Unofficial Withdrawals**

Recipients of federal aid who fail to officially withdraw but stop attending class are considered unofficial withdrawals. The Return to Title IV Funds policy requires Villa Maria College to calculate the earned amount of federal aid based on the last day of the unofficially withdrawn student's attendance of the semester. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges resulting from the Return of Title IV fund calculation. Unofficial withdrawals are processed within 30 days of the College determining the student was an unofficial withdrawal.

## **Order in Which Title IV Funds are Returned**

Funds returned to the federal government based on the Return of Title IV Aid calculation referenced above, reduce the outstanding balances in individual federal aid programs. Federal financial aid returned by the student, the parent, or the College, are allocated in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct Parent Loan (PLUS)



# basic financial information

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)

Before processing a Return to Title IV Funds, Villa Maria College verifies student attendance in all classes used to determine financial aid eligibility. The College reviews attendance records submitted by instructors to verify the student's last date of attendance. Federal Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days.

## Grant Overpayment

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half the grant funds that were received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Arrangements must be made with Villa Maria College or the Department of Education to return the unearned grant funds. The student will be notified of any grant overpayment within 30 days of the date the school determined the student withdrew.

## When a Student Reenters within 45 days

Federal return regulations require Villa Maria College to return unearned funds for which it is responsible as soon as possible, but no later than 45 days after the date of the institution's determination that the student withdrew. If a student returns to Villa Maria College before the Title IV funds are returned, VMC is not required to return the funds.

## Notification to Student

Once the Return to Title IV Funds calculation has occurred, the Office of Financial Aid will notify the student of the results of the calculation and the aid that was returned. The Villa Maria College Business Office will notify the student of any outstanding balance due to the institution as a result.

Students seeking federal financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA). Students can apply online at [www.fafsa.gov](http://www.fafsa.gov).

The federal school code for Villa Maria College is 002896. The New York State Tuition Assistance Program (TAP) application link can be found on the confirmation page after submitting the FAFSA. Students may also apply for TAP online at <https://www.tap.hesc.ny.gov/totw/>. TAP codes are 2188 for 4 year programs and 2158 for 2 year programs.

## Leave Of Absence

In order to be approved for a leave of absence from Villa Maria College, students must be in good academic and financial aid standing and provide documentation regarding serious or extenuating circumstances that significantly impair their ability to function successfully or safely in their role as a student.

Students are encouraged to apply for a leave of absence at the end of a semester. For those that are fully withdrawing from the College, a leave of absence for the following semester may be granted at the same time. Forms can be obtained at the Registrar's Office and must be completed and submitted to the Vice President for Academic Affairs for consideration. On the rare occasion that a leave of absence is approved during a semester, all college charges would be dismissed and all financial aid would be returned. In no case will a leave of absence be extended for more than one full academic year.

It is important to note that federal student loan grace periods start while students are on an approved leave of absence.

# basic financial information

## Applying for Federal and State Financial Aid

Villa Maria College has a dedicated staff of financial aid professionals willing to guide students and parents throughout the entire financial aid process. The goal of the Financial Aid Office is to work with each student and family to fund their education at Villa Maria College. Our staff provides support in submitting the FAFSA and TAP applications and guidance on federal student loans. Students and/or parents with questions concerning financial aid are encouraged to make an appointment to meet with a financial aid counselor. The maximum amount of federal aid a student may receive is calculated using the following formula:

Cost of Attendance – Expected Family Contribution (EFC) = Student’s Financial Need.

## General Eligibility Requirements for Federal and State Financial Aid Programs

To be eligible for financial aid, a student must:

- Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
- Be enrolled or accepted for enrollment as a regular student in a degree program.
- Pell eligible students must be enrolled in at least 3 credits; Direct Loan recipients must be enrolled in at least 6 credits.
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
- Be a US citizen or permanent resident.
- Sign certifying statements on the Free Application for Federal Student Aid (FAFSA) stating that:
  - you are not in default on a federal student loan and do not owe a refund on a federal grant and
  - you will use federal student aid only for educational purposes.
- Maintain satisfactory academic progress.
- Demonstrate compliance with applicable federal laws.
- Meet NY State residency requirements (New York State financial aid programs only).

## Verification

The Department of Education selects some FAFSAs for a review process called Verification as part of its regular operational procedures. To remain compliant, the financial aid office must confirm certain data elements on the FAFSA before officially awarding federal financial aid. Selected students will receive a written request from the Financial Aid Office to provide the some or all of the following:

- Copies of all 2018 W-2 forms.
- An upload of 2018 tax information using the IRS Data Retrieval Tool on the FAFSA or tax return transcripts for 2018.
- A completed verification worksheet asking for further information and signatures. Documentation may be required, if requested by the Financial Aid Office.

## Award Letters

Financial aid packages are determined by the Financial Aid Office once the FAFSA has been completed and processed. Students have the option to accept or decline all or part of their awards. New students may accept their awards complacently or decline awards by signing the forms accompanying their award letter. Continuing students are sent a notice of awards to their college email address and may accept or decline awards via the student portal. Financial aid packages should be carefully reviewed and students are encouraged to contact the Financial Aid Office with any questions.

# financial aid information

## College Financing Plan/Financial Aid Shopping Sheet

The Financial Aid Federal Shopping Sheet is a consumer tool that Villa Maria College provides to notify students about their financial cost to attend. It is a standardized form that is designed to simplify the information that students receive about costs and financial aid. The Shopping Sheet generates figures that are estimates only and all tuition rates and fees are subject to change without notice.

## Federal Financial Aid Program

### Pell Grant

Federal Pell Grants are available to students who do not already have a bachelor's degree, have not depleted their lifetime Pell Grant eligibility and who demonstrate high need. The eligibility for and amount a student may receive depends upon the student's expected family contribution (EFC) which is determined from information provided on the FAFSA.

### Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally-funded program administered by Villa Maria College. To qualify, students must have completed the Free Application for Federal Student Aid (FAFSA), be Pell eligible, exhibit exceptional need and be registered for at least six credit hours as matriculated students.

### Federal Work Study

The Federal Work Study program is a needs-based program. The program allows eligible students to work a few hours per week on campus or select off-campus locations, earn minimum wage, and receive a paycheck.

### Federal Direct Loan Program

Federal Loans are a type of financial aid that must be repaid with interest. Your financial aid awards may include one or more of the loans listed below. Visit [studentaid.gov/types/loans](http://studentaid.gov/types/loans) for more information.

The Federal Direct Subsidized Loan is a need-based loan which a student may qualify for based upon the information provided on the FAFSA. Students must also be enrolled for at least six credits to be eligible. Interest does not accumulate on the subsidized loan while the student is in school.

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period."

The Federal Direct Unsubsidized Loan is a non-need based loan. Student borrowers are responsible for all interest. Students must complete the FAFSA and be enrolled for at least six credits to qualify.

Origination fees are subtracted at the time the loan is disbursed. Loans are disbursed in two payments. Upon graduation, withdrawal or a change in enrollment status to less than half-time, students are required to participate in an exit loan counseling session online or with a representative from the Financial Aid Office.

Repayment on student loans begins six months after graduation, upon termination of education or reduction of course load below half-time.

# financial aid information

## ANNUAL LOAN LIMITS

<b>Year</b>	<b>Dependent Students</b> <i>(except student whose parents are unable to obtain PLUS Loans)</i>	<b>Independent Students</b> <i>(and dependent undergraduate students whose parents are unable to obtain PLUS Loans)</i>
First-Year Undergraduate Annual Loan Limit	\$5,500 - No more than \$3,500 of this amount may be in subsidized loans.	\$9,500 - No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500 - No more than \$4,500 of this amount may be in subsidized loans.	\$10,500 - No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate Annual Loan Limit	\$6,500 - No more than \$4,500 of this amount may be in subsidized loans.	\$12,500 - No more than \$5,500 of this amount may be in subsidized loans.
Loan Limit	Not Applicable (all graduate and professional students are considered independent)	\$20,500 (unsubsidized only)
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000 - No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates - No more than \$23,000 of this amount may be in subsidized loans.

### How to Apply for a Federal Direct Loan

To receive a Federal Direct Loan, first-year students must also complete Loan Entrance Counseling and an electronic Master Promissory Note online at [www.studentloans.gov](http://www.studentloans.gov).

### Direct Federal Parent Loan for Undergraduate Students (PLUS)

The Direct Federal Parent Loan for Undergraduate Students (PLUS) program enables parents of dependent students to borrow up to the cost of attendance minus the financial aid for which the student may be eligible. Students must be enrolled at least half time to qualify. The parent borrower is responsible for repaying the loan and interest. Parents may apply for the PLUS online at [www.studentloans.gov](http://www.studentloans.gov).

### Private/Alternative Education Loan

These types of educational loans are credit-based and can be used to cover the remaining balance federal financial aid does not cover. Repayment options and terms for private loans vary. Please contact the Financial Aid Office if interested in supplementing your federal student aid with a private/alternative education loan.

### New York State (NYS) Financial Aid Program

#### NYS Tuition Assistance Program (TAP)

# financial aid information

The TAP award aids eligible full time students in bearing the cost of tuition for post-secondary study. It is primarily based upon students' and parents' combined New York State Net Taxable Income. TAP awards may only be used in New York State. Students are eligible for a total of four academic years or eight semesters of payment at the undergraduate level for a bachelor's degree. Students may only use three years or six semesters of TAP while completing an associate degree. Students must also meet NYS Satisfactory Academic Progress standards.

## **New York State (NYS) Aid for Part-Time Study (APTS)**

Matriculated students who are registered for at least three credit hours but less than twelve credit hours may apply for APTS. Applications are available in the Financial Aid Office. Students must complete and return the application to the Financial Aid Office by the last day of Drop/Add for the semester in which they apply. Signed copies of student/parent NYS IT-201 tax forms may be required.

## **Veterans Educational Benefits**

Villa Maria College is approved by the New York State Division of Veterans Affairs for the training of veterans and other eligible students. Veterans or families of veterans who are eligible for educational benefits must meet the criteria established by the Department of Veterans Affairs.

## **VA Pending Payment Compliance**

In accordance with Title 38 US Code 3679 subsection (e), Villa Maria College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Villa Maria College school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding; and
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## **Institutional Aid Programs**

The College offers various institutional scholarships or grants to qualifying freshmen, transfer, and continuing students. Eligibility is based on high school or college transcripts. Scholarship amounts vary and are based upon the individual scholarship, enrollment and other criteria. Visit [www.villa.edu](http://www.villa.edu) for more information.

# financial aid information

First Time Freshmen Scholarships	Amount/Year	Full Time Requirements
Villa Honors Scholarship	\$7,000 per year	Students must be enrolled full time in a degree program and have a cumulative high school average of 90 and above. A GPA of 3.0 or above is required to maintain this award.
Presidential Scholarship	\$2,000 per year	Students must have a cumulative high school average of 85-89. A GPA of 2.75 or above is required to maintain this award.
Villa Merit Scholarship	\$1,500 per year	Students must have a cumulative high school average of 80-84. A GPA of 2.25 or above is required to maintain this award.

Transfer Grants	Amount/Year	Full Time Requirements
Felician Grant Scholarship	\$3,000 per year	3.0 College Transfer GPA 3.0 to maintain in following academic year.
Franciscan Grant Scholarship	\$2,500 per year	2.50 College Transfer GPA 2.75 to maintain in following academic year.
Founders Grant Scholarship	\$2,000 per year	2.0 College Transfer GPA 2.25 to maintain in following academic year.

In addition to merit-based aid, Villa Maria College offers privately funded (endowed) scholarships from various donors to its student. Applications become available in the Financial Aid Office at the beginning of each spring term.

## Senior Citizen Audit Program

Senior Citizens (Age 60+) may receive a tuition waiver, for up to 6 credits per term, to audit courses. Acceptance is contingent upon available classroom space. All course fees and a senior registration fee of \$50 per course must be paid prior to registration.

## Book Voucher

Students are eligible for a book voucher when the amount of the completed financial aid package exceeds the amount due for tuition and fees. Inquire at the Business Office concerning eligibility for a book voucher to purchase books, supplies and/or art supplies.

## Renewal of Awards Process

Students seeking federal financial aid are required to renew the FAFSA and TAP application each academic year. The 2019-2020 FAFSA is available for renewal beginning Oct. 1, 2019 online at [www.fafsa.gov](http://www.fafsa.gov). Parents and students will use 2017 tax information and are encouraged to contact financial aid regarding special circumstances.

## Standard of Satisfactory Academic Progress Policy for Continued Eligibility for Federal Title IV and Other Financial Aid Programs at Villa Maria College

# financial aid information

## General Information

Federal and state regulations require that institutions monitor the academic progress of students who receive federal or state financial aid. To maintain eligibility for federal, state and most types of institutional financial aid (including Say Yes Scholars), students must comply with Villa Maria College's standards for Satisfactory Academic Progress (SAP). All Villa Maria undergraduate students will be evaluated for SAP at the end of each semester. All classes attempted (including transfer courses, incomplete coursework, failures and post drop/add week withdrawals) are assessed to measure completion towards a degree. Satisfactory Academic Progress standards for continued financial aid purposes may differ from Villa Maria's Academic Probation and Warning Standards issued by the College's Office of Academic Affairs.

## Satisfactory Academic Progress is measured using the following criteria:

- Minimum Cumulative Grade Point Average (GPA)
- Minimum Pace: Students must successfully complete a percentage of the credit hours they attempt.
- Maximum Timeframe: Students must complete the requirements for a degree within 150% of the normal time allotted for completion. For example, students must complete a 60 credit Associate Degree program within 90 attempted credit hours or 120 credit Baccalaureate Degree program within 150 attempted credit hours.

## How an incomplete, withdrawal, repeated class, change of major, academic amnesty or transfer of credits from another school impacts SAP

- **Incomplete:** Incomplete classes that are later converted into a grade will be counted in the GPA and Pace standards.
- **Withdrawal:** If the student withdraws during the add/drop period, the course(s) do not count in Villa Maria's SAP calculations. However, if the student withdraws at any point after the add/drop period, the course(s) do count in the SAP calculation.
- **Repeated Class:** If the student needs to repeat a course due to failure or minimum program requirements, the repeated course is factored into SAP calculations. Additionally, students receiving an F in a course may repeat that course and receive financial aid for it until the course is passed.
- **Change of Program:** If the student changes majors, credits accepted into the new program are evaluated for SAP if the student is enrolled in the new program at the time of evaluation. This includes both credits attempted and earned, as well as GPA.
- **Academic Amnesty:** Federal regulations do not allow for academic amnesty or expulsion of grades. All courses applicable to the student's major are included when evaluating SAP
- **Transfer of Credits from Another School:** Accepted transfer credits count as both attempted and completed units in the SAP Pace calculation. However, accepted transfer credits are not calculated into your GPA at Villa Maria.

## How Often Villa Maria College Evaluates Progress

Villa Maria evaluates Satisfactory Academic Progress at the end of each semester after grades are posted. Any student who does not meet SAP requirements will be notified by email from the Office of Financial Aid.

## Financial Aid SAP Warning Period

The SAP Warning Period allows the student one semester to make up for any GPA or Pace deficiencies. During the SAP Warning Period, students may continue to receive federal financial aid without a written appeal. However, state and federal SAP regulations differ. The student may be required to write an appeal for continued state grant eligibility.

Students placed on SAP Warning will be encouraged to meet with the Student Success Center for academic coaching and the Office of Financial aid to fully understand the implications of SAP on continued financial aid eligibility.

## Failing to Make SAP by the End of the SAP Warning Period

By the end of the SAP Warning Period, students must meet all Satisfactory Academic Progress requirements.

# financial aid information

Failure to meet SAP standards at the end of the Warning Period will result of financial aid loss, and includes the loss of federal, state, and most institutional aid.

## **Regaining Eligibility**

Students may regain financial aid eligibility in two ways:

1. By successfully appealing the federal financial aid loss.
2. By completing coursework using non-Title IV resources (Direct Loans, Pell grants, SEOG, etc), such as payment plans and private/alternative education loans. If the student successfully completes coursework in this manner, the student may meet with the Office of Financial Aid for a SAP reevaluation.

## **Satisfactory Academic Progress Appeal**

Extenuating circumstances sometimes prevent students from making satisfactory progress towards their degree. If the student loses financial aid eligibility as the result of not meeting SAP requirements and extenuating circumstances have hindered academic performance, the student may submit a SAP Appeal to the Office of Financial Aid. Extenuating circumstances may include the death of a family member, illness or injury, or other special circumstances. Submission of a SAP Appeal does not guarantee its approval and students should not assume aid eligibility unless the appeal has been approved. Students are responsible for all costs associated with enrollment until the appeal is approved and an Academic Success Plan has been created (see below).

## **Approved SAP Appeals**

If the student's SAP Appeal is approved, the student will be responsible to follow specific conditions to maintain financial aid eligibility for each term during that academic year. The student must meet with the Academic Success Center and create an Academic Success Plan outlining these conditions before aid can be reinstated.

## **SAP Probation**

Students with approved appeals are placed on Probation and their SAP is reviewed at the end of each semester after grades are posted. Students with Appeals must continue to meet the conditions outlined in their Academic Success Plans until federal SAP standards are met.

## **Denied SAP Appeals**

Students denied a SAP appeal are notified in writing by the Office of Financial Aid and the decision is final. Students also receive information on regaining eligibility in the notification. For additional information regarding regaining eligibility, see Regaining Eligibility, above.

## **Summer Coursework**

Summer coursework is counted in the SAP calculation. If a student loses financial aid eligibility due to unsatisfactory academic progress, the student may elect to take summer courses and pay for the courses using other non-Title IV fund sources. Summer courses are offered at a discounted rate.

## **Academic Amnesty**

Federal regulations do not allow for academic amnesty or expulsion of grades. All courses applicable to the student's major are included when evaluating SAP.

## **SAP Policy Changes**

The Office of Financial Aid may change these policies at any time to ensure continued compliance with changes in federal and state regulations regarding student financial aid. As a result, students must refer to the current catalogue regulations. Unlike degree requirements, changes in regulations, policies and procedures are immediate and supersede those in prior Villa Maria catalogs.



# financial aid information

## Satisfactory Academic Progress Charts

### Satisfactory Academic Progress Standards Continued Eligibility for Title IV Funds for Full Time Villa Maria College Students Pursuing an Associate Degree Program

*Important: Federal regulations state that students must complete an Associate Degree within 150% of the published length of the program, generally within 90 credit hours.*

<b>AFTER Attempting This Semester</b>	1	2	3	4	5	6
A Student Must Have Earned at Least This Number of Credits	6	20	29	40	49	60
With at Least This Grade Point Average	1.3	1.5	1.8	1.8	2.0	2.0

## Satisfactory Academic Progress Charts

### Satisfactory Academic Progress Standards Continued Eligibility for Title IV Funds for Full-Time Villa Maria College Students Pursuing an Associate Degree Program

*Important: Federal regulations state that students must complete an Associate Degree within 150% of the published length of the program, generally within 90 credit hours.*

<b>AFTER Attempting This Semester</b>	1	2	3	4	5	6
A Student Must Have Earned at Least This Number of Credits	6	20	29	40	49	60
With at Least This Grade Point Average	1.3	1.5	1.8	1.8	2.0	2.0

# financial aid information

## Satisfactory Academic Progress Standards Continued Eligibility for Title IV Funds for Full-Time Villa Maria College Students Pursuing a Bachelor Degree Program

*Important: Federal regulations state that students must complete a Bachelor Degree within 150% of the published length of the program, generally within 180 credit hours.*

<b>AFTER Attempting This Semester</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
A Student Must Have Earned at Least This Number of Credits	6	20	29	40	49	60	69	80	89	100	109	122
With at Least This Grade Point Average	1.5	1.5	1.8	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

## Satisfactory Academic Progress Standards Continued Eligibility for Title IV Funds for Part-Time Villa Maria College Students Pursuing an Associate Degree Program

*Important: Federal regulations state that students must complete an Associate Degree within 150% of the published length of the program, generally within 90 credit hours.*

<b>AFTER Attempting This Number of Credits</b>	<b>0-15</b>	<b>16-29</b>	<b>30-48</b>	<b>49-90</b>
Pace Rate	66.7%	66.7%	66.7%	66.7%
Minimum Grade Point Average Required	1.3	1.5	1.8	2.0

# financial aid information

## Satisfactory Academic Progress Standards Continued Eligibility for Title IV Funds for Part Time Villa Maria College Students Pursuing a Bachelor Degree Program

*Important: Federal regulations states that students must complete a Bachelor Degree within 150% of the published length of the program, generally within 180 credit hours.*

<b>AFTER Attempting This Number of Credits</b>	<b>0-15</b>	<b>16-29</b>	<b>30-48</b>	<b>49-180</b>
Pace Rate	66.7%	66.7%	66.7%	66.7%
Minimum Grade Point Average Required	1.3	1.5	1.8	2.0

## Satisfactory Academic Progress Standards Continued Eligibility for the NY State TAP Grant for Villa Maria College Students Pursuing an Associate Degree Program

<b>BEFORE being Certified for This Payment</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>
A Student Must Have Earned at Least This Number of Credits	6	15	27	39	51
With at Least This Grade Point Average	1.3	1.5	1.8	1.8	2.0

## Satisfactory Academic Progress Standards Continued Eligibility for the NY State TAP Grant for Villa Maria College Students Pursuing a Bachelor Degree Program

<b>BEFORE being Certified for This Payment</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>	<b>9th</b>	<b>10th</b>
A Student Must Have Earned at Least This Number of Credits	6	15	27	39	51	66	81	96	111
With at Least This Grade Point Average	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

# financial aid information

## Satisfactory Academic Progress Standards Continued Eligibility for the Villa Maria College Say Yes Program Students Pursuing an Associate Degree Program

After Attempting This Semester	1	2	3	4
A Student Must Have Earned At Least This Number of Credits	On pace to earn 24 credits	24	36	End of Say Yes Eligibility
With at Least This GPA	On pace for 2.0	2.0	2.0	

## Satisfactory Academic Progress Standards Continued Eligibility for the Villa Maria College Say Yes Program Students Pursuing a Bachelor Degree

After Attempting This Semester	1	2	3	4	5	6	7	8
A Student Must Have Earned At least This Number of Credits	On pace to earn 24 credits	24	36	48	60	72	84	End of Say Yes Eligibility
With At Least This GPA	On pace for 2.0	2.0	2.0	2.0	2.0	2.0	2.0	

## General Education at Villa Maria College

General Education at Villa Maria College includes the curriculum and programs that apply to students regardless of their major. General education includes the Core Curriculum, the central and essential educational experience for all Villa Maria College students, as well as Service Learning, Information Literacy, Writing Across the Curriculum, Internships, and the Honors Program. General education provides students a wide-ranging, mission-driven education to help them lead well-rounded and rewarding lives.

### The Core Curriculum

#### Empowerment and Transformation

Villa Maria College's Core Curriculum is inspired by the College Mission Statement, which explains that by "offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, professional, creative and spiritual potential." Empowerment and transformation are rooted in the core values of Villa Maria College. The Core Curriculum empowers students by:

- Providing the cross-disciplinary knowledge needed to make informed decisions as individuals, citizens, and professionals
- Sharpening the analysis and critical thinking skills required to solve problems and meet challenges
- Imparting the skills and knowledge needed to find, evaluate, and use information effectively
- Fostering the personal and social responsibility espoused in the core values and mission of Villa Maria College

Empowering students intellectually, creatively, and spiritually places them in the position to become agents of change in their own lives and in the lives of those around them, whether in the classroom, at home, in the office, or as members of their communities. In accordance with the mission and core values of Villa Maria College, the Core Curriculum helps promote personal and social transformation by:

- Teaching students to understand and respond to diverse perspectives and experiences
- Inspiring students to address some of our society's most pressing problem
- Providing students the experiences necessary to lead in their personal, professional, and spiritual lives
- Providing students the opportunity to build an intellectual foundation for the decisions and values that will guide their actions throughout their lives

**Mission Statement:** The mission of the Core Curriculum at Villa Maria College is to provide students the broad range of intellectual skills, knowledge, values, and attitudes that will help them realize their intellectual, professional, creative, and spiritual potential and that will prepare them for responsible engagement with their communities.

**Core Curriculum Learning Outcomes:** Upon graduating with a bachelor's degree from Villa Maria College, students will be able to:

- Use the Villa Maria College core values as a foundation for responsible engagement with their communities
- Analyze, synthesize, and apply information and knowledge from multiple disciplines
- Address and solve problems using a variety of methodologies
- Communicate and collaborate effectively and professionally
- Think critically and creatively

# academic information

Upon graduating with an associate degree from Villa Maria College, students will be able to:

- Use the Villa Maria College core values as a foundation for responsible engagement with their communities
- Access and analyze information and knowledge from multiple disciplines
- Communicate and collaborate effectively
- Think critically and solve problems successfully

## Core Curriculum for Baccalaureate Programs

### Core Foundation

The required courses of the Core Foundation introduce and reinforce the intellectual skills, values, knowledge, and attitudes students will need to be successful at Villa Maria College and throughout their lives. The Core Foundation courses are:

COR 101: First-Year Core Curriculum Seminar	3 credits
COR 401: Core Curriculum Senior Seminar	3 credits
ENG 101: English Composition I	3 credits
ENG 103: English Composition II	3 credits

### Core Perspectives

The elective courses of the Core Perspectives, while allowing students some latitude in pursuing their own interests, provide them with a shared knowledge base in the broad areas of human intellectual and artistic endeavor.

Each of the Core Perspectives categories includes a range of courses from which students can choose to fulfill the requirement. However, students must adhere to course pre- and co-requisites and should consult with their advisor to select a course appropriate for their interests and academic backgrounds. Students cannot use one course to fulfill more than one Core Perspectives requirement.

#### Quantitative Literacy

**3 credits**

Any Mathematics (MAT) course

#### Scientific Understanding and Methods

**4 credits**

Any Astronomy (AST), Biology (BIO), Chemistry (CHE), or Physics (PHY) course and its required laboratory or select Computer Software Development (CSD) courses (must be a Liberal Arts course; see listing of Liberal Arts courses in the back of the Catalog).

#### Religious Thought

**3 credits**

Any Religious Studies (RST) course or IDS 205: Crisis of Belief

#### Philosophical Thought

**3 credits**

Any Philosophy (PHI) course or IDS 205: Crisis of Belief

#### Social and Behavioral Perspectives

**3 credits**

Any Anthropology (ANT), Economics (ECO), Political Science (PSC), Psychology (PSY), or Sociology (SOC) course or select Digital Media and Communication (DMC) courses (must be a Liberal Arts course; see listing of Liberal Arts courses in the back of the catalog)

#### Global and Historical Contexts

**3 credits**

Any History (HIS), Archaeology (ARC), Global Perspectives (GLB), American Sign Language (ASL), any foreign language course, or ENG 316 World Literature.

# academic information

## Aesthetic Engagement

Any Fine Arts elective or PHI 310: Philosophy of the Arts

3 credits

## Literary Expression

Any English (ENG) literature course, including ENG 104, ENG 210, ENG 212, ENG 218, ENG 221, ENG 230, ENG 251, ENG 270, ENG 271, ENG 280-299, ENG 316, ENG 317, ENG 320, ENG 322, ENG 330, ENG 336, ENG 340, ENG 351, ENG 380, ENG 390-399, and ENG 442

3 credits

**Total Credits: 37**

## Core Curriculum for Associate Degree Programs

COR 101: First-Year Core Curriculum Seminar

3 credits

ENG 101: English Composition I

3 credits

ENG 103: English Composition II

3 credits

Mathematics Elective

3 credits

Religious Studies Elective

3 credits

Liberal Arts Elective

3 credits

Liberal Arts Elective

3 credits

**Total Credits: 21**

## Service Learning

### Mission Statement

The mission of the Service Learning component at Villa Maria College is to incorporate direct community service within the academic experience, thus enhancing the rigorous and enriching educational experience.

Through service, the student is given the opportunity to live out the Catholic/Franciscan ideals of the College and put into practice the core values of respect for human dignity, compassion, transformation, solidarity with the poor, and justice and peace.

Villa Maria College students will be transformed by meaningful Service Learning experiences to become men and women who promote a more just society and empower others to do the same. Students will be able to reflect upon and express how the reciprocal relationships between academics and Service Learning experiences have helped them not only better understand course content, but also become more aware of the needs of others.

### Goals of Service Learning

1. Complement traditional academic methods of instruction with Service Learning experiences that put students' course curriculum into practice.
2. Reinforce the ideals and core values of Villa Maria College by making substantial contributions to community betterment.

To fulfill the service learning requirement, all students at Villa Maria College in baccalaureate programs must complete a minimum of two Service Learning experiences before they graduate. This will be achieved through successful completion of COR 101 and COR 401. Transfer and associate-degree students will be required to complete one service learning experience. Each experience will take place at one community not-for-profit agency on a designated service day, one in the fall semester and one in the spring semester. The experience will include preliminary research, participation in the service day, and reflection on the service day experience, connecting

# academic information

the service to the college mission and core values. The Vice President for Mission will supervise service learning experiences in conjunction with faculty members and college staff to ensure that students have fulfilled service learning requirements prior to graduation.

## Information Literacy

### Mission Statement

Information literacy is a complex set of skills and attitudes critical to academic, professional, and personal success. Information literacy goals are either included or embedded in courses across the College to develop competencies in students needed to locate, evaluate, and use information in an effective, efficient, and ethical manner.

Information literacy instruction is integral to the Core Curriculum writing sequence courses, ENG 101 and ENG 103, and is integrated in courses throughout the Core.

## Writing Across the Curriculum

### Mission Statement

The mission of the Writing across the Curriculum (WAC) program at Villa Maria College is to promote the ongoing development of written communication skills throughout the curriculum. The WAC program will facilitate a supportive community for faculty to create a culture of writing that supports student development of written communication skills. Since written communication includes multiple genres, styles, and writing technologies, this will be a cohesive strategy that will help students to transfer skills and content knowledge across their coursework. Equally important, the WAC program will support faculty to continue to develop their own professional writing.

### Writing Intensive Courses

Students will continue to refine their writing and communication skills throughout their studies, including in writing intensive courses. While writing intensive courses should not be the sole means by which discipline-specific writing instruction is achieved, they are an important component of an overall focus on writing at Villa Maria College.

Writing intensive courses meet the following criteria:

- Writing assignments constitute the majority of the student's graded work. These assignments include writing in response to readings and course topics, such as: essays, journals, essay-based exams, written presentations, in-class writing assignments, blogging, and discussion form posts;
- Writing to learn activities are used frequently during class sessions. Students are asked regularly to write to generate ideas, respond to readings, and share impressions;
- Writing assignments are assessed not just for content, but for the quality of the writing. Instructors provide regular and detailed feedback on the student's writing using writing rubrics.
- Instructors encourage and support all elements of the writing process, including revision. This might mean reading and responding to drafts before students turn in a final paper, or offering students the opportunity to revise graded essays, or requiring a portfolio of written and revised work at the end of the semester;
- Students are required to select, evaluate, and incorporate information and integrate their ideas in responsible and professional ways, following the guidelines appropriate in their academic discipline; and
- Both instructors and students are provided appropriate support.



# academic information

## Internships

### Mission Statement

Internships enhance academic knowledge and skills, personal development, and professional preparation through structured work experiences that relate to the student's academic curriculum and career goals. Internships are an integral part of the curriculum that empower students to make effective career decisions.

Villa Maria College is committed to preparing students for a professional work environment. Since theoretical knowledge and skills learned in the classroom are brought to life in a work setting, most programs at the College require or provide the option of a credit-bearing internship.

A variety of internship sites are available. Interns have a site supervisor, as well as an internship coordinator on campus who facilitates the initial internship placement and acts as a liaison between the internship site supervisor, the College, and the student. Internship seminars are held on campus throughout the semester, bringing interns within programs together to discuss and direct learning and work activities.

Students consult with their academic advisor to determine the timing of the internship and with their faculty to prepare for the professional work environment. Resources of the Career Services Office help students to explore various career options and to hone their job searching skills of resume and cover letter writing, interviewing, and networking. The Director of Career Services and Internships oversees internships at the College.

Internships in the Physical Therapist Assistant (PTA) program are coordinated by the Academic Coordinator of Clinical Education (ACCE), who is a full-time faculty member in the PTA program.

Internships in the Occupational Therapy Assistant (OTA) program are coordinated by the Occupational Therapy Assistant Fieldwork Coordinator, who is a full-time faculty member in the OTA program.

### Spring/Summer Internship Option

Villa Maria College offers a spring internship option which allows students to enroll in an internship as part of their 12-18 credit full-time load and complete the internship either in the spring semester or during the summer. Students are required to register for this spring internship no later than the end of the drop/add period for the spring semester. Students must declare, no later than the end of the drop/add period, their intention to complete either the spring or the summer internship.

Grades are due for the spring internship at the end of the spring semester. Grades are due for the summer internship on August 1. Students should have a minimum of 12 credits including the internship to ensure financial aid and academic progress.

Seminar sessions of all spring/summer internships will be held starting no later than March 1. For the purpose of a May only start of internship site work, students will be permitted to withdraw from the internship until April 15th. Students are advised that a withdrawal may affect full-time status and financial aid. As with any course, students must complete the course for a passing grade. If a student does not complete the summer internship by August 1, a grade of F will be submitted for the course.

### Summer/Fall Internship Option

Villa Maria College offers a summer/fall internship option that allows students to enroll in the internship as a part of their 12-18 credit full-time load and complete the internship hours either in the fall semester or during the preceding summer.

# academic information

Students who are registered for a fall semester internship but wish to complete hours toward the internship during the preceding summer must secure the approval of the the Director of Career Services and Internships. Only students officially registered for a fall internship may be granted approval to begin working on a credit-bearing internship course during the preceding semester.

Students conducting the internship in the summer must attend the internship seminars scheduled during the fall semester; seminars are a required component of the internship course. As with any course, students must complete all course requirements and earn a passing grade to receive credit. A final grade will be submitted at the end of the fall semester when all course requirements are complete.

## The Honors Program

### Mission Statement

The mission of the Honors program is to provide unique, rigorous, and rewarding educational experiences for academically high-achieving students through both curricular and co-curricular offerings, and to enhance the intellectual culture of the College.

### Acceptance Criteria

First-time students who apply to Villa Maria College and have at least a 90% academic average in high school are eligible to apply to the Honors program. For admission into the Honors program, students must write a separate essay explaining their academic goals, provide examples of their written or creative work, and meet with an Admissions Counselor or the Honors program Director for an interview. Only first-time, first-year students in bachelor degree programs are eligible for the Honors program.

### Honors Program Policies

1. To participate in the Honors Program, all eligible students must sign a contract of commitment by Orientation of their freshman year.
2. Students must maintain a 3.0 grade point average in order to remain in the Honors Program.
  - a. If a student's cumulative GPA drops below 3.0, the student is placed on probation for one semester.
  - b. If the student's cumulative GPA does not return to the required level by the end of the probationary semester, the student is dismissed from the Honors program.
3. Students must take the honors section of COR 101 and five additional Honors designated courses, at least two of which must be at the 300 level or above.
4. Of these five additional Honors designated courses, two must be in the liberal arts and sciences and two must be in the student's major. Honors Learning Contracts must be completed for each of these courses prior to the start of the semester in which they are taken.
5. Students must take and pass the Honors Seminar (for 0 credit hours) each semester. If a student fails Honors Seminar, the student is dismissed from the Honors Program.
6. At the conclusion of their final semester, before graduation, Honors students will participate in an Honors Symposium, presenting an original research or creative project.
7. At least one service learning experience will be completed through the required Honors Seminar.
8. A student's financial aid status may be adjusted if the student voluntarily leaves or is dismissed from the Honors Program

# academic information

## Information and Policies about College Credits, Academic Progress, and Registration

### Credit Hours and Class Time

All courses and degree programs at the College comply with both state and federal guidelines for awarding college credit.

Section 50.1 (o) of the New York State Commissioner of Education Regulations:

(o) Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

U.S. Department of Education similarly defines "credit hour" as:

"...An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
- (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

A college education requires investment of a student's time both in and out of class. Every credit hour at Villa Maria College is equivalent to minimum of 37.5 hours of combined work in and out of the classroom. A typical lecture or seminar course of three credits equals three hours (of 50 minutes each) of class per week for fifteen weeks. Students should expect to spend at least two hours (of 50 minutes each) outside of the classroom studying for every hour inside the classroom; for a three credit course, six hours a week or more of out-of-class work is expected. A studio or laboratory class generally requires more time in the studio or lab though no more credits are accumulated. Students should expect to spend only one hour of outside work for every two hours of studio or laboratory.

In select upper-level courses, students meet in class for less time than they generally would for the credits earned. This arrangement is made to allow them the extra individual time they need to complete intensive program capstone projects and to meet regularly on an individual basis with program faculty members. In independent study courses and courses by contract, students generally meet with faculty members for 1-2 hours per week and spend the rest of the needed course time engaged in guided individual work and learning.

The college utilizes several methods to deliver instruction to students. These methods include in-person, remote and hybrid instruction. The college reserves the right to change the method of delivery of any and all courses at any time.

In hybrid classes, which blend face-to-face with online instruction, students meet in class for a portion of the time expected in a traditional class, and complete the rest of the meeting time engaged in online instruction, while still fulfilling the expected out-of-class work hours. In fully online courses, students devote the same amount of total

# academic information

hours to the class as they would in the traditional face-to-face format, but the hours are spent in a mixture of online instruction and additional individual work.

Most classes at Villa Maria College meet 2-3 times per week for fifteen weeks. Lecture courses meet for 3 hours per week and studio courses meet for 5 hours per week, with a classroom hour defined as 50 minutes according to Carnegie standards. One credit laboratory courses meet for 2 hours per week. A small number of courses meet for 8 weeks, but still fulfill the 37.5 required total hours per credit hour. Hybrid courses meet for 15 weeks and online courses meet for either 8 weeks or 15 weeks, and both also fulfill the 37.5 total hours of student work per credit hour.

## Independent Study

Students may petition to complete the option of an independent study, which may be undertaken for variable academic credit. An independent study cannot be used to duplicate, overlap, replace, or retake a course that is offered by the College. It is intended to provide options to study areas not otherwise available to students. To enroll in an independent study, a student must:

1. Have completed a minimum of 60 credits at Villa Maria College.
2. Have a minimum grade point average of 3.0.
3. Determine credit hours to be completed, based on the extent of the work to be studied, for no less than 1 and no more than 3 credits per independent study.
4. Complete no more than a total of 6 independent study credits during their college career.
5. Request an Independent Study form from the Registrar's Office.
6. Submit the request for review by the faculty member who would supervise the independent study, the department chairperson, and the Vice President for Academic Affairs.
7. Have all paperwork completed, and be enrolled in the course prior to the end of drop/add for the semester in which the student will complete the study.

The course number and title will be included on the student's transcript.

## Earning College Credits

Students may obtain college credits through the following sources, in addition to those earned as a Villa Maria College student:

### Articulation Agreements

Villa Maria College maintains articulation agreements with Alfred State College, Niagara County Community College, St. Bonaventure University, and SUNY Erie. Approval for transfer credit is contingent upon the terms of the respective agreements.

### Advanced Placement

Many high schools offer college-level courses that may earn Advanced Placement (AP) credits. The AP program is sponsored by the College Entrance Examination. Students must receive a score of 3, 4, or 5 on Advanced Placement course exams to receive transfer credit to Villa Maria College.

Villa Maria College maintains advanced placement agreements with Buffalo Center for Arts and Technology, Cheektowaga Central High School, Erie 1 BOCES, Lancaster High School, Maryvale High School, McKinley High School, Orleans/Niagara BOCES, and Timon St. Jude which allow students to complete courses and receive advanced placement credit in specific areas. Approval for transfer credit is contingent upon the terms of the respective agreements.

# academic information

## College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) allows students to receive credit for experience obtained through travel, work, military service, or coursework completed in non-accredited institutions. CLEP exams exist in 34 different areas including literature, language, history, social sciences, mathematics, and business and are administered by the College Board. Information about CLEP can be found at [www.collegeboard.com](http://www.collegeboard.com).

## College Opportunities Prior to Enrollment (COPE)

High school seniors may register for courses at Villa Maria College provided they have a letter of recommendation from their guidance counselor. Course availability is contingent upon available classroom space and course prerequisites. Students may earn a maximum of 12 hours of college credit per academic year and pay COPE course tuition as well as appropriate course fees.

## V. Course Challenge

Designated 100- or 200-level courses at Villa Maria College may be challenged. Students should apply to the Registrar's Office to receive permission to challenge a specific course. The challenge process must be completed prior to the first day of the semester.

No letter grade is assigned for challenged courses. Students are not allowed to challenge a failed course. Challenged courses are not included in determining full-time status for financial aid.

If a challenge is successfully completed, a student may elect to take a more advanced course or an elective to fulfill the appropriate number of credits for a degree. Students must complete the minimum credits required for the associate or bachelor's degree program in which they are enrolled. All associate degrees require a minimum of 60 credits; all bachelor's degrees require a minimum of 120 credits.

## VI. Transfer

Courses completed at other regionally accredited colleges will be reviewed and considered for transfer. Courses accepted for transfer credit require an earned grade of C or above. A grade of C- will not transfer. Courses with grades of S (satisfactory) or P (pass) may be accepted.

Generally, courses must have the same course title and content. Some courses may transfer as liberal arts, art, or general electives. Students may appeal to the Vice President for Academic Affairs for courses with varied titles (but of an equivalent nature) to be credited to their degree program.

Transfer courses will be counted for credit but grades will not be calculated into a student's cumulative grade point average.

Students transferring into a bachelor degree program must earn at least 30 credits at Villa Maria College. Students transferring into an associate degree program must earn at least 15 credits at Villa Maria College.

## Course Load

Students typically enroll in 15-16 credits per semester which allows them to complete an associate's degree in four semesters (two academic years) or complete a bachelor's degree in eight semesters (four academic years). Most programs at Villa Maria College require 30-32 credits per academic year. Many students require more time for degree completion dependent on full or part-time status, preparation for college, and academic success.

# academic information

Any developmental courses students are required to take are part of financial aid calculations for grants and loans but do not count toward graduation.

Full-time tuition covers costs for 12-18 credits per semester. Students with a 3.0 cumulative GPA may request permission to take more than 18 credits in a semester. The request must be made to the Vice President for Academic Affairs. Students enrolling in courses totaling more than 18 credits will be charged additional tuition.

## Prerequisites and Corequisites

Some courses have prerequisites or corequisites. A prerequisite must be completed before a student can enroll in more complex courses. (For example, ART 101 Two Dimensional Design is a prerequisite for almost all other studio art courses at the College.) A corequisite must be taken simultaneously with another course. (For example, BIO 151L General Biology Laboratory is a corequisite with BIO 151 General Biology.) 100- and 200-level courses generally identify entry-level courses, and 300- and 400-level courses generally identify advanced courses.

Some programs require a minimum grade, typically a C or C+, in courses for successful completion of the course. Failure to obtain the minimum grade will require the student to repeat the course in order to obtain that level of proficiency, advance to the next level of courses, and/or meet graduation requirements.

## Quality and Cumulative Grade Point Average

The grade point average (GPA) is the ratio of the total number of quality points earned to the total number of enrolled credit hours. The grade point average identifies the student's level of achievement each semester. The cumulative grade point average is the total GPA over two or more semesters.

## Academic Standards

Each semester, the average of completed course grades is calculated to determine the GPA for that semester. A cumulative GPA is the average of all completed semester credits over two or more semesters. A student's semester GPA after one semester is the same as their cumulative GPA.

Students must attain a 2.0 grade point average (GPA) (the equivalent of a C average) in any given semester to be considered in good academic standing. Students must attain a 2.0 grade point average (GPA) to satisfy degree requirements and, ultimately, to graduate. Some programs require a higher GPA in program courses or overall GPA. Please review the specific programs in this catalog for more detailed information.

If students fall below a cumulative 2.0 GPA, they will be placed on academic probation. At the end of each semester, the Academic Review Committee will make recommendations about students' academic status. Students placed on academic warning or probation will be assigned to the Academic Recovery Program.

## Academic Recovery Program

The Academic Recovery Program provides individual assistance to students that are on academic warning or probation, as defined below. Students who are part of this program will work with the Care Center staff to assess their academic situation, develop an academic success plan, and ensure they take advantage of all available support services.

## Academic Jeopardy

### Warning

# academic information

A student will be placed on academic warning if their cumulative grade point average is above a 2.0 but their semester grade point average is below a 2.0.

## Probation

Students who receive a cumulative grade point average (GPA) below a 2.0 will be placed on probation. Students on probation may be restricted to 6-13 credit hours for the following semester. Probationary students who do not comply with this stipulation and who do not achieve a minimum 2.0 cumulative (not semester) grade point average at the end of their probationary semester are subject to dismissal.

## Final Probation

If students on probation have improved their grade point averages but are still below a cumulative grade point average of 2.0, they may be placed on final probation.

## Dismissal

After review of a student's records, the Academic Review Committee may recommend dismissal if the student has been on probation or final probation for at least one semester and/or shows little indication of improvement. Students may be dismissed if their GPA is under a 1.0 in their first semester or below a 1.5 in subsequent semesters.

If, after three enrollments, a student does not successfully complete a required course of the Core Curriculum (COR 101, ENG 101, ENG 103, COR 401), they will be dismissed from Villa Maria College. If a student enrolls in one of these courses and withdraws during the semester, that enrollment still counts as one of the three enrollments allowed.

## Academic Amnesty

Academic Amnesty is designed to provide former students an opportunity to return to Villa Maria without the burden of past academic difficulties. If approved, a student may have specific previously completed courses eliminated from the computation of his/her grade point average. These courses may not apply toward graduation.

## Procedure

1. The student seeking amnesty must have a cumulative grade point average (GPA) of less than 2.00.
2. At least two full semesters (not including summer) must have elapsed.
3. The student must submit a formal Academic Amnesty Petition through the Registrar's Office.
4. Copies of the petition are sent to the Vice President for Academic Affairs who will review the student's prior record and make a determination about awarding the amnesty.
5. Academic amnesty cannot be used for federal aid satisfactory academic progress purposes. An appeal form can be completed if financial aid eligibility is affected.

## Guidelines

1. Academic amnesty applies to course work taken prior to the point in time the academic amnesty was approved. That point in time must coincide with the beginning of a semester.
2. Academic amnesty will apply to no more than the first 30 credit hours attempted. The 30 credit hours may not be accumulated over more than the first three semesters of enrollment. Amnesty will apply to all courses taken during the period for which academic amnesty is granted regardless of the grade earned.
3. Course work for which the student received a passing grade that is completed during the academic amnesty

# academic information

period may be applied toward completion of certificate or degree requirements. This course work will not be calculated into the student's grade point average.

4. Before academic amnesty is approved, the student must complete at least six credit hours with a minimum of a 2.0 GPA after requesting academic amnesty. The student must show evidence that there is a reasonable expectation of continued satisfactory performance. Course work being taken at the time of the request for academic amnesty will not be considered as part of this requirement.
5. Only post-academic amnesty course work will be computed in the new GPA.
6. All course work taken (and grades received from) Villa Maria College will remain on the student's transcript. A notation on the transcript will indicate the semester(s) for which academic amnesty has been granted.
7. There is no guarantee, expressed or implied, that academic amnesty will be recognized by any other college or university.
8. Academic amnesty will be granted to a student only once.

## Dean's List and Merit List

The Dean's List and Merit List are determined at the end of each semester. To be eligible for the Dean's List, a student must:

- be a matriculated, full-time student, completing a minimum of 12 credit hours;
- have no more than one grade below a B and no grade below a C; and
- have earned a minimum of a 3.3 GPA for the semester.

To be eligible for the Merit List, a student must:

- be a matriculated, part-time student, completing a minimum of 6 credit hours;
- have no grade below a C; and
- have earned a minimum of a 3.3 GPA for the semester.

## Grading System

### Grades for 100-400 level courses:

Letter	Numerical Value	Quality Points Per Semester Credit Hour	Grade Definition
A	93-100	4.0	Excellent
A-	90-92	3.7	
B+	87-89	3.3	Very Good
B	83-86	3.0	
B-	80-82	2.7	Average
C+	77-79	2.3	
C	73-76	2.0	
C-	70-72	1.7	Passing
D+	67-69	1.3	
D	63-66	1.0	
D-	60-62	0.7	Failure
F	0-59	0.0	



# academic information

CR	Transfer Credit	Not calculated into GPA
I	Incomplete	Temporary grade
P/F	Pass/Fail	Not calculated into GPA
W	Student Withdrawal	Not calculated into GPA
Z	Administrative Withdrawal	Not calculated into GPA

## Grades for pre-college courses numbered 021-099:

Letter	Numerical Value	Quality Points Per Semester Credit Hour	Grade Definition
RA	90-100	0.0	Excellent
RB	80-89	0.0	Very Good
RC	70-79	0.0	Average
RF	69-below	0.0	Failure

## Quarter-Term Evaluations and Midterm Grades

All first-year, first-time students, students that are on academic probation, student-athletes, and Achieve students receive quarter-term evaluations in every course they take. The evaluations are both quantitative and qualitative and are intended to provide students an accurate gauge of how they are performing in each class. Advisors/Academic Coaches review the quarter-term evaluations with each student and, if necessary, help them make plans to improve their performance.

All students at Villa Maria College receive midterm grades in every course. These grades are intended to help students understand how they are faring in each course so that they can better plan and prepare for the end of the semester. Midterm grades are not recorded on student transcripts and are not included in any grade point average calculations. Midterm grades are reviewed by the student's advisor.

## Incomplete Grades

An incomplete (I) may be given for a course in which a student has done satisfactory work (C or better) and has completed at least 50% of the course but has been unable to complete it due to serious illness or other serious circumstances. Documentation of the impeding circumstance must be provided to the faculty member by the student in order to request a grade of incomplete. An incomplete grade will not be granted for excessive absence or failure to complete work.

Faculty must determine if an incomplete is possible for a course. Approval is required from the Vice President for Academic Affairs to allow an incomplete grade.

Students are given sixty days from the last day of class to complete required coursework for an incomplete grade. A course must be completed prior to taking any courses for which that course is a prerequisite. Failure to complete the course requirements within the designated time period will result in the grade being changed to F by the Registrar. Students will not graduate unless all incompletes are changed to letter (A-D) grades. Incomplete grades make students ineligible for the Dean's List and Academic Merit List during the semester in which they are received.

## Repeating a Course

To raise a grade of F, D, or C in any given course, or other grades based upon prerequisites in designated courses, students must officially register for the same course, regularly attend classes, and fulfill course requirements. The higher grade earned is used in computing the cumulative grade point average. Both grades are recorded on the transcript. Failed, required courses, as well as courses where specific grades or prerequisites for other courses have not been achieved, must be repeated. Courses may not be repeated more than two times.

If a student does not receive the required minimum grade after three enrollments, the student will not be permitted to complete the program for which that course is required. If a student enrolls in a course and withdraws during the semester, that enrollment still counts as one of the three enrollments allowed. If, after three enrollments, a student does not successfully complete a required course of the Core Curriculum (COR 101, ENG 101, ENG 103, COR 401), they will be dismissed from Villa Maria College.

Financial aid will only be available for students to retake one course they have already passed during their entire college career. After that, any 'improvement repeats' will have to be paid for using non-Title IV money.

## Dropping or Adding Courses

Students may change their course schedules without penalty during the first few days of the semester. For semester courses, students have the first week of classes to drop and/or add courses without academic penalty. For modular courses, the drop/add period is limited to a few days. (Please review the academic calendar in this catalog for dates.) Altering credit totals may impact a student's full-time or part-time status, financial aid status, and/or tuition cost. Students and faculty should adhere to the published drop/add deadline.

## Withdrawal From a Course

Students may withdraw from a course by completing the withdrawal form, which is housed in the Registrar's Office, and meet with the Director of Student Success before the course withdrawal date indicated on the academic calendar. Failing to officially withdraw from a course will result in a failing grade. Withdrawing from a course or courses may impact financial aid awards and/or future eligibility. Please consult the academic calendar in this catalog for the course withdrawal dates. Withdrawals after the drop/add deadline count as course attempts. A student is only allowed three attempts per course and all attempts will be considered in Satisfactory Academic Progress calculations.

## Withdrawal From Villa Maria College

If, for some serious reason, a student finds it necessary to withdraw from the College, an official withdrawal form must be completed no later than the twelfth week of the semester. If students are enrolled in modular classes, withdrawal must be completed by the seventh week of the semester.

A withdrawal from the College is initiated with the Registrar's Office and requires a signature from the Director of Student Success. The completed form must be submitted to the Registrar's Office.

If serious illness or extenuating circumstances occur after the twelfth week of a semester, students may petition to be allowed to withdraw from the College. This petition will need to provide clear evidence of the extenuating circumstances and will be reviewed by the above mentioned offices and the Vice President for Academic Affairs. If withdrawal after the twelfth week is granted, students will then be given a W for all courses not yet completed. Modular courses completed in the first half of the semester will receive the grades given. Academic and financial consequences may affect a student's future college admissibility and financial aid eligibility.

# academic information

Students who stop attending classes but who are not formally withdrawn from the College will receive an F for all courses and risk dismissal from the College. Additionally, students may jeopardize future eligibility for financial aid at Villa Maria College and at other colleges.

If a student re-admits to the College after an official discontinuance or unofficial withdrawal, the student will follow the current program planner in place for the semester of re-admittance.

## Leave of Absence.

Because a leave of absence allows a student to postpone the program requirements in place when admitted to the College, a serious reason for the request will be required for a leave of absence to be granted. The process for a leave of absence begins by obtaining a form from the Registrar's Office. The completed form must be submitted to the Vice President for Academic Affairs for consideration. Please see the Basic Financial Information section of the catalog for more information.

## Cross Registration

Full-time, matriculated students who are registered for a minimum of 12 credit hours at Villa Maria College may take courses not offered at the College at another cooperating institution with no additional tuition. Students registered at other colleges and universities may also take courses at Villa Maria College depending on course availability. Tuition is paid at the "home institutions;" however, students are responsible for all fees at the college offering the course. Cross registration must be completed within one week of the beginning of the semester.

## Program Declaration

When a student completes an admission application, a student is enrolled in the designated program or Exploratory Status. For students wishing to make changes to their course of study, they should complete the Program Declaration form. These changes include:

- Adding or dropping a major;
- Adding or dropping a degree;
- Adding or dropping a minor;
- Adding or dropping a concentration;
- Adding or dropping a certificate; and/or
- Changing from an associate degree to a bachelor's degree or vice versa.

The Program Declaration form must be initiated by the student, signed by the new program chair, and submitted to the Registrar's Office before the student can enroll in courses in that program. This form should be completed at least one semester prior to graduation.

Students must meet all Admissions requirements associated with the program in order to change their major. Students must obtain a Program Declaration form and instructions from the Registrar's Office and will be expected to provide a portfolio, complete an audition, and/or complete an interview with a designated program faculty member prior to submitting the form to the Registrar's Office. If admitted into a new program, a student's recorded program will be changed as of the beginning of the semester following the request for change of program. The student will be responsible for completing all program requirements in place as of the date when the change of program is recorded in the Registrar's Office. Delaying a change of program may jeopardize degree completion and graduation.

# academic information

## Requirements for Certificates, Concentrations, & Minors

Concentrations and minors require a minimum of 6 courses (18 credits). Credit requirements for certificates may vary. A student must complete necessary prerequisites and meet minimum grades for all certificate, concentration, and/or minor courses. Upon completion of all requirements for certificate, concentrations, and minor, a student's transcript will identify the completed certificate, concentration, and/or minor as well as the designated major.

Students cannot apply more than two courses (6 credits) of required courses in their major program toward fulfilling the requirements of a minor. However, students can exceed the two course (6 credits) allotment if they take minor courses that also fulfill elective requirements in their major program.

## Change of Program Planner

A student may petition to complete the program requirements for a more recent program planner than the one under which the student enrolled. This petition is initiated by completing a Program Planner Change Request form in the Registrar's Office.

## Information about Degree Completion and Commencement

### Degrees Awarded

#### Bachelor's Degrees

Bachelor of Arts (B.A.)

Bachelor of Business Administration (B.B.A.)

Bachelor of Science (B.S.)

Bachelor of Fine Arts (B.F.A.)

#### Associate Degrees

Associate in Arts (A.A.)

Associate in Science (A.S.)

Associate in Applied Science (A.A.S.)

### Bachelor's Degree

A candidate for a bachelor's degree must present a minimum of 120 undergraduate credits fulfilling all program and general college requirements. Thirty of these credits must be earned at Villa Maria College.

### Second Bachelor's Degree

A student who holds a bachelor's degree from Villa Maria College or another regionally accredited institution may pursue a second bachelor's degree. Acceptable credits from the first degree may be applied to the second degree. In all cases, at least 30 additional credits will be required to complete a second bachelor's degree, including required courses in the program of study. Students who are completing their first bachelor's degree, but are intending to pursue a second, must fill out the appropriate paperwork at the Registrar's Office to make sure that they are advised accurately.

### Associate Degree

A candidate for an associate degree must present a minimum of 60 undergraduate credits, of which at least 15 must be completed at Villa Maria College.

# academic information

## Second Associate Degree

A student who holds an associate degree from Villa Maria College or another regionally accredited institution may pursue a second associate degree. Acceptable credits from the first degree may be applied to the second degree. In all cases, at least 15 additional credits will be required to complete the second associate degree, including all required courses in the program of study. Students who are completing their first associate degree, but are intending to pursue a second, must fill out the appropriate paperwork at the Registrar's Office to make sure that they are advised accurately.

## Graduation Requirements

A minimum cumulative grade point average of 2.0 is required for graduation. Some programs require grades higher than C for advancement to the next-level course or a grade point average higher than 2.0 for graduation. Students must be enrolled at Villa Maria College the semester they intend to graduate; the Vice President for Academic Affairs will consider, in rare cases, written appeals for exceptions to this policy. Service Learning requirements must be fulfilled in order to receive a diploma.

## Degree Completion and Commencement

Degrees are granted in December, May, and August. All degree requirements must be completed by the designated date in December, May, and August to be granted a degree. Commencement activities are held once a year in May. Diplomas are distributed at that time. December, May, and August graduates are invited to participate in the May commencement ceremonies.

Students who wish to participate in Commencement without completing all degree requirements must submit an application to the Registrar. The Registrar will ensure that students meet established criteria and will forward the application to the Vice President for Academic Affairs for final approval.

Students with up to six credits of remaining coursework may be considered for participation in commencement ceremonies provided that they have a cumulative grade point average of 2.0 or higher and have completed all other degree requirements. Students must prove that they are registered for summer courses at Villa Maria College. The Registrar and Vice President for Academic Affairs will consider cases in which the student is co-registered at another institution for summer courses.

Students who participate in commencement without meeting all degree requirements will not be designated as receiving Honors, because the final grade point average will remain to be determined.

Students who fit the above criteria will not receive a diploma or transcript until such time as they complete all outstanding requirements. The degree completion date assigned to such students will be the next identified graduation date for Villa Maria College.

## Honors at Commencement

Earning a degree with honors at commencement is recognition for students who have maintained a high degree of scholastic excellence throughout their college careers. Honors are awarded at commencement for the following, cumulative grade point averages.

- With honors: 3.40 – 3.59
- With high honors: 3.60 – 3.79

# academic information

- With highest honors: 3.80+

## **Student Awards at Commencement**

### **The Blessed Mary Angela Student Award**

Named after the foundress of the Felician Sisters, the Blessed Mary Angela Student Award is awarded annually at Commencement to the most outstanding graduate of Villa Maria College. The award is selected by the President of the College and the Cabinet, based on nominations from Faculty and Staff. Recipients should embody the mission and values of Villa Maria College demonstrated through outstanding achievement in academics, leadership, and service to both the College and local community. The recipient will address the assembly at the Commencement ceremony.

### **The Martin Wanamaker Spirit Award**

The Martin Wanamaker Spirit Award is given by the Student Life Office to a graduate who has distinguished themselves in promoting spirit on campus.

# students rights and responsibilities

## Confidentiality of Student Records

Villa Maria College, in compliance with the amended Family Educational Rights and Privacy Act (FERPA) of 1974, protects the privacy of students who attend or have attended the College. Therefore, no information from students' educational records will be disclosed except to parties who have been determined to have legitimate need as defined by the policies of the Registrar's Office.

Villa Maria College retains the right to release certain public directory information about students, unless a student files an appropriate form requesting that this information not be released. This data includes the student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended, and any photograph. Information may be released to official agencies or organizations. Villa Maria College does not publish nor make a student directory available to non-campus constituencies.

### All formal requests for records should be directed to:

Registrar  
Villa Maria College  
240 Pine Ridge Road  
Buffalo, New York 14225

## Class Attendance

Students at Villa Maria College are expected to attend and to arrive promptly for all classes. If, for some compelling reason, a student must miss classes, they are responsible for any work missed during those absences. At the beginning of each semester, instructors will provide students with a course outline that will include information about penalties for failing to attend a class.

Students are responsible for notifying instructors as soon as possible about any anticipated absence or, in the case of an emergency, as soon as possible after the emergency.

All faculty members at Villa Maria College record student attendance and submit these records regularly to the Registrar's Office. Faculty members have the right to determine what constitutes excessive absence. Each faculty member will determine the point at which tardiness or absences have affected a student's potential to succeed in completing the course.

## Grade Grievances

Students have the right to request information from the faculty member teaching any course about how the final grade was calculated. If a student believes a final grade does not reflect the work completed or the level of knowledge obtained, the student may petition that grade to the Department Chair within 10 calendar days from the end of the course. Prior to that petition, however, the student must seek clarification from the faculty member of the course.

## Academic Integrity

The entire Villa Maria College community, faculty and students alike, are responsible for conforming to the highest level of integrity and academic honesty.

# students rights and responsibilities

All members of the College community are expected to uphold the College mission in their conduct, words, and creative works. Students are responsible for ensuring their developing and completed work professionally and ethically represents themselves, the College and the profession to which they aspire.

Academic dishonesty can include cheating and plagiarism which are offenses against the College community. Such behaviors are a violation of ethical standards.

Cheating may take many forms including:

- Giving or receiving answers to or from another person;
- Using aids or materials not permissible when completing a test or other assignment;
- Altering academic records; or
- Any other activity in which students improperly use work which is not their own.

Plagiarism is using another's work and presenting it as one's own. This may include using sentences, paragraphs, or entire sections of documents without properly citing the material used as a source. Plagiarism also includes using music or art belonging to another person without receiving authorized written permission for part or all of the work. Buying or selling papers or using one's own work for one or more courses without permission from all faculty members involved also constitutes a form of plagiarism.

If a student is found to have engaged in any form of academic dishonesty, the faculty member will inform the student and provide a written statement of the offense with the penalty to be imposed. The student then has 10 calendar days within which to appeal in writing to the Department Chair. Further appeals may be made to the Dean of Faculty.

Penalties for academic dishonesty may result in:

- Receiving a zero for the assignment in question;
- Failure for the course in question; or
- Other sanctions may be applied under the Student Code of Conduct found in the Student Handbook.

## Classroom Conduct

The college environment is a special place which provides a unique opportunity for students. Students are responsible for behaving in an appropriate and professional manner at all times which is befitting the college environment and which respects the rights of others.

Specifically:

- Students must be on time and prepared for class.
- Comply with instructor's policies regarding cell phone use.
- Appropriate language and behavior is expected at all times while on College property.
- Respect must be shown for all viewpoints, even those with which one does not agree.
- Assignments should be completed in a professional manner and submitted on time.

Failure to meet these expectations may result in action taken by the faculty member, including removal from class, removal of electronic devices, etc. In addition, classroom disruption may result in student conduct action under the Student Code of Conduct found in the Student Handbook.



# students rights and responsibilities

## Appeals Process

Students have the right of appeal in all matters. If a student has a grievance, they should first make an in-person appeal to the appropriate faculty member or administrator with whom they have the grievance. In the event that a student is dissatisfied with the outcome of a decision from this meeting with the faculty member or administrator, they may make a further written appeal to the Department Chair within 10 calendar days of the date of the original grievance. If a student remains dissatisfied with the outcome of this second written appeal to the Department Chair, they may submit a third and final appeal. The student must submit documentation of the written appeal to the Dean of Faculty within 20 calendar days of the date of the original grievance. The decision of the Dean of Faculty will be final.

# student services

## Academic Advising

Academic advisors are assigned to all students prior to their first semester at Villa Maria College. Advisors serve as consultants, assisting students with course selection, and schedule planning, and responding to student needs.

In addition to the College Catalog, students have access to course outlines and program handbooks for program information.

Advising is a shared responsibility. Although advisors are responsible to help students with course planning and progression through a program, students are ultimately responsible for completing course, program, and graduation requirements.

Advisement for first time Villa students occurs in the Student Success Center. After the first semester for transfer students, and the first year for freshmen, students transition to faculty advisors. Faculty advisors maintain regular office hours throughout the academic year and seek to help students in whatever way possible. Many academic processes cannot be completed without the approval of a student's academic advisor.

## Accessibility Services

The Director of Student Success provides consultation and educational services to qualified students with disabilities in accordance with guidelines established by the Rehabilitation Act of 1973, Section 504, the Americans with Disabilities Act of 1990, and the ADA Amendment of 2008. In order to receive services, students must self-identify to the Director and Student Success Center staff and provide appropriate documentation. Accommodations are determined on an individual basis and include (but are not limited to) books in alternative format, extended testing time, note takers, alternative testing conditions, and assistive technology.

Once students have self-identified and met with the Director of Student Success, they have access to services such as books in alternative formats, extended testing time, note takers, alternative testing conditions, and assistive technology. Students must take the responsibility for making appointments with the Director of Student Success in order to receive the accommodations to which they are entitled. Students who are part of the Achieve Program should work with the Director of Achieve to secure academic accommodations.

## Achieve Program for Students with Learning Differences

The Achieve Program provides specialized services to students with learning differences to support each individual through the transition to college and career. Students will gain confidence as they develop effective self-advocacy and goal-setting skills, which prepares them for academic and social success during college and their careers. Students in the Achieve Program receive benefits such as priority registration, expanded use of assistive technology, regular coaching/advising/tutoring sessions, and specialized internship and career development workshops. For more information, visit the Achieve website at [www.villa.edu/Achieve](http://www.villa.edu/Achieve).

## Campus Ministry

The Campus Minister promotes the spiritual well-being of the Villa Maria College community. The Director of Campus Ministry is available for pastoral counseling. The Campus Minister's Office is located in the main building. Students of all faiths are welcome to seek services.

## Care Center

The mission of the Care Center is to provide counseling and social work services as well as programs to promote and enhance the personal growth, mental health, and well-being of students in an environment that is supportive and inclusive. The counseling process helps students overcome obstacles to achieve personal, educational and professional goals.

Students engage in counseling to address a variety of concerns including feelings of depression/anxiety, grief/loss, relationships, procrastination, balancing responsibilities, managing stress, improving confidence, and overall adjustment to college. Counseling is confidential, available to all enrolled students and is free of charge.

- Social Work Services
- Academic Recovery Program

## Career Services Center

The Career Services Center provides career advisement and information, employment postings, assistance with job search strategies and similar matters. All students, from those just beginning their college experience to those nearing graduation, as well as alumni, are invited to utilize the services of the Career Services Center, located on the ground floor of the Library Building.

## Computer Services

All registered, full-time and part-time students are entitled to a Villa Maria College computer account which provides access to college computer systems, the student portal, D2L, printing capabilities and email. Email is a key means of communication between the College and its students. The Villa Maria College student portal will allow students to register online and access midterm and final grades. Accounts are obtained at registration, new student orientation, or directly from Computer Services. Villa Maria College encourages all of its students to regularly check their email accounts for special announcements and daily information.

All students are provided a secure villa.edu email account. Faculty and staff should not be expected to collect or communicate with students' personal email addresses.

Program-specific, instructional computer laboratories provide specialized software for program majors including

# student services

AutoCAD, Photoshop, Maya, Combustion, Studio 4, Acrobat Professional, Director, Audition, Dreamweaver, Final Cut Studio, Finale, Reason, and Adobe Creative Suite and Lectra. Access to these facilities is provided to program students by the faculty. All specialized computer labs include access to either printers or plotters.

Wi-Fi access to the Internet is available in all campus buildings. The Computer Services Staff offices are located on the ground floor of the Music Building. Support staff can be contacted Monday through Friday at [helpdesk@villa.edu](mailto:helpdesk@villa.edu). Appointments can always be arranged.

## Housing

Villa Maria College partners with Collegiate Village to provide apartment-style housing for Villa Maria College students. Located about 1.5 miles from the campus, there is a shuttle bus that runs regularly between the College and Collegiate Village. Residents are expected to abide by the Collegiate Village Resident Handbook and the Villa Maria College Student Handbook.

## Library Services

The mission of Villa Maria College Library is to provide resources and services that support the teaching mission of the college and to assist students in becoming information literate.

The Villa Maria College Library is the primary information resource center on campus. The Library is open any time that the Main building is open, and librarians are available Monday through Friday with extended hours by request. Librarians are available for individualized research assistance as well as group workshops and in-class information literacy sessions. The Library has both group study and individual silent study spaces, as well as a computer lab and two multifunction printer/scanner/copier machines.

The library holds more than 10,000 print books and subscribes to more than 45 print periodicals. More than 200,000 eBooks and 25,000 electronic journals/magazines are available online through the Library website (<http://www.villa.edu/academics/library/>); CDs, DVDs, audiobooks, computer software, and various technological equipment are also available. Library resources are supplemented by a robust Interlibrary Loan system that enables library users to borrow materials from other libraries throughout the world. The library is also home to the Testing Center for students who receive testing accommodation and/or need to complete make-up assessments.

## Registrar's Office

The Registrar's Office is the main repository for all student records and is responsible for maintaining their accuracy. The Registrar's Office will review courses for consideration of transfer credit and AP credit. Students may obtain copies of their schedules and grades directly from the student portal or from the Registrar's Office.

The Registrar's Office is central to student registration and provides course offering information each semester on the College's website. If students are unable to make adjustments to their schedule through their faculty portals, they can contact their faculty advisor.

Other procedures involving the course schedule including but not limited to withdrawal from a course or course challenges, begin with a student obtaining the appropriate form from the Registrar's Office and returning the form in a timely manner.

Students can request copies of their official college transcripts through the National Student Clearinghouse. There is a nominal cost associated with requesting an official transcript. Current students can obtain an unofficial copy of their student portal.

# student services

## Student Handbook

The Villa Maria College Student Handbook provides information about student life including student organizations and services. It also contains important information on campus policies and procedures including conduct policies and other policies including those related to alcohol and drugs, bias-related crime and crime prevention, hazing, sexual assault, sexual harassment, smoking, and student grievances. Copies of this handbook are found online at <https://www.villa.edu/campus-life/student-services/>

## Student Life & Conduct

The Director of Student Affairs coordinates orientations and campus-wide student activities, maintains immunization records, serves as a Deputy Title IX Coordinator, and also oversees all conduct issues at the institution. The Student Life Office is located in the Dining Hall. The Student Affairs Office is located on the ground floor of the Library.

## Student Success Center

The mission of the Student Success Center is to provide services and programs that are designed to enhance all undergraduate students' academic performance and promote successful completion of their academic career at Villa Maria College. The Student Success Center provides student-centered planning to foster personal and academic growth that leads to empowerment and transformation.

Student Success Center goals:

- To provide support to students in achieving their academic goals
- To engage with faculty and administrators to positively affect student success
- To maintain high standards of excellence for the Student Success Center

Student Success Center services:

- First-Year and First-Semester Transfer Student Advising
- Academic Skills Workshops
- Assisted Learning Labs (ALL)
- Tutoring Services

For more information, visit the Student Success Center website at [www.villa.edu/academics/student-success-center](http://www.villa.edu/academics/student-success-center).

# student clubs and organizations

Below is a list of the major clubs and organizations available to students at Villa Maria College. The College continually works with students and faculty alike to develop and implement new clubs of interest to students on campus.

**AD Club** is a unique blend of majors that works to promote campus activities and events through innovative methods!

**Ambassadors** is a network of Villa students who assist the College in various recruitment and service-related activities.

**Animation Club** is open to all animation majors. The club affords students the opportunity to build their social, professional, and networking skills while learning and sharing animation knowledge above and beyond what is learned in the classroom. Club members will also travel to film festivals and animation studios.

**Business Club** is a social and professional club open to all students who desire to participate in community-based projects while having fun and expanding hands-on knowledge of management.

**Campus Ministry Team** offers opportunities for the students, faculty, and staff of the College to deepen their awareness of the presence of God and promotes an appreciation and respect for the dignity and integrity of all persons.

**Delta Epsilon Sigma** is the national honor society for bachelor-degree students. Students eligible for membership must be at the junior level or higher and must be in the top 20% of their class.

**Drama Appreciation Club** is a club to learn about, better understand, watch, and in the future, perform works and have a general appreciation of the dramatic and theatrical arts.

**E.A.S.E.** is an acronym for Environmental Awareness, Sustainability, and Education. In 1979, Pope John Paul II declared St. Francis of Assisi the Patron of Ecology. As a Franciscan institution espousing the values of St. Francis, the group's theme is "Care for Creation." The group will learn and share information on issues impacting the environment while addressing how individuals can respond to help "ease" up on the earth and all creation.

**Eye To Eye** is a college mentorship club for students with learning differences. This club actively works with a local middle school to work with students who also have learning differences and develop a mentorship with these students.

**Fashion Club** is open to all Fashion Design and Merchandising majors. Meetings are dedicated to expanding interest in the fashion industry and discussing current happenings in the fashion world. The club also sponsors trips to fashion related businesses and/or locations.

**Film Club** provides a commonplace for students with an interest in film to meet, appreciate, and discuss a variety of films, as well as provide students with the opportunity to be involved in local film events and to produce both individual and group films.

**Gaming Guild** is an interactive and fun club where students can come together to discuss, appreciate, and play games of all varieties, including board, card, and video games.

**Graphic Design Club** is open to all Graphic Design students. The club's purpose is to enhance the quality of education and life on Campus through visual communication, to provide professional development, to promote community outreach, and to have fun doing it!

# student clubs and organizations

**IN Club** is the Interior Design club for current students and alumni. The club's purpose is to make members aware of current aspects in the design field and to assist members in preparing for employment. All members are required to be registered with the American Society of Interior Designers (ASID).

**Music Club** is open to all music students. Meetings involve musical discussions and performance and critique sessions. Members have the opportunity to perform their studio pieces or original compositions and receive constructive criticism from peers.

**OTA Club** provides a peer support group for academic success for students who are enrolled in or are interested in the Occupational Therapy Assistant program.

**Phi Theta Kappa** is the national honor society for associate-degree students. Students eligible for membership must have a scholastic GPA of 3.5 or higher, completed a minimum of 12 credit hours of coursework leading to an associate degree, and demonstrate leadership and service qualities.

**Photovisions** is the photography club for current students and alumni. Speakers, field trips, and group activities promote knowledge and networking with area galleries and photographers.

**Physical Therapist Assistant/Health Related Professionals Club** is a social and educational club comprised of Physical Therapist Assistant students and students interested in health science career fields. The organization sponsors program-related seminars, social activities, and speakers who share professional and career information.

**PRIDE!** is open to all Villa students and is committed to creating a safe and friendly community for all LGBTQS (Lesbian, Gay, Bisexual, Questioning/Queer, Straight) students, promoting equality, and raising awareness through education and discussion.

**Radio Club** is a club focused on helping students get their music and voices heard across the college! If you like to create original content, music, poetry, etc., and want it to get publicized, this club is a great place to start!

**The Writers' Circle** is an informal gathering of student creative writers who share their prose and poetry, offer readings of their own work, and host poets and authors at the College for readings and workshops. It is open to all students, whether or not they have taken any Creative Writing classes as well as Creative Writing and Literature majors.

**Villa Maria College Student Alumni Association Club** is committed to nurturing a relationship between students and the College based on loyalty and the pursuit of knowledge. Membership in the Club will sustain a bond between students and graduates and coordinate student and alumni support of the College.

**Villa Vibe** is the college's student-run newspaper! Do you like writing, developing layouts, and working with a team of students from all majors? Then this club is for you!

**Villa Volunteers** is a group of Villa Maria College students, faculty, staff, alumni, and friends who are dedicated to making a difference through service to others.

# campus resources

## **Art Shop**

A fully-equipped woodworking shop is available for art students featuring a broad selection of hand and power tools. A shop safety class is required for active privileges.

## **Athletic Center**

The Villa Maria College Athletic Center houses a full-size gymnasium, a practice gymnasium, men's and women's locker rooms, a fitness center, and a large social hall. The Athletic Department offices are located in the Athletic Center.

## **Bookstore**

Villa Maria College's student bookstore is operated by Follett and carries textbooks for purchase or rent, as well as other required course materials. The bookstore buys back purchased books from students throughout the year. All course-related art supplies and other school supplies are available in the store, as well as insignia apparel, paperback books, and snacks.

## **Business Office**

All business transactions including tuition payments, financial aid refunds, and federal work study checks, are conducted during posted office hours at the Business Office.

## **Campus Safety and Crime Statistics**

The college will provide, upon request, all campus crime statistics as reported to the United States Department of Education. These statistics are also available on the College Web site [www.villa.edu](http://www.villa.edu). The Web site of the U.S. Department of Education for campus crime statistics is accessible via [www.ope.ed.gov/security](http://www.ope.ed.gov/security).

The designated college contact authorized to provide such statistics is the Vice President for Enrollment Management and Operations, Brian Emerson, who can be reached at (716) 961-1838.

## **Care Center**

The mission of the Care Center is to provide counseling and social work services as well as programs to promote and enhance the personal growth, mental health, and well-being of students in an environment that is supportive and inclusive. The counseling process helps students overcome obstacles to achieve personal, educational and professional goals.

Students engage in counseling to address a variety of concerns including feelings of depression/anxiety, grief/loss, relationships, procrastination, balancing responsibilities, managing stress, improving confidence, and overall adjustment to college. Counseling is confidential, available to all enrolled students and is free of charge.

## **Emergency Notification**

Stay in the loop about campus closures, security issues, and other important campus updates at Villa Maria College using the e2Campus system, and get notifications where you want to receive them. You will be able to receive messages and updates about different situations on campus, from closures to construction once you have signed up for the service online. You can receive notifications over the phone, as a text message, through email, or on social media. By signing up you can decide what notifications work best for you. Register for free at [villa.edu/emergency-message-registration/](http://villa.edu/emergency-message-registration/)

## **Library Services**

The mission of Villa Maria College Library is to provide resources and services that support the teaching mission of the college and to assist students in becoming information literate.

The Villa Maria College Library is the primary information resource center on campus. The Library is open any time

## campus resources

that the Main building is open, and librarians are available Monday through Friday with extended hours by request. Librarians are available for individualized research assistance as well as group workshops and in-class information literacy sessions. The Library has both group study and individual silent study spaces, as well as a computer lab and two multifunction printer/scanner/copier machines.

### **Paul William Beltz Family Art Gallery**

The Gallery features numerous exhibits throughout the year that highlight the work of professional artists, local high schools and Villa Maria College's faculty and students. Gallery openings give family, friends and members of the community the opportunity to view the talents of these artists in a professional and artistic setting. The Gallery is located on the ground floor of the main campus building and is open to the public.

### **Security**

A professional security officer is on duty whenever buildings are open. The officer patrols the hallways, classrooms, and grounds regularly. Additional security is present during large campus events. Security can be reached via phones located at the end of each hallway. Dial Speed 2 or 870.7176 to reach security. Instructions are also posted next to each phone.

### **Sister Mary Josette Food Pantry**

With the help of the Food Bank of Western New York, the Sister Mary Josette Food Pantry serves students, alumni and members of the local community.

### **Villa Bistro**

Villa Bistro offers a diverse menu of made-to-order deli sandwiches, a fresh oven station, hot lunches, soups and beverages and a variety of other gourmet lunch options. The Bistro also provides catering services. Located in the main building of the campus in the dining hall, the Bistro is open daily to all students and staff during the academic year. Hours of operation may vary.

## athletics

Villa Maria College re-introduced the proud tradition of intercollegiate athletics in the 2015-2016 academic year. The Vikings compete in the United States Collegiate Athletic Association (USCAA) and have quickly become an integral part of the total student experience.

The Vikings compete in seven intercollegiate sports: men and women's soccer, men and women's cross country, men and women's basketball and women's bowling. Also, club sports cheerleading and junior varsity (JV) basketball. As the college continues to grow, the goal is to implement additional opportunities for student-athletes throughout the three seasons.

Vikings Athletics complements the institution's core educational mission, helping to enrich the lives of our students while contributing to a vibrant and diverse campus community that inspires excellence. Our work contributes to the holistic educational environment and strengthens community at the College. Academic and athletic excellence are compatible in a well-balanced environment that encourages student-athletes to thrive and achieve their full potential as whole people.

Prospective student athletes should contact the head coach or Athletic Director for additional information. For contact information or general Vikings athletic information, visit our website at [www.villavikings.com](http://www.villavikings.com).



# programs of study

## Programs of Study – Majors

Animation (B.F.A.)  
Business Administration (B.B.A., A.A.S.)  
Computer Software Development (B.S.)  
Digital Filmmaking (B.F.A.)  
Digital Media and Communication (B.S.)  
Fine Arts (A.S.)  
Game Design (B.F.A.)  
Graphic Design (B.F.A., A.A.S.)  
Integrated Arts (B.F.A.)  
Interior Design (B.F.A.)  
Interior Design Assistant (A.A.S.)  
Liberal Arts (A.A.)  
Music Industry (B.S.)  
Occupational Therapy Assistant (A.A.S.)  
Photography (B.F.A., A.A.S.)  
Physical Therapist Assistant (A.A.S.)  
Psychology (B.A.)

## Programs of Study – Minors

Art Therapy  
Business Administration  
Computer Software Development  
Creative Writing  
Digital Filmmaking  
Digital Media Marketing  
Fashion Design  
Fashion Design and Merchandising  
Fashion Merchandising  
Fine Art  
Graphic Design  
Interior Design  
Jazz  
Journalism  
Literary Studies  
Marketing  
Music Performance  
Music Production for Non-Music Majors  
Music Therapy  
Photography  
Pre-Law  
Psychology  
Religious Studies

## Programs of Study – Concentrations

Business Administration  
Digital Media Marketing (Business Majors Only)  
Fine Arts (only for students in the Art Department)  
Game Design (Computer Software Development Majors Only)  
Human Resources (Business Majors Only)  
Marketing (Business Majors Only)

## Programs of Study – Certificate

Furniture Design  
Historic Preservation

# programs of study

## Exploratory Status

It is not unusual for students to be undecided about their major when they begin college. Selecting a major can be a challenging process. These decisions should not be made hastily; rather time and careful consideration are needed to decide one's most suitable and best path.

All Villa Maria College students must declare a major by the time they have successfully completed 30 credit hours and/or two semesters. Up to this point, however, students may simply declare the status of Exploratory. At Villa Maria College we prefer the term "exploratory" over "undeclared" because the process by which a student decides their major is not an idle one. It is an active and exploratory process where students must develop their strengths, set long-term goals, and discover what path is best for them.

The Exploratory Status allows students the opportunity to take courses in various majors, take advantage of guidance and resources available from the Student Success Center (SSC), the Career Center, and other faculty and staff at the College. Through the SSC, students will be advised to explore a number of introductory courses within majors, while also fulfilling the Core Curriculum requirements needed for graduation in all majors at Villa Maria College. Core Curriculum requirements can be found in the academic information section of the catalog.

An example of a student's course of study is below:

### 1st Semester

COR 101

ENG 101

Core Elective

Major Exploration

Major Exploration

### 2nd Semester

ENG 103

Core Elective

Core Elective

Major Exploration

Major Exploration

# programs of study

## Academic Departments

### Digital Media Arts

- Animation
- Game Design
- Digital Filmmaking

### Fine Arts & Design

- Fashion Design & Merchandising
- Fine Arts
- Graphic Design
- Interior Design
- Photography

### Health Sciences

- Occupational Therapy Assistant
- Physical Therapist Assistant

### Humanities & Social Sciences

- Creative Writing & Literature
- Digital Media & Communications
- Psychology

Other subject areas taught in this department include but are not limited to:

- American Sign Language
- Anthropology
- Archaeology
- English
- French
- Global Perspectives
- History
- Sociology
- Spanish.

### Music Department

- Music Industry

### Natural Sciences & Professional Studies

- Business Administration
- Computer Software Development

Other subject areas taught in this department include but are not limited to:

- Biology
- Chemistry
- Mathematics
- Physics.

# programs of study - majors

## **Animation**

### **BACHELOR OF FINE ARTS (B.F.A.)**

#### **Program Description**

The Animation program is designed for the student who is interested in learning to creatively communicate through the art of animation within the framework of motion-picture filmmaking, gaming, visualization as well as interactive media. Whether students want to start their career locally or work in a large metropolitan city, the real-world skills and experience that students gain in the Villa Maria College Animation program will prepare them well. Students will learn to work with traditional media such as pencil and paper, as well as industry standard 2D and 3D computer animation and graphics software.

This is an intensive, hands-on program where students will be introduced to all of the processes involved in the animation production pipeline, from initial script to character design and modeling to animation and final editing. At the end of the sophomore year, students will then take part in a review, where faculty will guide each student in choosing a specialization which will be explored and built upon in the junior and senior years.

Students will choose from one of three areas of specializations, allowing them to develop their personal artistic vision and focus their skills in a particular area. The three specializations are Pre-Production, Production, and Post-Production. Within Pre-Production, students may focus on areas such as storyboarding, character design, or set design. Within Production, students may focus on areas such as 3D modeling, 2D/3D animation or rigging. Within Post-Production, students may focus on areas such as lighting or compositing.

Experienced in the animation industry, our skilled and qualified faculty includes working professionals. Small class sizes mean individual attention. Students are encouraged to be openly creative and engage in friendly competition and sharing, building a richer, more successful individual.

Course electives for the following tracks are:

- 2D/Alternative Techniques Track: ANM 301, ANM 302, ANM 412.
- 3D Track: ANM 304, ANM 308, ANM 410.
- Lighting & FX Track: ANM 302, ANM 304, ANM 410.
- Character Animation Track: ANM 301, ANM 308, ANM 412.
- Gaming: GDE 315, GDE 317, GDE 319.

#### **Program Requirements**

Animation majors must earn a grade of C or above in all Animation (ANM) courses for successful completion. Students must also complete several animation electives, which include the following courses:

- All courses with an Animation (ANM) designation;
- GDE 315 Dynamic Character Animation for Interactive Games;
- GDE 317 Game Modeling and Texturing; and
- GDE319 Introduction to Level Design for Video Games.

#### **Program Facilities**

The three computer animation studios and one stop-motion studio include high powered computer workstations. Computers are outfitted with industry standard software such as the Autodesk Entertainment Creation Suite, which includes software such as Maya, Mudbox, and MatchMover. In addition, we run Adobe CC, FlipBook Studio, Harmony, Combustion, Final Cut Pro, Quicktime Pro, and Pixologic ZBrush.

The Stop Motion Studio is equipped with Dragon Stop-Motion software as well as a specialized lighting system. Animation students have access to the Art Shop for fabrication of stop-motion puppets.

# programs of study - majors

Equipment available for student use includes HD video cameras, Nikon digital still cameras, flatbed scanners, traditional animation light tables, and camera stands for creating animated pencil tests. Several studio spaces are equipped with Sony large-screen televisions and Blu-Ray DVD players.

## Career Potential & Employment Outlook

Animators work in the motion picture and video industries, advertising, and computer systems design services. A variety of careers exist within this industry from special effects artists, to storyboard artists, to motion graphic artists. Among many other positions, 2D animators can work as flash animators, character designers, layout artists, and character animators. 3D animators can look forward to careers as character animators, character designers, character riggers, lighting artists, special effects artists, texture artists, and the many other positions necessary to create both animated films and video games. Information from the Bureau of Labor Statistics supports the need for qualified employees in this field as the demand for realistic games, movie, and television special effects and 3D animated movies continues to grow with a prediction that employment of animators is expected to grow.

## curriculum requirements

Bachelor of Fine Arts (B.F.A.) in Animation

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART105	Drawing II	3
ART104	Drawing I	3	ENG103	English Composition II	3
ENG101	English Composition I	3	ANM105	Introduction to Animation	3
COR101	First Year Core Curriculum Seminar	3	ANM206	Animation Pre-Production II	3
ANM104	Animation Pre-Production I	3	COR__	Core Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ANM103	History of Animation	3	ANM101	Film, Theory & Technique	3
ANM201	Advanced Animation	3	ANM203	Three Dimensional Computer Animation II	3
ANM204	Three Dimensional Computer Animation I	3	ANM211	Post-Production	3
ANM210	Motion Graphics & Editing	3	ART204	History of Art II	3
COR__	Core Elective	3	COR__	Core Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ANM304	Junior Film Project I	3	ANM305	Junior Film Project II	3
ANM310	Professional Practices and Advanced Processes	3	ANM__	Animation Elective	3
ANM__	Animation Elective	3	ANM__	Animation Elective	3
ENG260	Acting	3	COR__	Core Elective	3
COR__	Core Elective	3	COR__	Core Elective	4

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ANM401	Senior Capstone Thesis I	3	ANM402	Senior Capstone Thesis II	6
ANM409	Internship OR	3	COR__	Core Elective	3
ANM__	Animation Elective OR ART__ Art Elective		_____	General Elective	3
ANM__	Animation Elective	3	_____	General Elective	3
COR401	Core Curriculum Senior Seminar	3			
_____	General Elective	3			

# programs of study - majors

## **Business Administration** **BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)**

### **Program Description**

The mission of the Bachelor of Business Administration program is to develop well-rounded, problem-solving business students with a passion for timely and relevant business knowledge, who are equipped with the ability to decipher, analyze, and effectively communicate business solutions.

The Bachelor of Business Administration program offers students the opportunity to develop into successful, well-rounded business professionals. The goal of the program is to give students the ability to recognize, analyze, communicate, and implement ethical business strategies in a diverse marketplace. Students complete coursework emphasizing accounting, management, marketing, finance and law that gives students the ability to apply economic, quantitative, and qualitative methods of analysis to problem-solving in a wide range of business scenarios. The opportunity for an internship gives students a chance to apply classroom learning to real business situations. A broad liberal arts base provides students with needed critical thinking skills, as well as exposure to a variety of subjects that foster an appreciation for diversity in the marketplace. The remainder of the program remains open and flexible to allow students to pursue subjects based on their career and lifelong learning goals.

### **Career Potential & Employment Outlook**

Graduates of the Bachelor of Business Administration program will possess knowledge in numerous areas of business, accounting, finance, marketing, human resources, and operations that they can apply to various careers and organizations. Potential positions include credit analyst, marketing assistant, social media strategist, retail store manager, account representative, human resources generalist, and office manager. Students will also be well prepared for graduate study in business, law, and other fields that require a liberal arts foundation and significant analytical abilities.

# programs of study - majors

## curriculum requirements

Bachelor of Business Administration (B.B.A.)

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS114	Introduction to Business	3	BUS208	Introduction to Human Resources Management	3
BUS107	Introduction to Business Technology Recommended/General Elective	3	BUS104	Math Applications for Business Recommended/General Elective	3
ENG101	English Composition I	3	ENG103	English Composition II	3
COR101	First Year Core Curriculum Seminar	3	_____	General Elective	3
COR__	Core Elective	3	COR__	Core Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS203	Financial Accounting	3	BUS206	Managerial Accounting	3
BUS232	Principles of Marketing	3	BUS250	Principles of Management	3
ECO102	Principles of Microeconomics	3	MAT112	Probability & Statistics	3
_____	General Elective	3	ECO101	Principles of Macroeconomics	3
COR__	Core Elective	3	_____	General Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS240	Electronic Commerce	3	BUS207	Financial Management	3
PSY101	General Psychology	3	BUS251	Business Law	3
MAT__	Math Elective	3	BUS325	Organizational Behavior	3
_____	General Elective/Minor Requirement	3	_____	General Elective/Minor Requirement	3
COR__	Core Elective	3	COR__	Core Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS245	Introduction to International Business	3	BUS 409	Internship	3
BUS390	Operations Management	3	BUS 460	Strategic Management Capstone	3
BUS__	Business Elective	3	BUS__	Business Elective	3
_____	General Elective/Minor Requirement	3	_____	General Elective/Minor Requirement	3
COR__	Core Elective	4	COR401	Core Curriculum Senior Seminar	3

Last Revised 3.24.20

# programs of study - majors

## **Business Administration, Flexible Delivery BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)**

### **Program Description**

The Business Administration, Flexible Delivery B.B.A. has the same number of total credits as the current Business B.B.A degree (121 credits). Concentrations are limited to two areas: Human Resources and Digital Media Marketing. Students are also required to fulfill Core and elective class requirements. Each term runs for eight weeks during the course of the regular fall and spring terms, with an additional term in the summer. As a result, there are five terms over the course of an academic year: Fall Flex 1, Fall Flex 2, Spring Flex 1, Spring Flex 2, and Summer. Students typically take 2 to 3 courses at a time. For the 6 credit planner, students take 2 courses at a time. For the 9 credit planner, students take 3 courses at a time. Students have to receive permission from the Dean of Faculty to take more than three courses in any given period.

The time to completion is as follows:

- if students transfer in 60 credits, they can complete the program in as little as 20 months;
- if students take 9 credits each term, they can complete the program in less than 3 years; or
- if students take 6 credits each term, they can complete the program in 4 years.

### **Half-Semester Hybrid Blended Structure**

Each term runs for eight weeks during the course of the regular fall and spring term, with an additional term in the summer. A blend of hybrid and online courses are offered in each term:

- Hybrid Format: M, T, W, or R 6:00pm – 9:00pm (1/2 hour break built in). The rest of the course is run online
- Online Format: 8 week term, fully online.
- Weekend Hybrid: Saturday 8-11 or 9-12 (1/2 hour break built in). The rest of the course would run online.



# programs of study - majors

## curriculum requirements

Bachelor of Business Administration (B.B.A.)  
Flexible Delivery, 6 Credit Terms

### FIRST YEAR

<b>FALL FLEX 1 SEMESTER</b>		<b>CREDITS</b>	<b>SPRING FLEX 1 SEMESTER</b>		<b>CREDITS</b>
BUS114	Introduction to Business	3	BUS250	Principles of Management	3
COR101	First Year Core Curriculum Seminar	3	MAT__	Math Elective	3
<b>FALL FLEX 2 SEMESTER</b>		<b>CREDITS</b>	<b>SPRING FLEX 2 SEMESTER</b>		<b>CREDITS</b>
ENG101	English Composition I	3	BUS251	Business Law	3
BUS232	Principles of Marketing	3	_____	General Elective	3
<b>SUMMER SEMESTER</b>		<b>CREDITS</b>			
BUS 208	Introduction to Human Resource Management	3			
_____	General Elective	3			

### SECOND YEAR

<b>FALL FLEX 1 SEMESTER</b>		<b>CREDITS</b>	<b>SPRING FLEX 1 SEMESTER</b>		<b>CREDITS</b>
ECO101	Principles of Macroeconomics	3	BUS203	Financial Accounting	3
ENG103	English Composition II	3	COR__	Core Elective	3
<b>FALL FLEX 2 SEMESTER</b>		<b>CREDITS</b>	<b>SPRING FLEX 2 SEMESTER</b>		<b>CREDITS</b>
ECO102	Principles of Microeconomics	3	BUS206	Managerial Accounting	3
MAT112	Probability & Statistics	3	_____	General Elective	3
<b>SUMMER SEMESTER</b>		<b>CREDITS</b>			
PSY101	General Psychology	3			
BUS__	Business Elective	3			

### THIRD YEAR

<b>FALL FLEX 1 SEMESTER</b>		<b>CREDITS</b>	<b>SPRING FLEX 1 SEMESTER</b>		<b>CREDITS</b>
_____	General Elective	3	BUS207	Financial Management	3
COR__	Core Elective	3	COR__	Core Elective	3
<b>FALL FLEX 2 SEMESTER</b>		<b>CREDITS</b>	<b>SPRING FLEX 2 SEMESTER</b>		<b>CREDITS</b>
BUS245	Introduction to International Business	3	_____	General Elective	3
COR__	Core Elective	4	_____	General Elective	3
<b>SUMMER SEMESTER</b>		<b>CREDITS</b>			
BUS325	Organizational Behavior	3			
_____	General Elective	3			

### FOURTH YEAR

<b>FALL FLEX 1 SEMESTER</b>		<b>CREDITS</b>	<b>SPRING FLEX 1 SEMESTER</b>		<b>CREDITS</b>
BUS240	Electronic Commerce	3	BUS__	Business Elective	3
_____	General Elective	3	COR__	Core Elective	3
<b>FALL FLEX 2 SEMESTER</b>		<b>CREDITS</b>	<b>SPRING FLEX 2 SEMESTER</b>		<b>CREDITS</b>
BUS390	Operations Management	3	BUS 409	Internship	3
COR__	Core Elective	3	_____	General Elective	3
<b>SUMMER SEMESTER</b>		<b>CREDITS</b>			
BUS 460	Strategic Management Capstone	3			
COR401	Core Curriculum Senior Seminar	3			

# programs of study - majors

## curriculum requirements

Bachelor of Business Administration (B.B.A.)  
Flexible Delivery, 9 credit Terms

### FIRST YEAR

FALL FLEX 1 SEMESTER		CREDITS	SPRING FLEX 1 SEMESTER		CREDITS
BUS114	Introduction to Business	3	COR___	Core Elective	3
COR101	First Year Core Curriculum Seminar	3	BUS251	Business Law	3
ENG101	English Composition I	3	_____	General Elective	3
FALL FLEX 2 SEMESTER		CREDITS	SPRING FLEX 2 SEMESTER		CREDITS
MAT___	Math Elective	3	BUS 208	Introduction to Human Resource Management	3
BUS232	Principles of Marketing	3	ECO101	Principles of Macroeconomics	3
_____	General Elective	3	ENG103	English Composition II	3
SUMMER SEMESTER		CREDITS			
BUS 250	Principles of Management	3			
ECO102	Principles of Microeconomics	3			
MAT112	Probability & Statistics	3			

### SECOND YEAR

FALL FLEX 1 SEMESTER		CREDITS	SPRING FLEX 1 SEMESTER		CREDITS
BUS203	Financial Accounting	3	_____	General Elective	3
_____	General Elective	3	_____	General Elective	3
BUS___	Business Elective	3	BUS207	Financial Management	3
FALL FLEX 2 SEMESTER		CREDITS	SPRING FLEX 2 SEMESTER		CREDITS
BUS206	Managerial Accounting	3	COR___	Core Elective	3
BUS245	Introduction to International Business	3	_____	General Elective	3
COR___	Core Elective	3	BUS240	Electronic Commerce	3
SUMMER SEMESTER		CREDITS			
PSY101	General Psychology	3			
COR___	Core Elective	3			
_____	General Elective	3			

### THIRD YEAR

FALL FLEX 1 SEMESTER		CREDITS	SPRING FLEX 1 SEMESTER		CREDITS
BUS325	Organizational Behavior	3	BUS___	Business Elective	3
_____	General Elective	3	BUS 460	Strategic Management Capstone	3
COR___	Core Elective	3	COR401	Core Curriculum Senior Seminar	3
FALL FLEX 2 SEMESTER		CREDITS	SPRING FLEX 2 SEMESTER		CREDITS
BUS390	Operations Management	3	BUS 409	Internship	3
COR___	Core Elective	4			
_____	General Elective	3			

# programs of study - majors

## **Business Administration Concentrations**

### **BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)**

#### **Marketing Concentration**

The marketing concentration is designed to familiarize students with the marketing process and to provide them with a foundation in the concepts, skills, and tools necessary to successfully enter and advance in a variety of career paths.

#### **Required Courses**

BUS 232 Principles of Marketing  
BUS 332 Consumer Behavior  
BUS 415 Marketing Research  
BUS 433 Marketing Management  
BUS 211 Principles of Advertising  
BUS 301 Social Media Marketing

#### **Digital Media Marketing Concentration**

The Digital Media Marketing Concentration allows students to examine social media and how it has revolutionized marketing practices. Students will consider how businesses and consumers are using popular platforms such as Twitter, Facebook, YouTube, and Linked In as well as blogs, online communities, and other technologies. Search engine marketing has become an increasingly popular method of lead generation for businesses of all sizes. Additionally, the Digital Media Marketing minor provides students with an understanding of the Internet marketing industry, data analytics, website performance metrics, and the influence of digital media on modern businesses. A strong emphasis is placed on related ethical and social issues involved with emerging technologies and digital marketing tactics.

#### **Required Courses**

BUS 232 Principles of Marketing  
BUS 301 Social Media Marketing  
BUS 240 Electronic Commerce  
GRA 240 Web Design  
BUS 334 Search Engine Marketing  
BUS 420 Applications in Digital Media

#### **Human Resources Concentration**

Human Resource professionals play an increasingly important role in organizations as strategic business partners. As companies recognize that their greatest competitive advantage is a highly competent, engaged workforce, the human resources function is critical to success. Many organizations are expanding their HR departments to attract and develop talent, adhere to the nation's changing employment laws and compete in today's business world. Because of this, bachelor's degrees in Human Resources are becoming increasingly popular at the nation's top universities. If you are good at assessing people's talents, possess strong interpersonal skills, thrive when working on an inter-disciplinary team, and want to help organizations retain strong workforces, then you could be the perfect fit for a study in human resources to unlock in-demand career opportunities.

#### **Required Courses**

BUS 208 Introduction to Human Resources Management  
BUS 325 Organizational Behavior  
BUS 304 Employment Law and Labor Relations  
BUS 306 Benefits & Compensation Management  
BUS 308 Conflict Management and Negotiation  
BUS 406 Leadership and Employee Development

# programs of study - majors

## Business Administration ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

### Program Description

The mission of the Business Administration Associate in Applied Science program is to prepare students with fundamental knowledge and skills for entry-level positions in business or to transfer into a baccalaureate business administration program.

The program develops students who are knowledgeable, professional, and prepared with core business principles including accounting, economics, management, marketing, human resources, and law. The acquisition of business knowledge and the critical thinking skills used in strategic decision-making are emphasized. The goal of the program is to provide students the opportunity to identify, interpret and persuasively communicate recommendations that take advantage of their business knowledge. The broad exposure to multiple disciplines prepares students for entry-level employment and/or preparation for a bachelor's degree program.

### Career Potential & Employment Outlook

Graduates with associate degrees in business are employed in entry-level positions in banks, insurance agencies, discount and food chains, sales and marketing firms, and real estate organizations. Positions include retail buyers, advertising, sales, human resources, public relations personnel, and telemarketers. Students interested in accounting, finance, management or marketing are encouraged to complete a four-year degree. Most managerial or administrative positions require a bachelor degree.

## curriculum requirements

Associate in Applied Science (A.A.S.) in Business Administration

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS203	Financial Accounting	3	BUS206	Managerial Accounting	3
BUS114	Introduction to Business	3	BUS250	Principles of Management	3
ECO__	Economics Elective	3	ENG103	English Composition II	3
ENG101	English Composition I	3	MAT112	Probability and Statistics	3
COR101	First Year Core Curriculum Seminar	3	_____	General Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS208	Introduction to Human Resources Management	3	BUS251	Business Law	3
BUS232	Principles of Marketing	3	BUS__	Business Elective	3
_____	General Elective	3	_____	Liberal Arts Elective	3
_____	Liberal Arts Elective	3	_____	General Elective	3
RST__	Religious Studies Elective	3	_____	General Elective	3

# programs of study - majors

## **Business Administration Minor**

\*Students in the Fashion Merchandising program and the Music Industry program are not eligible to earn the Business Administration minor.

### **Required Courses**

BUS 114 Introduction to Business

BUS 203 Financial Accounting

BUS 232 Principles of Marketing

BUS 250 Principles of Management

ECO 101 Principles of Microeconomics or ECO 102 Principles of Macroeconomics

BUS 3\_\_\_ or 4\_\_\_ Business Elective at the 300 or 400 level

## **Marketing Minor**

### **Required Courses**

BUS 232 Principles of Marketing

BUS 332 Consumer Behavior

BUS 415 Marketing Research

BUS 433 Marketing Management

BUS 211 Principles of Advertising

BUS 301 Social Media Marketing

## **Digital Media Marketing Minor**

### **Required Courses**

BUS 232 Principles of Marketing

BUS 301 Social Media Marketing

BUS 240 Electronic Commerce

GRA 240 Web Design

BUS 334 Search Engine Marketing

BUS 420 Application in Digital Media

# programs of study - majors

## Computer Software Development BACHELOR OF SCIENCE (B.S.)

### Program Description

The Bachelor of Science in Computer Software Development endeavors to produce graduates who are highly-employable and immediately productive within the field of software development. Students can work in a wide range of environments, a wide range of application areas, apply appropriate tools and methods, and adapt to new technologies and applications by being continuous and efficient lifelong learners.

The program themes are explicit topics that provide a more specific focus and that are repeated throughout the curriculum for a continuous presence. The computer science program themes are: teamwork, professionalism, comparative programming languages, certification, and security.

- **Teamwork:** In a realistic software development environment developers work in teams. Teamwork concepts and methodologies will be presented and relevant activities performed. Opportunities to work in teams will be common.
- **Professionalism:** The classroom/lab environment is setup to be as realistic as possible. Activities, assignments, and projects are conducted in a realistic and professional manner. Process, communication and documentation standards are utilized throughout all courses.
- **Comparative Programming Languages:** The program covers more languages than is typical for college program. The pedagogical approach is to introduce new languages each course, incorporating a comparison method. This accelerates the coverage of new languages. This provides a methodology for students when learning new languages in the future. This also eliminates the need for a traditional separate comparative language course.
- **Certifications:** The software development field has a large number professional certifications- both vendor-specific, e.g. Microsoft, and vendor-neutral, e.g. ACM and IEEE. Each course, where possible, is associated with one or more professional certifications. Students will be made aware of these certifications and their advantages and encouraged and supported in the pursuit of the certification(s) of their choice.
- **Security:** This is a critical issue in all areas of information technology. In all classes every opportunity is taken to introduce course-appropriate security topics.

### Career Potential & Employment Outlook

Graduates of the Bachelor of Science in Computer Software Development will possess knowledge in wide range of languages and applications, and will acquire a number of certifications based on the courses they have taken. The program qualifies students for a wide range of computer software development jobs such as applications developer, web designer, software engineer, systems engineer, information security analyst, information systems manager, and video game designer. The demand for computing professionals continues to far exceed the supply. For today's computer software development students, it won't be a matter of finding a job after graduation but rather, which job to accept when several offers come their way.

# programs of study - majors

## **Computer Software Development** **BACHELOR OF SCIENCE (B.S.)**

Gaming Concentration

### **Required Courses**

GDE100 Introduction to Game Design and Development  
GDE105 Game Pre-Production I  
GDE106 Game Pre-Production II  
GDE300 Game Engines I  
GDE301 Game Engines II  
GDE310 Professional Practices and Advanced Processes

## **Computer Software Development Minor**

### **Required Courses**

CSD 100 Introduction to Computer Software Development  
CSD 101 Introduction to Computer Science I  
CSD 102 Introduction to Computer Science II  
CSD 200 Data Structures & Algorithms  
CSD 210 Computer Organization and Programming  
CSD 3\_\_ or 4\_\_ Computer Software Development Elective at the 300- or 400-level

# programs of study - majors

## curriculum requirements

Bachelor of Science in Computer Software Development (B.S.)

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
COR101	First Year Core Curriculum Seminar	3	CSD102	Introduction to Computer Science II	4
CSD100	Introduction to Computer Software Development	3	ENG103	English Composition II	3
CSD101	Introduction to Computer Science I	4	COR__	Core Elective	3
ENG101	English Composition I	3	COR__	Core Elective	3
_____	General Elective	3	_____	General Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
CSD200	Data Structures and Algorithms	3	CSD210	Computer Organization and Programming	3
CSD205	Web Design and Programming I	3	CSD212	Operating Systems and System Programming	3
COR__	Core Elective	3	CSD206	Web Design and Programming II	3
COR__	Core Elective	3	COR__	Core Elective	4
_____	General Elective	3	_____	Liberal Arts Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
CSD215	IT Project Management and Methodologies	3	BUS114	Introduction to Business	3
CSD301	Database Systems	3	CSD307	Distributed Computing	3
CSD305	Networks and Network Administration	3	CSD309	Mobile Computing	3
COR__	Core Elective	3	COR__	Core Elective	3
_____	Liberal Arts Elective	3	_____	Liberal Arts Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
CSD401	Team Project I	2	CSD402	Team Project II	2
CSD403	Senior Project I	2	CSD404	Senior Project II	2
CSD406	Special Topics	3	CSD409	Internship	3
COR401	Core Curriculum Senior Seminar	3	COR__	Core Elective	3
_____	Liberal Arts Elective	3	_____	Liberal Arts Elective	3
_____	Liberal Arts Elective	3			



# programs of study - majors

## **Digital Filmmaking** **BACHELOR OF FINE ARTS (B.F.A.)**

### **Program Description**

The Bachelor of Fine Arts degree program in Digital Filmmaking is designed to integrate a background in liberal arts and sciences with intensive study of Digital Filmmaking. The B.F.A. degree program in Digital Filmmaking consists of an 87-credit base in the principles of Digital Filmmaking, including Film Theory and Technique, Production Design, Film Editing, Sound Design and Editing, Production Management, and Screenwriting and Directing; this is followed by 40 credits of Core Curriculum in General Education and electives that allow students to further explore those areas and topics relevant to their particular learning and career objectives. During their senior year students will have both an internship and a final film project. The purpose of the internship is to provide an opportunity for supervised application of theory to practice in an approved setting. The senior Film Project will give students an opportunity to focus on an intensive piece of independent work.

The B.F.A. in Digital Filmmaking at Villa Maria College offers students a hands-on, practical, and focused learning experience, specifically tailored to the changing job market in Digital Filmmaking.

### **Program Requirements**

Digital Filmmaking majors and minors must earn a C in all Digital Filmmaking (DFM) courses for successful completion.

### **Career Potential & Employment Outlook**

Graduates will be well equipped for a variety of careers that require knowledge and skill in Digital Filmmaking. Graduates will be prepared to enter career fields such as video editing, sound editing, video production, camera operation, lighting, visual effects, production management, cinematography, production, management, directing, script writing/screenwriting, multimedia content, and funding and distribution.

### **Digital Filmmaking Minor**

A minor in Digital Filmmaking will provide students interested in filmmaking the opportunity to explore a series of basic filmmaking courses to help round-out, build-on and diversify their related courses, experiences and knowledge base. The minor consists of 6 courses for a total of 18 credits. Students majoring in programs within the art department can apply ART 101 Two Dimensional Design and PHO 201 Photo Imaging & Design toward the minor, which may reduce the number of courses.

ART 101 Two Dimensional Design  
PHO 201 Photo Imaging & Design  
DFM 101 Intro to Digital Filmmaking  
DFM 200 Sound Design for Film  
DFM 230 Digital Video Editing  
DFM 201 Lighting for Film

# programs of study - majors

## curriculum requirements

Bachelor of Fine Arts (B.F.A.) in Digital Filmmaking

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
DFM101	Digital Filmmaking I	3	DFM200	Sound Design for Film	3
ENG101	English Composition I	3	ENG103	English Composition II	3
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	COR__	Core Elective	4
COR101	First Year Core Curriculum Seminar	3	_____	General Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
DFM220	Production Design	3	DFM201	Lighting for Film	3
DFM230	Digital Film Editing I	3	DFM203	Techniques and Technologies in Digital Film	3
GRA103	Fundamentals of Graphic Design	3	DFM231	Digital Film Editing II	3
ENG260	Acting I	3	PHO201	Photo Imaging and Design	3
_____	General Elective	3	COR__	Core Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
DFM300	Project Management	3	DFM301	Directing for Film	3
DFM310	Digital Storytelling	3	DFM331	Film Project II	3
DFM330	Film Project I	3	DFM312	Digital Filmmaking II	3
COR__	Core Elective	3	ENG 221	Introduction to Creative Writing	3
_____	General Elective	3	COR__	Core Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
DFM410	Futures in Film	3	DFM435	Final Film Project/Resume Reel	3
DFM432	Film Project III	3	DFM409	Internship	3
ENG340	Exploration in Cinema	3	BUS255	Entrepreneurship	3
COR__	Core Elective	3	COR 401	Core Curriculum Senior Seminar	3
_____	General Elective	3	COR__	Core Elective	3

Revised as of 3.24.20

# programs of study - majors

## **Digital Media and Communications BACHELOR OF SCIENCE (B.S.)**

### **Program Description**

The Digital Media and Communication program will create dynamic communicators who are able to use powerful analytical and creative skills to write in a changing media landscape. This program is an integrative curriculum, where students will analyze media structures as well as develop writing and production skills to create strong media content. No matter the goal – developing a public service campaign, publicizing a sports program, or producing a documentary - students in digital media writing will have the skills to prosper in an economy that values information, management of resources, and effective use of digital media. Students will combine coursework in professional and narrative writing, analytic and digital strategies, digital and traditional media production, media ethics and law, and the history and theories of social and mass communication. After completion of the program, students will be content creators and disseminators who can harness and direct the powerful combination of emerging media and technology.

### **Career Potential & Employment Outlook**

Graduates will be well equipped for a variety of careers that require knowledge and skill in digital media and communication. Graduates will be prepared to enter a career field that is broad and diverse. Students can pursue careers in public relations, journalism, marketing, advertising, social media, varied digital media platforms, broadcasting and communications.

# programs of study - majors

## curriculum requirements

Bachelor of Science in Digital Media and Communications (B.S.)

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
DMC101	Introduction to Digital Media and Communication	3	DMC102	Editing and Multimedia Production	3
ENG101	English Composition I	3	ENG103	English Composition II	3
GRA103	Fundamentals of Graphic Design	3	ENG214	Public Speaking	3
COR101	First Year Core Curriculum Seminar	3	COR___	Core Elective	3
COR___	Core Elective	3	_____	General Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
DMC202	Public Relations for All	3	DMC203	Practical Multimedia Communication	3
DMC249	Introduction to Journalism	3	ENG221	Introduction to Creative Writing	3
ENG252	Professional Writing	3	MUI150	Introduction to Music Technology	3
COR___	Core Elective	3	COR___	Core Elective	4
_____	General Elective	3	_____	General Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS232	Principles of Marketing	3	DMC302	Digital Communication Analytics and Strategy	3
DMC204	Digital Storytelling	3	COR___	Core Elective	3
ENG261	Advanced Composition & Research	3	_____	General Elective	3
COR___	Core Elective	3	_____	General Elective	3
_____	General Elective	3	_____	General Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
COR401	Core Curriculum Senior Seminar	3	DMC402	Senior Capstone	3
DMC360	Media Ethics and Law	3	DMC409	Internship	3
_____	General Elective	3	_____	General Elective	3
_____	General Elective	3	_____	General Elective	3
_____	General Elective	3	_____	General Elective	3

# programs of study - majors

## **Fine Arts**

### **ASSOCIATE IN SCIENCE (A.S.)**

#### **Program Description**

The Fine Arts program at Villa Maria College engages students in the development of foundation art principles and processes while providing them with a conceptual and historical investigation of the fine arts. Through art studios and lecture classes, students will be capable of creative problem solving and original image making. A liberal arts core provides a foundation for students to develop skills to pursue their personal artistic endeavors and educational goals.

The Fine Arts program is an excellent program for students who wish to explore the many aspects of the visual arts. The program offers a wide range of studio courses designed to develop creative skills and dexterity with a variety of materials and methods. Students have the opportunity to explore courses in drawing, design, painting, printmaking, photography, and three-dimensional design.

#### **Program Facilities**

The Fine Arts program includes three studios, each dedicated to drawing and painting. Printmaking facilities include a power washer, photo exposure units, screen printing press, etching press, acid bath station and spray booth. The painting studio includes a platform for still life displays as well as figure drawing. Studios are equipped with instructor computer stations and projection units.

## **Fine Arts Minor for Non-Art Majors**

The Fine Arts minor is comprised of 18 credits and available to any student not enrolled in a program in the Art Department.

#### **Required Courses**

ART 101 Two-Dimensional Design  
ART 103 Color Theory  
ART 104 Drawing I  
ART 106 Painting I  
ART 204 History of Art II

#### **Elective Courses (Choose one)**

ART 105 Drawing II  
ART 203 History of Art I  
ART 210 Painting II  
ART 206 Three-Dimensional Design  
ART 208 Introduction to Printmaking

## **Fine Arts Concentration**

The Fine Arts concentration is for students enrolled in an Art Department BFA program who want to pursue further study in the fine arts.

#### **Required Courses**

Art 105 Drawing II  
Art 106 Painting I  
Art 210 Painting II  
Art 208 Introduction to Printmaking

#### **Elective Courses (Choose two)**

ART 203 History of Art I  
ART 206 Three-Dimensional Design  
ART 310 Painting III  
ART 405 Contemporary Art

## curriculum requirements

Associate in Science (A.S.) in Fine Arts

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	ART105	Drawing II	3
ART203	History of Art I	3	ART204	History of Art II	3
ENG101	English Composition I	3	ENG103	English Composition II	3
COR101	First-Year Core Curriculum Seminar	3	RST__	Religious Studies Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART106	Painting I	3	ART206	Three Dimensional Design	3
ART208	Introduction to Printmaking	3	ART210	Painting II	3
PHO101	Introduction to Photography	3	_____	General Elective	3
_____	General Elective	3	_____	Liberal Arts Elective	3
MAT__	Math Elective	3	_____	Liberal Arts Elective	3

# programs of study - majors

## Game Design BACHELOR OF FINE ARTS (B.F.A.)

### Program Description

The Game Design B.F.A. program endeavors to produce graduates who are highly-employable and immediately productive within the field of computer game design and development. Students will experience the entire range of processes in creating a game; design and develop a range of game types; work toward a wide range of user platforms; apply appropriate tools and methods; and work in a wide range of work environments.

The program themes are explicit topics that provide a more specific focus and that are repeated throughout the curriculum for a continuous presence. The gaming program themes are teamwork, professionalism, and contemporary technology:

- **Teamwork:** In a realistic game design and development environment designer/developers work in teams. Teamwork concepts and methodologies are presented and relevant activities performed. Opportunities to work in teams throughout the curriculum is common.
- **Professionalism:** The classroom/lab environment is setup to be as realistic as possible. Activities, assignments, and projects are conducted in a realistic and professional manner. Process, communication, and documentation standards are developed and utilized throughout all courses.
- **Contemporary Technology:** Every effort is made to expose students to and to use the latest technologies in all courses. In particular this applies to software tools, programming languages and methodologies. This will require a continual review of the state of the art in the field and corresponding modifications to course content and laboratory capability. Students will gain in depth knowledge of the most popular game engines such as Unity and Unreal.

### Career Potential & Employment Outlook

Upon graduation, students are prepared to find a game design job as a member of a design team with a development studio. The process of creating a video game is a complex thing. Much of the work is highly specialized and requires a division of labor amongst the entire team. That being the case, game design jobs require a number of skills from across areas of game technology, digital art, and creative writing. Some of the careers in game design are: game artist, game animator, game designer, lead designer, game software developer, and game writer.

# programs of study - majors

## curriculum requirements

Bachelor of Fine Arts (B.F.A.) in Game Design

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ANM105	Introduction to Animation	3
ART104	Drawing I	3	ART105	Drawing II	3
COR101	First Year Core Curriculum Seminar	3	ENG103	English Composition II	3
ENG101	English Composition I	3	GDE105	Game Pre-Production I	3
GDE101	Introduction to Game Design and Development	3	COR__	Core Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ANM204	Three Dimensional Computer Animation I	3	ANM203	Three Dimensional Computer Animation II	3
CSD205	Web Design and Programming I	3	CSD206	Web Design and Programming II	3
GDE106	Game Pre-Production II	3	GDE210	Game Development Tools and Techniques	3
ANM201	Advanced Animation	3	GDE205	History of Videogames	3
COR__	Core Elective	3	COR__	Core Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
GDE300	Game Engines I	3	GDE301	Game Engines II	3
GDE315	Dynamic Character Animation for Interactive Games	3	GDE310	Professional Practices and Advanced Processes	3
GDE317	Game Modeling and Texturing	3	GDE319	Introduction to Level Design for Video Games	3
COR__	Core Elective	3	COR__	Core Elective	4
COR__	Core Elective	3	_____	General Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
GDE403	Senior Project I	3	GDE404	Senior Project II	6
GDE409	Internship	3	_____	General Elective	3
COR401	Core Curriculum Senior Seminar	3	_____	General Elective	3
COR__	Core Elective	3	_____	General Elective	3
_____	General Elective	3			



# programs of study - majors

## **Graphic Design BACHELOR OF FINE ARTS (B.F.A.)**

### **Program Description**

The mission of the Bachelor of Fine Arts Graphic Design Program at Villa Maria College is to prepare students with advanced skills for producing effective and meaningful visual communication. Through a multidisciplinary approach, students define a context, and analyze and apply critical thinking and methodologies to complex design solutions. Broad-based learning objectives position students to be marketable and confident for multiple career options.

The program curriculum focuses on the fundamentals of graphic design, typography, visual communication, web design, and professional practices. It also explores the theories of conceptual problem solving, color theory, and drawing, in addition to art and design history. In advanced courses, students explore typography, advertising, marketing and business, as well as publication, production and type design. Students also complete a choice of art electives including, but not limited to, photography, animation, digital filmmaking, painting, and printmaking. Through a series of professionally-based projects, students will compile a portfolio of work in their sophomore and senior years of study in preparation for a required internship and employment opportunities. Students will also develop a capstone project in their senior year of study.

The Bachelor of Fine Arts program systematically explores more advanced theories, methods and technologies in addition to concepts presented in the Associate in Applied Science program. It is well-suited for students who seek to acquire a broader, more in-depth set of skills and knowledge required for entry-level positions and advancement in the graphic design and advertising industries. The B.F.A. program is designed so students who successfully complete the Associate in Applied Science in Graphic Design may apply and enroll seamlessly into the program.

### **Program Facilities**

The Graphic Design program has both a dedicated and a shared studio with wireless capabilities. All studios feature Apple computers with wide-screen displays, individual drawing tables, and designated work and project critique areas. Students have access to industry-standard equipment such as flatbed scanners, and laser, inkjet, and large-format printers. Computer software includes Adobe Creative Cloud and Microsoft Office 365.

### **Program Requirements**

Graphic Design majors and minors must earn a grade of C or above in all Graphic Design (GRA) courses for successful completion.

### **Career Potential & Employment Outlook**

Graphic Design has an ever-increasing demand for well-prepared design professionals. According to the Bureau of Labor Statistics, employment of graphic designers grows steadily and is a stable and lucrative career choice among creative professionals. Graphic designers continue to be employed in advertising agencies, design studios, companies with in-house design departments, and as independent freelancers. Moreover, graphic designers with website design and animation experience will be in especially high demand for interactive media projects.

# programs of study - majors

## curriculum requirements

Bachelor of Fine Arts (B.F.A.) in Graphic Design

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	ART204	History of Art II	3
ENG101	English Composition I	3	ENG103	English Composition II	3
COR101	First Year Core Curriculum Seminar	3	GRA106	Typography	3
GRA103	Fundamentals of Graphic Design	3	PHO201	Photo Imaging and Design	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
_____	Art Elective	3	GRA209	Internship I OR	3
GRA207	Professional Practice and Advanced Processes	3	_____	Art Elective	
GRA221	Visual Communication	3	GRA222	Print and Publication Design	3
COR____	Core Elective	3	GRA240	Web Design	3
COR____	Core Elective	3	COR____	Core Elective	3
			COR____	Core Elective	4

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
_____	Art Elective	3	ANM 210	Motion Graphics & Editing	3
BUS232	Principles of Marketing	3	GRA306	Advanced Typography	3
GRA301	History of Graphic Design	3	GRA311	Advertising Design	3
GRA321	Advanced Visual Communication	3	COR____	Core Elective	3
GRA340	Advanced Web Design	3	COR____	Core Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART203	History of Art I	3	GRA409	Internship II	3
_____	Art Elective	3	GRA422	Senior Project	6
GRA415	Senior Portfolio Review	3	COR____	Core Elective	3
GRA417	Business and Production Practices	3	_____	General Elective	3
COR401	Core Curriculum Senior Seminar	3			

# programs of study - majors

## **Graphic Design** **ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

### **Program Description**

The mission of the Associate in Applied Science Graphic Design program at Villa Maria College is to provide students with a strong foundation in the theory, principles and practice of graphic design. Through an integrated and systematic approach, students identify, explore and create fundamental visual communication. The program prepares students for entry into the workplace or pursuit of an advanced degree.

The program is ideal for students who are interested in acquiring basic design skills for an entry-level position in the graphic design industry, are undecided on pursuing a Bachelor of Fine Arts (BFA), or seek a useful supplement to an existing degree or set of skills.

The curriculum focuses on the fundamentals of graphic design, typography, visual communication, introductory web design, and professional practices. It also explores the theories of conceptual problem solving, color theory, and drawing, in addition to art and design history. Students will also complete a choice of art electives including, but not limited to, photography, animation, digital filmmaking, painting, and printmaking. Through a series of professionally based projects, students will develop a resume and compile a portfolio of work in preparation for a required internship in their sophomore year of study.

### **Program Facilities**

The Graphic Design program has both a dedicated and a shared studio with wireless capabilities. All studios feature Apple computers with wide-screen displays, individual drawing tables, and designated work and project critique areas. Students have access to industry-standard equipment such as flatbed scanners, and laser, inkjet, and large-format printers. Computer software includes Adobe Creative Cloud and Microsoft Office 365.

### **Program Requirements**

Graphic Design majors and minors must earn a grade of C or above in all Graphic Design (GRA) courses for successful completion.

### **Career Potential & Employment Outlook**

Graphic Design has an ever-increasing demand for well-prepared design professionals. According to the Bureau of Labor Statistics, employment of graphic designers grows steadily and is a stable and lucrative career choice among creative professionals. Graphic designers continue to be employed by advertising agencies, design studios, companies with in-house design departments, and as independent freelancers. Moreover, graphic designers with website design and animation experience will be in especially high demand for interactive media projects.

# programs of study - majors

## curriculum requirements

Associate in Applied Science (A.A.S.) in Graphic Design

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART 103	Color Theory	3
ART104	Drawing I	3	ART 204	History of Art II	3
ENG101	English Composition I	3	ENG 103	English Composition II	3
GRA103	Fundamentals of Graphic Design	3	GRA 106	Typography	3
COR101	First Year Core Curriculum Seminar	3	PHO 201	Photo Imaging and Design	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
_____	Art Elective	3	GRA209	Internship I	3
GRA207	Professional Practice and Advanced Processes	3	GRA222	Print and Publication Design	3
GRA221	Visual Communication	3	GRA240	Web Design	3
_____	Liberal Arts Elective	3	_____	Liberal Arts Elective	3
_____	Math Elective	3	RST____	Religious Studies Elective	3

### Graphic Design Minor

#### Required Courses

ART 104 Drawing I  
 GRA 103 Fundamentals of Graphic Design  
 GRA 106 Typography  
 GRA 221 Visual Communications  
 GRA 222 Print & Publication Design  
 GRA 240 Web Design

# programs of study - majors

## **Integrated Arts** **BACHELOR OF FINE ARTS (B.F.A.)**

### **Program Description**

The mission of the Integrated Arts program at Villa Maria College is to allow students to pursue a targeted B.F.A. degree that is comprised of a unique blend of existing courses in the fine arts. Students will identify a personal professional goal and construct a creative curriculum that provides the necessary knowledge and skills needed to reach it. The program offers individuals the ability to attain creative competence in a highly specialized manner, graduating with a degree that is a dynamic synergy of established arts disciplines.

The Integrated Arts program will allow the student an opportunity to hone his or her artistic skills while building a unique repertoire of specialized competence to prepare for a targeted career goal. The art foundation program will be a significant component of the first year, refining the student's artistic skills in the fundamentals while strengthening an aesthetic sense of visual information. These core courses will provide a base of creative techniques and knowledge of art and its history that will serve as a context for inventive, theoretical work. Simultaneously the student will explore one or more art specialties in the first year, choosing introductory classes in a chosen media. Study will include studio and lecture courses.

Liberal arts, science and business courses will support the student's program of study. A senior seminar course followed by a senior thesis course will integrate the learning experiences and culminate in an interdisciplinary project. The B.F.A. in Integrated Arts will provide graduates with a variety of skills and career options. As part of the program, a student will complete an internship at an external site. A participating student will benefit from the area's rich artistic community, which includes a variety of museums and galleries as well as a number of businesses and organizations.

### **Program Facilities**

Numerous dedicated art facilities include animation studios complete with the latest software in Mac and PC platforms; graphic design studios equipped with wide screen Apple computers; drawing tables and specialized printers; dedicated, CAD-equipped interior design studios complemented by an interior design resource room; and fine art studios for drawing, painting and more. Students also have access to a fashion design studio for apparel construction with Bernina Activa 240 sewing stations; a photography computer lab complete with Macs and a large-format printer, three darkrooms and a specialized photographic studio space. An art shop on campus also houses a woodworking facility equipped with quality power and hand tools with which to complete numerous student projects.

Villa Maria College provides students with opportunities to showcase their creativity in a professional, on-campus art gallery where they have versatile options for hanging, framing, or displaying their art work. The gallery is home to numerous exhibits during the year for visiting artists, faculty, and student work.

### **Program Requirements**

At the end of the first year, the student, in consultation with art faculty and the Career Services Office, will define a specific goal for continued study. This plan of study will include a statement of purpose and a set of art courses to be taken, as well as liberal arts and business courses that will support their goals.

The individual student plan of study will be reviewed and approved by the student's faculty advisor and the department chair no later than the beginning of the fourth semester or completion of 45 hours of undergraduate study.

# programs of study - majors

## **Career Potential & Employment Outlook**

A student who has completed the Integrated Arts program will have knowledge and skills that grant mobility and flexibility in the art world. A student will tailor program content to individual career goals, designing a curriculum to prepare for employment in a chosen field within the arts. Also, a graduate is well prepared to continue study in a graduate program in fine arts or other interdisciplinary art program.

Positions in a variety of art related fields would be addressed by participation in the program. The potential for jobs within the art world is significant. Some examples are advertising artist, storyboard artist, educator, film/video animator, web designer, interactive media designer, art director, creative director, publisher, entrepreneur/business owner, illustrator, multimedia designer, graphic designer, curator, freelance artist, freelance photographer, art conservator, gallery director, museum administrator, fine artist, fashion designer, textile designer, and publication/print media designer.

# programs of study - majors

## curriculum requirements

Bachelor of Fine Arts (B.F.A.) in Integrated Arts

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART 103	Color Theory	3
ART104	Drawing I	3	ART204	History of Art II	3
ART203	History of Art I	3	_____	Art Elective	3
ENG101	English Composition I	3	ENG103	English Composition II	3
COR101	First Year Core Curriculum Seminar	3	COR___	Core Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
_____	Art Elective	3	_____	Art Elective	3
_____	Art Elective	3	_____	Art History Elective	3
BUS232	Principles of Marketing	3	BUS211	Principles of Advertising	3
COR___	Core Elective	3	PHO201	Photo Imaging and Design	3
COR___	Core Elective	3	COR___	Core Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
_____	Art Elective	3	_____	Art Elective	3
_____	Art Elective	3	_____	Art Elective	3
_____	Art Elective	3	BUS___	Business Elective	3
_____	General Elective	3	GRA240	Web Design	3
COR___	Core Elective	4	COR___	Core Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART401	Senior Pre-Thesis	3	ART402	Senior Thesis	3
ART409	Internship	3	_____	Art Elective	3
_____	Art Elective	3	_____	Art Elective	3
_____	Art History Elective	3	_____	General Elective	3
COR___	Core Elective	3	COR401	Core Curriculum Senior Seminar	3

# programs of study - majors

## **Interior Design BACHELOR OF FINE ARTS (B.F.A.)**

### **Program Description**

The mission of the Interior Design Bachelor of Fine Arts program at Villa Maria College is to transform students to become civic minded, economically productive citizens within a global environment. Students will be prepared to commence professional licensure and careers within interior design or pursue further education. A holistic approach to education, driven by a liberal arts core, will place emphasis on critical thinking, creativity and the health, welfare and safety of the public.

The program offers a comprehensive range of courses that include specialized instruction in technical, artistic and design skills. Written, verbal and visual communication skills are developed in all studio courses. Emphasis is placed on experiential learning, with realistic projects that involve actual sites and interaction with affiliated design professionals. Students will be familiar with the principles of sustainable design, universal design and effective space planning for building types that include retail, restaurant, hospitality, healthcare, office, education and residential interiors. Internships are embedded in the curriculum and supplement classroom learning, bridging the gap between education and practice and preparing graduates to meet the requirements of the design profession as well as the academic rigors of continued, higher education.

### **Accreditation**

The Interior Design program at Villa Maria College, leading to the Bachelor of Fine Arts degree, is accredited by the Council for Interior Design Accreditation, [www.accredit-id.org](http://www.accredit-id.org), 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014.

### **Program Facilities**

Within the Interior Design program students will have exclusive access to computer labs equipped with state-of-the-art computers, flatbed scanners and printers, as well as drawing studio and critique facilities. Computer software includes AutoCAD®, Revit®, Adobe® Photoshop®, Illustrator®, InDesign®, 2020 Design© and SketchUp. Students also have access to a large format printer and scanner and 3D printer to prepare quality, industry standard presentation materials. The Interior Design Resource Center includes a working library of materials, surface samples, textiles and other design resources. It serves as a workroom and gathering space and is equipped with computers, scanner and a large screen television. The Art Shop is a fabrication facility with professional grade power equipment and hand tools for wood and metal working and is used for various studio and furniture design projects. A glass studio for work in fused and leaded glass can also be accessed.

### **Program Requirements**

Students registered to major or minor in the interior design program must earn a grade of C+ or above for successful completion of all interior design (IND) courses. Students must maintain the educational standards set by CIDA.

### **Career Potential & Employment Outlook**

With the fast pace of change in business and industry, demand for interior designers in planning and remodeling will continue to increase. According to the Bureau of Labor Statistics, employment of interior designers is expected to grow. Designers with formal training or experience in green or energy efficient design in particular are expected to have better job prospects.



# programs of study - majors

Graduates of the baccalaureate degree program are prepared for positions as interior designers in most markets, including specialized areas such as healthcare, hospitality, commercial design, and residential design, with an emphasis on aging-in-place and universal design. Specialized areas such as kitchen and bath design are growing in response to the growing demand for home remodeling.

## curriculum requirements

Bachelor of Fine Arts (B.F.A.) in Interior Design

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	ENG103	English Composition II	3
ENG101	English Composition I	3	IND102	Introduction to Interior Design II	3
COR101	First Year Core Curriculum Seminar	3	IND110	Interior Design Studio I	3
IND101	Introduction to Interior Design I	3	IND115	CAD 1	2
			IND225	Technology and Design	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART203	History of Art I OR	3	IND205	History of Interior Architecture	3
ART204	History of Art II		IND209	Internship I OR	3
IND207	Materials and Surfaces	3		General Elective	
IND208	Construction and Building Systems	3	IND211	Interior Design Studio 3	3
IND210	Interior Design Studio 2	3	IND216	CAD 3	2
IND212	Kitchen and Bath Design	3	MAT120	Advanced Algebra and Trigonometry	3
IND215	CAD 2	2	COR___	Core Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
IND303	Furniture Design	3	IND306	Safety and Accessibility	3
IND310	Interior Design Studio 4	5	IND307	Introduction to Lighting and Acoustics	3
PHY101	General Physics I	3	IND311	Interior Design Studio 5	5
PHY101L	General Physics I Lab	1		General Elective	3
COR___	Core Elective	3	COR___	Core Elective	3
COR___	Core Elective	3			

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
IND408	Structures for Interior Architecture	3	IND406	Professional Practices	3
IND410	Interior Design Studio 6	5	IND409	Internship II	3
IND412	Thesis Pre-Design	3	IND414	Thesis Design	5
IND415	Portfolio Design	3	COR___	Core Elective	3
COR401	Core Curriculum Senior Seminar	3			

# programs of study - majors

## **Interior Design Assistant ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

### **Program Description**

The mission of the Interior Design Applied Arts and Science program at Villa Maria College is to emphasize fundamental studies in residential and commercial design together with a liberal arts core. Students develop the ability to effectively communicate visually and speak persuasively to prepare them for entry level interior design employment, continuation with design education, and becoming contributing members of society.

The program prepares students for entry level positions with particular focus on residential and office design. All credits required for the A.A.S. degree may be applied to the B.F.A. program upon acceptance for transfer into that program. The Interior Design Assistant program stresses space planning and sustainable design, as well as the development of graphic and verbal communication skills needed to express visual ideas. Students use drawing, drafting, rendering, and modeling skills as well as computer aided design (CAD) software to explore and communicate design issues. In Interior Design studio courses, students are prepared to create safe, functional, and attractive environments for homes and workplaces.

### **Program Facilities**

Within the interior design program students will have exclusive access to computer labs equipped with state-of-the-art computers, flatbed scanners and printers, as well as drawing studio and critique facilities. Computer software includes AutoCAD®, Revit®, Adobe® Photoshop®, Illustrator®, InDesign®, 2020 Design© and SketchUp. Students also have access to a large format printer and scanner and 3D printer to prepare quality, industry standard presentation materials. The Interior Design Resource Center includes a working library of materials, surface samples, textiles and other design resources. It serves as a workroom and gathering space and is equipped with computers, scanner and a large screen television. The Art Shop is a fabrication facility with professional grade power equipment and hand tools for wood and metal working and is used for various studio and furniture design projects. A glass studio for work in fused and leaded glass can also be accessed.

### **Program Requirements**

Students registered to major or minor in the interior design program must earn a grade of C+ or above for successful completion of all interior design (IND) courses. Students must maintain the educational standards set by CIDA.

### **Career Potential & Employment Outlook**

Designers with formal training or experience in sustainable design in particular, are expected to have better job prospects. Career opportunities will grow with an increased interest in home remodeling to accommodate an aging population. Graduates of the associate degree program qualify for entry-level positions such as assistant interior designers in areas of residential and commercial design, CAD operators, renderers, or home furnishings design associates.

# programs of study - majors

## curriculum requirements

Associate in Applied Science (A.A.S.) in Interior Design Assistant

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	ENG103	English Composition II	3
ENG101	English Composition I	3	IND102	Introduction to Interior Design II	3
COR101	First Year Core Curriculum Seminar	3	IND110	Interior Design Studio I	3
IND101	Introduction to Interior Design I	3	IND115	CAD 1	2
			IND225	Technology and Design	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
IND207	Materials and Surfaces	3	IND205	History of Interior Architecture	3
IND208	Construction and Building Systems	3	IND209	Internship I	3
IND210	Interior Design Studio 2	3	IND211	Interior Design Studio 3	3
IND212	Kitchen and Bath Design	3	IND216	CAD 3	2
IND215	CAD 2	2	MAT120	Advanced Algebra and Trigonometry	3
_____	Liberal Arts Elective	3	RST____	Religious Studies Elective	3

#### Interior Design Minor

##### Required Courses

ART 101 Two-Dimensional Design  
 IND 101 Introduction to Interior Design I  
 IND 102 Introduction to Interior Design II or ART 103 Color Theory  
 IND 110 Interior Design Studio I  
 IND 115 CAD I or IND 225 Technology and Design

##### Elective Courses (Choose one)

IND 205 History of Interior Architecture  
 IND 207 Materials and Surfaces  
 IND 208 Construction and Building Systems  
 IND 212 Kitchen and Bath Design

# programs of study - majors

## Furniture Design Certificate

### Description

The Furniture Design Certificate program offers students the opportunity to study basic design principles and elements and together with a basic understanding of historical precedent apply these to the design and fabrication of furniture and other decorative arts items. The goal of the program is to give students the ability to apply the design process, use critical thinking, prepare appropriate drawings and develop an early mastery of fabrication skills using a range of materials and methods. Students complete an 18-credit core of course work emphasizing design theory, history of interior architecture, basic drafting for millwork drawings and wood, and metal and concrete fabrication skills. The courses and credits comprising the certificate requirements are fully applicable toward the College's currently offered B.F.A. degree in Interior Design.

### Curriculum Requirements

#### Required Courses

ART 101 Two Dimensional Design  
ART 206 Three Dimensional Design  
IND 101 Introduction to Interior Design I  
IND 205 History of Interior Architecture  
IND 303 Furniture Design  
IND 320 Advanced Furniture Design  
Total Credits: 18

## Historic Preservation Certificate

### Description

The Historic Preservation Certificate program offers students an opportunity to study basic topics in the preservation and restoration of historic buildings and sites. The goal of the program is to give students the ability to recognize, analyze and effectively communicate ethical strategies to solve preservation and restoration problems. Students complete a 15-credit core of course work emphasizing design history and theories of, and practical techniques in, historic preservation and restoration of sites. The courses and credits comprising the certificate requirements are fully applicable toward the College's currently offered B.F.A. degree in Interior Design.

### Curriculum Requirements

#### Required Courses

IND 101 Introduction to Interior Design I  
IND 205 History of Interior Architecture  
IND 208 Construction and Building Systems  
IND 235 Introduction to Fused and Leaded Glass  
IND 308 Historic Preservation/Restoration  
Total Credits: 15

# programs of study - majors

## Liberal Arts

### ASSOCIATE IN ARTS (A.A.)

The mission of the Liberal Arts program is to provide motivated students a rigorous, enriching, and transformative educational experience. The program allows for concentration of study in humanities, social or natural sciences, or general studies. These programs provide a foundation for further educational options or career paths, producing a graduate who is confident, well-informed, and socially- and ethically-minded.

Students wishing to transfer into the Liberal Arts General Studies concentration must do so before registering for the final semester of study.

## curriculum requirements

Associate in Arts in Liberal Arts (A.A.)

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ENG101	English Composition I	3	ENG103	English Composition II	3
COR101	First-Year Core Curriculum Seminar	3	_____	Concentration Elective	3
_____	General Elective	3	_____	Concentration Elective	3
_____	Liberal Arts Elective	3	MAT__	Math Elective	3
RST__	Religious Studies Elective	3	_____	Natural Science Elective	3
			_____	Natural Science Lab Elective	1

### SECOND YEAR

FALL SEMESTER	CREDITS	SPRING SEMESTER	CREDITS		
_____	Concentration Elective	3	_____	Concentration Elective	3
_____	Concentration Elective	3	_____	Concentration Elective	3
_____	General Elective	3	IDS229	Liberal Arts Capstone	3
_____	Liberal Arts Elective	3	_____	General Elective	3
_____	Liberal Arts Elective	3	_____	Liberal Arts Elective	3

# programs of study - majors

## **Music Industry** **BACHELOR OF SCIENCE (B.S.)**

### **Program Description**

The Bachelor of Science in Music Industry program at Villa Maria College is a liberal arts degree program that prepares students for a wide range of music related careers. Building on a strong foundation in business, audio production, music theory and aural skills within a business and a liberal arts framework, students learn about the history of sound recording technology and its applications both in a studio and live performance settings, as well as receive a broad education in the field of music industry. Students use MIDI equipment and learn about local and regional internships that enhance their educational preparation and give them real life experience. Students also have opportunities to create digital-audio recordings with Pro Tools, learn about signal flow, lead recording sessions, interact with musicians, and hone their communication skills.

Music Industry majors with a robust musical background or instrument proficiency are strongly encouraged to participate in audition placement performance with a music faculty member. If the student chooses not to participate in a placement performance, they will be placed in pre-college lessons and will need to audition the following semester.

Villa Maria College is accredited by the National Association of Schools of Music (NASM).

### **Program Requirements**

Registration for MUS 101: Music Theory I and MUS 101L: Music Theory I Lab is dependent upon successful completion of the Music Theory and Aural Skills Placement Examinations with a grade of C or above. Students not successfully completing the exams must register for MUS 100, Music Fundamentals. MUS 100 must be completed with a minimum grade of C.

Other requirements include:

- Attain a minimum grade of C in all music courses;
- Fulfill recital seminar and concert attendance requirements; and
- Fulfill four semesters of performance ensemble.

### **Program Facilities**

The Music Department has special facilities for performance, practice, and recording.

A 168-seat recital hall is the primary performance space for concerts. This hall contains two Steinway concert grand pianos and a 2 Manual Delaware pipe organ. The recital hall is wired to the adjacent recording studio for capturing both live and studio performances.

Four ensemble rooms contain electronic keyboards, a state-of-the-art sound system, guitar and bass amps, a piano, and a variety of drums and other percussion instruments. These rooms are used for jazz, percussion, rock, and various other ensembles.

The music building contains fourteen acoustically-paneled practice rooms available for student use. Three of these rooms are available for practice with percussion and double bass. The other practice rooms are equipped with pianos.

The MIDI lab and recording studio each house cutting-edge hardware and software including an iMac, Mbox, and MIDI keyboard controller at student workstations. Software programs including Pro Tools, Reason, and Garage Band are available at the workstations for students' use in creating their own musical projects. The recording studio

# programs of study - majors

control room contains state-of-the-art gear for engineering recording sessions and producing mastered recordings. The studio, which is wired to the adjacent recital hall, is equipped with a recording booth and a collection of microphones, instruments, and amplifiers used for recording projects.

## Career Potential & Employment Outlook

A degree in Music Industry can prepare you to become a successful freelance performer and/or help you prepare to pursue a graduate degree to further develop musicianship. Other potential career directions for students include concert promoters, retail music sales managers, regional sales managers, publicists, marketing representatives, tour coordinators, recording engineers, studio directors, MIDI technicians, programmers, sound designers, advertising executives, booking agents, music publishers, band managers, studio managers, and composers.

## Jazz Minor

### Required Courses

MUJ 201/201L Jazz Theory I/Jazz Theory I Lab  
MUJ 202/202L Jazz Theory II/ Jazz Theory II Lab  
MUJ 211 Jazz History I  
MUJ 212 Jazz History II  
XMUJ 231 Jazz Keyboard Skills I  
XMUJ 232 Jazz Keyboard Skills II  
MUE -- Improv Lab 1 and 2  
MUE – Jazz Ensemble 1, 2, 3, 4

## Music Performance Minor.

### Required Courses

Four (4) Music Ensemble (MUE) electives  
XMUS 231 Keyboard Skills III  
XMUS 232 Keyboard Skills IV  
XMUS 121/122/221/222/321/322 Applied Music Major I-VI

## Music Production Minor for Non-Music Majors

### Required Courses

MUI 107 Music Industry I  
MUI 250 Introduction to Recording  
MUI 251 Intermediate Recording  
MUI 350 Techniques in Advanced Recording I  
MUI 351 Techniques in Advanced Recording II  
MUS\_\_\_ Music Elective\*

\*Choose one music elective from the following courses:

MUS 108 Music Appreciation  
MUS 110 History of American Popular Music

## Advanced Production Track (available to Music Industry students only)

### Required Courses

MUI 360 Live Recording Techniques  
MUI 420 Sound Design for Visual Media  
MUI 450 Advanced Mixing Techniques

# programs of study - majors

## curriculum requirements

Bachelor of Science (B.S.) in Music Industry

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
MUS100	Music Fundamentals	3	MUS101/L	Music Theory I & Lab	4
XMUS__	Applied Music Minor I	1	XMUS__	Applied Music Minor II	1
MUE__	Ensemble Elective I	.5	MUE__	Ensemble Elective II	.5
XMUS131	Basic Keyboard Skills I	1	XMUS132	Basic Keyboard Skill II	1
MUI107	Music Industry I	3	ENG103	English Composition II	3
ENG101	English Composition I	3	MUI150	Introduction to Music Technology	3
COR101	First Year Core Curriculum Seminar	3	COR__	Core Elective	3
MUS113	Recital Seminar I	0	MUS114	Recital Seminar II	0

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
MUS102/L	Music Theory II & Lab OR MUS__ Music Elective	4 3	MUI251	Intermediate Recording	3
XMUS__	Applied Music Minor III	1	BUS__	Business Elective OR	3
MUE__	Ensemble Elective III	.5	MUI__	Music Industry Elective	
_____	Keyboard Elective	1	_____	General Elective	3
MUI250	Introduction to Recording	3	XMUS__	Applied Music Minor IV	1
BUS114	Introduction to Business	3	MUE__	Ensemble Elective IV	.5
COR__	Core Elective	3	COR__	Core Elective	3
MUS213	Recital Seminar III	0	COR__	Core Elective	4
			MUS214	Recital Seminar IV	0

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
MUI307	Music Industry II	3	MUI209	Music Industry Internship	3
MUI350	Techniques in Advanced Recording I	3	MUI351	Techniques in Adv Recording II OR	3
BUS__	Business Elective OR	3	BUS__	Business Elective	
MUI__	Music Industry Elective		MUS__	Music Elective	3
MUS__	Music Elective	3	COR__	Core Elective	3
COR__	Core Elective	3	COR__	Core Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
MUI406	Music Event Production & Promotion	3	MUI411	Music Industry Senior Project	3
BUS__	Business Elective OR	3	BUS__	Business Elective OR	3
MUI__	Music Industry Elective		MUI__	Music Industry Elective	
MUS__	Music Elective	3	MUS__	Music Elective	3
_____	General Elective	3	_____	Liberal Arts Elective	3
COR401	Core Curriculum Senior Seminar	3	_____	Liberal Arts Elective	3



# programs of study - majors

## **Occupational Therapy Assistant ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

### **Program Description**

The Associate in Applied Science degree in Occupational Therapy Assistant is designed to integrate a background in liberal arts and sciences with intensive study of Occupational Therapy Assistant. The A.A.S degree program in Occupational Therapy Assistant consists of a 30-credit core in Occupational Therapy courses including 12 credits of guided fieldwork. This is accompanied by 32 credits of liberal arts and sciences. During the final semester, students will enroll in 16 weeks of fieldwork along with an Occupational Therapy Capstone course. The purpose of the fieldwork is to provide an opportunity for supervised application of theory to practice in an approved setting. The capstone will give students an opportunity to focus on an intensive piece of independent work, applying didactic knowledge to practical clinic settings.

The purpose of the A.A.S in Occupational Therapy Assistant program is to prepare students to become skilled healthcare providers who provide occupational therapy services under the direction and supervision of licensed occupational therapists. They will help patients develop, recover, and improve the skills needed for daily living and working. Occupational Therapy Assistants are directly involved in providing therapy to patients and clients of all ages who have medical conditions that affect their ability to function in their daily lives.

### **Accreditation**

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number, c/o AOTA is 301-652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). Program results from the National Board of Certification in Occupational Therapy (NBCOT) can be found online at <https://secure.nbcot.org/data/schoolstats.aspx>.

### **Student Learning Outcomes**

1. Villa Maria College OTA graduates will be prepared to demonstrate entry-level competence and professional behaviors in a variety of clinical settings under the direction and supervision of an Occupational Therapist (OT).
2. OTA students will communicate and interact effectively using a variety of appropriate techniques (written, verbal and nonverbal) with clients and others.
3. OTA students will exercise critical thinking and decision-making skills that integrate theory and principles in assisting with the delivery of client care.
4. OTA students will apply relevant knowledge and skills of the occupational therapy profession that contribute to appropriate intervention and treatment plans to perform competently in the profession.
5. OTA students will integrate theory, principles and concepts of rehabilitation, and the related disciplines in the delivery of client care.
6. OTA students will collaborate and work effectively with clients, families, and other health care team members to support achievement of treatment plans and goals.
7. OTA students will practice in a professional, respectful, and ethical manner applying codes of ethics, values, and behaviors to all ages, populations, and socioeconomic classes.

# programs of study - majors

## Program Facilities

The Occupational Therapy Assistant Program has dedicated classroom and laboratory space to provide students the opportunity to practice clinical skills, including a pediatric lab, a fully equipped kitchen, a designated work area, and other rooms replicating home, clinical, and hospital environments. The OTA program engages students in practice at the adjacent Felician Sisters Blessed Angela Care Center, practicing assessment and intervention skills with the residents of this assisted living and long-term care facility under the direction and supervision of OTA faculty.

## Program Admission Requirements

Students entering the Occupational Therapy Assistant program must have a high school average of 85% or a cumulative college GPA of 2.8 or higher to be accepted. Students must have completed high school or college Biology and Chemistry. Candidates are required to interview with an OTA faculty member; volunteer work in a health care setting is strongly encouraged.

## Program Requirements

Students are required to:

- Attain a grade of C+ or better in all OTA courses. If students fail to achieve a grade of C+, they may retake that course when it is next offered. If a student fails to attain a grade of C+ or higher in two OTA courses, they are dismissed from the OTA Program
- Achieve a grade of C or higher in BIO 103 and BIO 104 (Anatomy and Physiology and Laboratory). Credit for Anatomy and Physiology courses will be awarded if completed within the last five years
- Must demonstrate immunity for the following: Measles, Mumps, Rubella, Meningococcal, Varicella, TDAP, Hepatitis B. Additionally, must have an annual physical exam, and PPD or Mantoux test for TB. Students may be required by clinical sites to have a yearly influenza (flu) vaccine or wear a mask at all times at their clinic site. Meningococcal and Hepatitis B immunization may be waived. There are no religious exemptions for immunizations in this program
- Be CPR certified prior to placement in clinical internships. The OTA program provides a CPR course for students on a yearly basis. Students are responsible for fees for this course
- Be members of the American Occupational Therapy Association (AOTA). Fees for membership are included in course fees for OTA 101 and OTA 102

Students may be required by fieldwork internship sites to have a criminal background and/or fingerprint check performed. If required by the fieldwork site, students will be responsible for any cost incurred for this service.

Students are expected to demonstrate professionalism in classroom, laboratory, and clinical settings. Professionalism is assessed with a rubric which is provided to students in the OTA Student Handbook action plan. If professionalism issues are identified, OTA faculty will work with the student to develop a corrective action plan. If a student fails to comply with corrective action plan, they receiving a failing grade for the course, regardless of their numerical grade.

## Career Potential & Employment Outlook

The Occupational Therapy Assistant (OTA) program prepares students to enter a variety of health care settings including hospitals, outpatient clinics and offices, community health centers, skilled nursing extended care and subacute facilities, sports facilities, inpatient rehabilitation centers, schools, and pediatric centers.

# programs of study - majors

## curriculum requirements

Associate in Applied Science (A.A.S.) in Occupational Therapy Assistant

### FIRST YEAR

<b>FALL SEMESTER</b>	<b>CREDITS</b>	<b>SPRING SEMESTER</b>	<b>CREDITS</b>
BIO 103 Human Anatomy and Physiology I	3	BIO 104 Human Anatomy & Physiology II	3
BIO 103L Human Anatomy and Physiology I Lab	1	BIO 104L Human Anatomy & Physiology II Lab	1
COR 101 First Year Core Curriculum Seminar	3	OTA 103 Practice Skills II	3
ENG 101 English Composition I	3	OTA 104 Fieldwork I & Seminar	2
OTA 101 Introduction to OTA	2	OTA 112 Kinesiology for OTA	3
OTA 102 OTA Practice Skills I	3	PSY 210 Abnormal Psychology	3

### SUMMER SEMESTER

<b>COURSE</b>	<b>CREDITS</b>
PSY 203 Developmental Psychology	3
RST ___ Religious Studies Elective	3

### SECOND YEAR

<b>FALL SEMESTER</b>	<b>CREDITS</b>	<b>SPRING SEMESTER</b>	<b>CREDITS</b>
OTA 201 OT in Mental Health Settings	3	OTA 204 OTA Capstone and Seminar	3
OTA 202 OT in Rehabilitation Settings	3	OTA 205 Fieldwork II A	5
OTA 203 OT in Developmental Settings	3	OTA 206 Fieldwork II B	5
MAT ___ Math Elective	3		
ENG 103 English Composition II	3		

# programs of study - majors

## **Photography** **BACHELOR OF FINE ARTS (B.F.A.)**

### **Program Description**

The mission of the Bachelor of Fine Arts Photography program is to educate and develop in students the high-level technical and artistic visual skills needed to succeed in various fields of professional photography practices. Emphasizing fine art, commercial and business practices, the B.F.A. program provides students with a strong comprehensive education in historic and contemporary trends in photographic image making, theory, criticism, studio lighting, and digital technology.

The program develops technical skills and artistic expression. Students learn studio lighting skills, darkroom techniques, and how to shoot with digital SLR cameras, 35mm film, and large-format cameras. While digital technology is the main component of the curriculum, analog and chemical based processes are also explored. Class instruction and student access is provided in the department's digital imaging labs, lighting studio, and darkrooms. Through the History of Art and History of Photography courses, students develop an understanding of the context of contemporary and historical photography, engage in the critical analysis of art, and recognize conceptual practices. Students who graduate with a B.F.A. have a broad range of skills including photographic theory and criticism, photojournalism, an expanded level of studio lighting and digital skills, and a strongly developed individual photographic style and portfolio. Students will have a solo exhibition of their work at a gallery as a capstone of their senior year.

### **Program Facilities**

Within the photography program, students will have access to a variety of lighting studios, film processing and print mounting, darkrooms and computer labs. Two digital labs are equipped with state-of-the-art Macintosh computers, printing images from 14-24 inches wide and large-format film scanners and flatbed scanners. Three darkrooms are tailored to different image processes. The large black and white darkroom has 15 enlarger stations conducive to printing up to medium-format negatives. There is a darkroom for developing large-format negatives and for alternative processes. The darkrooms have a superior ventilation system conducive to working with all chemicals. The photography lighting studio is a large open space used to create and set up a variety of subjects. It is fashioned with various backdrops and lighting equipment including strobe units to create professional photographs. A workspace is also provided for students to finish their work including mounting and framing.

### **Program Requirements**

Photography majors and minors must earn a grade of C or above for successful completion of all Photography.

### **Career Potential & Employment Outlook**

Students will be prepared for careers such as opening their own professional photographic studio and working in many facets of the field including fine art, commercial, advertising, studio, wedding, sports, stock, photojournalism, portrait, and fashion photography.

Graduates usually enter the job market at entry-level positions and move up the career ladder as their skills and experience increase. Fine art photographers with exceptional ability may gain recognition for their work and exhibit in galleries. Some move into supervisory positions and or open their own studios. Graduates may begin by freelancing. Information from the Bureau of Labor Statistics identifies photography as a competitive field, and identifies that employment of photographers is expected to increase.

# programs of study - majors

## curriculum requirements

Bachelor of Fine Arts in Photography (B.F.A.) in Photography

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	ENG103	English Composition II	3
ENG101	English Composition I	3	PHO103	Color Photography	3
COR101	First Year Core Curriculum Seminar	3	PHO201	Photo Imaging and Design	3
PHO101	Introduction to Photography	3	COR__	Core Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PHO102	Intermediate Photography	3	ART204	History of Art II	3
PHO105	History of Photography	3	GRA240	Web Design	3
PHO207	Professional Practices	3	PHO202	Studio Lighting	3
COR__	Core Elective		PHO209	Internship OR	3
COR__	Core Elective	3	_____	Art Elective	
			COR__	Core Elective	4

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART203	History of Art I	3	BUS211	Principles of Advertising	3
BUS232	Principles of Marketing	3	PHO104	View Camera Techniques	3
PHO301	Advanced Digital Imaging	3	PHO304	Documentary Photography	3
PHO303	Advanced Studio Photography	3		and Photo Journalism	
COR__	Core Elective	3	COR__	Core Elective	3
			_____	General Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PHO307	Contemporary Photography	3	_____	Art Elective	3
PHO401	Senior Seminar	3	ART405	Contemporary Art	3
PHO445	Special Topics	3	PHO402	Senior Thesis	6
COR__	Core Elective	3	PHO409	Senior Internship	3
COR401	Core Curriculum Senior Seminar	3			

# programs of study - majors

## **Photography** **ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

### **Program Description**

The mission of the Associate in Applied Science Photography program is to educate students and transform them into image-makers with basic artistic, technical and photographic business skills. The program provides students with a commercial and fine art approach to photography serving as a strong foundation of fundamental skills. The Photography A.A.S. program prepares students for entry-level positions in various facets of the field.

The program serves a dual purpose: to provide students with a commercial and a fine art approach to photography. This approach allows the student to gain an entry-level position within a number of career choices in the field, as well as have a strong foundation of photographic skills. Coursework includes a balance of photography and design with a liberal arts core. Included in the curriculum is a professional practice course where students learn the skills needed to pursue their career, develop their portfolio, and market themselves. In the final semester the student participates in a valuable internship experience with professionals in the field. Many students gain full-time employment from this meaningful real-world work experience. Villa Maria College students have won many contests and competitions with their extraordinary work and they continue to do so every year. Students also will exhibit their work in Villa's on-campus gallery and participate in a variety of external exhibitions. The associate degree curriculum is embedded into the Bachelor of Fine Arts curriculum, allowing students to move seamlessly into the baccalaureate degree program following successful completion of the associate degree.

### **Program Facilities**

Within the Photography program, students will have access to a variety of lighting studios, film processing and print mounting, darkrooms and computer labs. Two digital labs are equipped with state-of-the-art Apple computers, printing images from 14-24 inches wide and large format film scanners and flatbed scanners. Three darkrooms are tailored to different image processes. The large black and white darkroom has 15 enlarger stations conducive to printing up to medium format negatives. There is a darkroom for developing large format negatives and for alternative processes. The darkrooms have a superior ventilation system conducive to working with all chemicals. The photography lighting studio is a large open space used to create and set up a variety of subjects. It is fashioned with various backdrops and lighting equipment including strobe units to create professional photographs. A workspace is also provided for students to finish their work including mounting and framing.

### **Program Requirements**

Photography majors and minors must earn a grade of C or above for successful completion of all Photography.

### **Career Potential & Employment Outlook**

With the Associate in Applied Science degree students are well prepared with the fundamental skills in photography for entry-level positions such as photographer's assistants, freelance photographers, gallery assistants, digital photo editing/retouching assistants, freelance photographers, and gallery assistants.

# programs of study - majors

## curriculum requirements

Associate in Applied Science (A.A.S.) in Photography

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	ENG103	English Composition II	3
ENG101	English Composition I	3	MAT__	Math Elective	3
COR101	First Year Core Curriculum Seminar	3	PHO103	Color Photography	3
PHO101	Introduction to Photography	3	PHO201	Photo Imaging and Design	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PHO102	Intermediate Photography	3	ART204	History of Art II	3
PHO105	History of Photography	3	_____	Art Elective	3
PHO207	Professional Practices	3	_____	Liberal Arts Elective	3
_____	Liberal Arts Elective	3	PHO202	Studio Lighting	3
RST__	Religious Studies Elective	3	PHO209	Internship	3

### Photography Minor

#### Required Courses

- ART 101 Two-Dimensional Design
- PHO 101 Introduction to Photography
- PHO 103 Color Photography
- PHO 201 Photo Imaging and Design
- PHO \_\_\_ Photography Elective
- PHO \_\_\_ Photography Elective

# programs of study - majors

## **Physical Therapist Assistant ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

### **Program Description**

The mission of the Physical Therapist Assistant program is to provide comprehensive education, both academic and clinical, to ensure success of graduates as integral members of a health care team. Graduates are qualified to work as physical therapist assistants under the direction and supervision of a licensed physical therapist, adhering to all established legal, ethical, and professional standards. Graduates are skilled in critical thinking, problem-solving, and communication skills, and they display a commitment to lifelong learning for success in the changing health care environment.

Physical therapist assistants (PTA) are skilled healthcare providers who provide physical therapy services under the direction and supervision of licensed physical therapists. PTAs provide care to patients and clients of all ages who have medical conditions that affect their ability to function in their daily lives. PTAs provide direct patient/client care including teaching exercise designed to improve strength, mobility, balance and coordination; training with crutches, canes, or walkers, and using physical agents such as ultrasound and electrical stimulation. PTAs continually assess patient/client response to interventions, and report this status to the physical therapist.

The Physical Therapist Assistant (PTA) program prepares students to enter a variety of health care settings including hospitals, outpatient clinics and offices, community health centers, skilled nursing extended care and subacute care facilities, hospices, sports facilities, inpatient rehabilitation centers, schools, and pediatric centers.

Students learn professional competencies in courses to prepare them to work as PTAs in clinical settings. Two part-time and two full-time internships allow students to gain hands-on experience in the field of physical therapy. In addition to courses in their major, students complete a core of liberal arts courses.

### **Accreditation**

The Associate in Applied Science (A.A.S.) degree in Physical Therapist Assistant at Villa Maria College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; e-mail: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

### **Student Learning Outcomes**

Villa Maria College Physical Therapist Assistant (PTA) graduates will be prepared to demonstrate entry-level competence and professional behaviors in a variety of clinical settings under the direction and supervision of a Physical Therapist (PT).

1. PTA students will demonstrate effective and appropriate verbal and non-verbal communication with patients/clients, family members, supervising physical therapist, health care team members and others in the classroom, laboratory, and clinical settings.
2. PTA students will adhere to all established and accepted legal, ethical, and professional standards as they relate to their role as a PTA.
3. PTA students will demonstrate entry-level skill in data collection procedures delegated by the supervising physical therapist. Students will use information gathered to modify or progress interventions within the plan of care and goals established by the physical therapist, and use the information to communicate patient status to the supervising PT and other appropriate members of the health care team.
4. PTA students will perform interventions, monitor patient response, and modify interventions within the plan of care established by the Physical Therapist. Students will effectively communicate patient response to the supervising physical therapist and appropriate members of the health care team.
5. PTA students will recognize and analyze clinical and personal strengths and challenges through an ongoing process of self-assessment, and utilize this information to develop a plan for lifelong professional growth.



# programs of study - majors

## Program Facilities

The PTA program has dedicated classroom and laboratory space to provide students the opportunity to practice clinical skills, including patient assessment and evaluation. The PTA program engages students in practice at the adjacent Felician Sisters Blessed Angela Care Center, practicing assessment and intervention skills with the residents of this assisted living and long-term care facility under the direction and supervision of PTA faculty.

## Program Admission Requirements

Students must have a high school average of 85% or higher, or a cumulative college GPA of 2.8 or higher to be accepted into the PTA program. Students must have completed high school or college biology and chemistry or physics (Physics preferred). Candidates are required to interview with a PTA faculty member. Volunteer work in a health care setting is strongly encouraged.

Students must also complete BIO 103 Human Anatomy & Physiology I and BIO 103L Human Anatomy & Physiology I Lab or its equivalent prior to matriculation with a C or better.

## Program Requirements

Students are required to:

- Attain a grade of C+ or better in all PTA courses. If students fail to achieve a grade of C+, they may retake that course when it is next offered. If a student fails to attain a grade of C+ or higher in two PTA courses, she/he is dismissed from the PTA Program.
- Achieve a grade of C or higher in BIO 103 and BIO 104 (Anatomy and Physiology and Laboratory). Credit for Anatomy and Physiology courses will be awarded if completed within the last five years.
- Must demonstrate immunity for the following: Measles, Mumps, Rubella, Meningococcal, Varicella, TDAP, Hepatitis B. Additionally, must have an annual physical exam, and PPD or Mantoux test for TB. Students may be required by clinical sites to have a yearly influenza (flu) vaccine or wear a mask at all times at their clinic site. Meningococcal and Hepatitis B immunization may be waived. There are no religious exemptions for immunizations in this program. Be CPR certified prior to placement in clinical internships. The PTA program provides a CPR course for students on a yearly basis. Students are responsible for fees for this course.
- Be members of the American Physical Therapy Association (APTA). Fees for membership are included in course fees for PTA 105 and PTA 205.

Students may be required by clinical internship sites to have a criminal background and/or fingerprint check performed. If required by the clinic site, students will be responsible for any cost incurred for this service.

Students are expected to demonstrate professionalism in classroom, laboratory, and clinical settings. Professionalism is assessed with a rubric which is provided to students in the PTA Student Handbook action plan. If professionalism issues are identified, PTA faculty will work with the student to develop a corrective action plan. If students fail to comply with corrective action plan, they risk receiving a failing grade for the course, regardless of their numerical grade.

## Career Potential & Employment Outlook

The Bureau of Labor Statistics indicates employment of physical therapist assistants is expected to increase much faster than the average for all occupations. Demand for physical therapy services is expected to increase in response to the health care needs of a growing elderly population. Physical therapist assistants (PTA) work with physical therapists in hospitals, offices, rehabilitation centers and other clinical settings. Due to the aging population and medical and technological improvements that enable people to live longer and recover from traumatic injury, the number of people who require these services will increase.

# programs of study - majors

## curriculum requirements

Associate in Applied Science (A.A.S.) in Physical Therapist Assistant

### PREADMISSION REQUIREMENTS

<b>COURSE</b>	<b>CREDITS</b>
BIO103 Human Anatomy & Physiology I	3
BIO103L Human Anatomy & Physiology I Lab	1

### FIRST YEAR

<b>FALL SEMESTER</b>		<b>CREDITS</b>	<b>SPRING SEMESTER</b>		<b>CREDITS</b>
BIO104	Human Anatomy & Physiology II	3	PTA106	Principles of Exercise	2
BIO104L	Human Anatomy & Physiology II Lab	1	PTA108	Physical Agents	3
ENG101	English Composition I	3	PTA106	Physical Therapist Assistant Internship I and Seminar	3
COR101	First Year Core Curriculum Seminar	3	PTA112	Kinesiology	3
PTA104	Introduction to PTA	2	PTA207	Clinical Neurology	4
PTA105	Patient Care Skills	3	MAT___	Math Elective	3

### SUMMER SEMESTER

<b>COURSE**</b>	<b>CREDITS</b>
ENG103 English Composition II	3
PSY203 Developmental Psychology	3

### SECOND YEAR

<b>FALL SEMESTER</b>		<b>CREDITS</b>	<b>SPRING SEMESTER</b>		<b>CREDITS</b>
PTA205	Clinical Orthopedics	4	PTA215	PTA Capstone	2
PTA206	Clinical Cardio-Pulmonary Integumentary, & Specialty Areas	3	PTA219	Physical Therapist Assistant Internship II	6
PTA209	PTA Seminar	1	PTA229	Physical Therapist Assistant Internship III	6
PTA212	Pathology	3			
RST___	Religious Studies Elective	3			

# programs of study - majors

## Psychology

### BACHELOR OF ARTS (B.A.)

#### Program Description

The mission of the Bachelor of Arts in Psychology is to provide students a rigorous educational experience in which they develop a spirit of intellectual inquiry, personal ethics, respect for diversity, and a commitment to serving others. By offering a wide range of courses in the field of psychology, students will be prepared to pursue careers in human services and community mental health as well as graduate studies in psychology and counseling.

The Psychology program is designed to integrate a background in liberal arts and sciences with intensive study of psychology. It consists of a 32-credit core in clinical psychology, social psychology, cognitive psychology, developmental psychology, and biopsychology. This is followed by 18 credits of electives that allow students to further explore these areas and topics relevant to their particular learning and career objectives.

#### Career Potential & Employment Outlook

Graduates will be well equipped for public and private sector careers that require knowledge of human behavior, development, and motivation. This may be especially useful to students pursuing careers in the provision of human services, law enforcement, community mental health, research, education, and management. Students will also be prepared for graduate studies in many areas including psychology, arts therapy, music therapy, counseling, business, human services, law, and mental health.

#### Program Requirements

##### Foundation of Psychology Electives

PSY 203 Developmental Psychology  
PSY 205 Cognitive Psychology  
PSY 206 Social Psychology  
PSY 208 Biopsychology  
PSY 210 Abnormal Psychology

##### Psychology Electives

Students must choose six (6) electives with at least one course from four of the five major areas listed below:

##### Developmental Psychology

PSY 301 Psychology of Adulthood and Aging  
PSY 302 Human Sexuality

##### Abnormal Psychology

PSY 310 Counseling Psychology  
PSY 311 Expressive Arts Therapy

##### Biopsychology

PSY 340 Psychopharmacology  
PSY 341 Sensation and Perception

##### Cognitive Psychology

PSY 350 Psychology of Music  
PSY 351 Psychology of Visual Arts

##### Social Psychology

PSY 360 Group Dynamics  
PSY 361 Performance Psychology

# programs of study - majors

## curriculum requirements

Bachelor of Arts (B.A.) in Psychology

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PSY101	General Psychology	3	PSY__	Foundations of Psychology Elective	3
ENG101	English Composition I	3	ENG103	English Composition II	3
COR101	First Year Core Curriculum Seminar	3	_____	General Elective	3
COR__	Core Elective	3	COR__	Core Elective	3
COR__	Core Elective	3	COR__	Core Elective	4

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PSY215	Research Design and Analysis in Psychology I	4	PSY216	Research Design and Analysis in Psychology II	4
PSY__	Foundations of Psychology Elective	3	PSY__	Foundations in Psychology Elective	3
PSY__	Psychology Elective	3	PSY__	Psychology Elective	3
COR__	Core Elective	3	COR__	Core Elective	3
			COR__	Core Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PSY__	Foundations of Psychology Elective	3	PSY__	Foundations of Psychology Elective	3
PSY__	Psychology Elective	3	PSY204	History of Psychology	3
_____	General Elective	3	_____	General Elective	3
_____	General Elective	3	_____	Liberal Arts Elective	3
_____	General Elective	3	_____	Liberal Arts Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PSY__	Psychology Elective	3	PSY409	Community Internship	OR 3
PSY__	Psychology Elective	3	PSY411	Senior Thesis	
_____	General Elective	3	PSY__	Psychology Elective	3
_____	General Elective	3	_____	General Elective	3
COR401	Core Curriculum Senior Seminar	3	_____	General Elective	3
			_____	General Elective	3

## Psychology Minor

### Required Courses

PSY 101 General Psychology  
 PSY 215 Research Design and Analysis in Psychology I

### Elective Courses

Choose three of the following courses:  
 PSY 203 Developmental Psychology  
 PSY 205 Cognitive Psychology  
 PSY 206 Social Psychology  
 PSY 208 Biopsychology  
 PSY 210 Abnormal Psychology  
 PSY \_\_ Choose one additional Psychology elective

# programs of study - minors

## Art Therapy Minor

The Art Therapy minor does not prepare students for a career as a licensed art therapist.

### Required Courses

ART 104 Drawing I  
PSY 101 General Psychology  
PSY 210 Abnormal Psychology  
PSY 310 Counseling Psychology  
PSY 311 Expressive Arts Therapy  
PSY 351 Psychology of Visual Arts

## Creative Writing

### Required Courses

ENG 102 Introduction to Literary Studies  
ENG 221 Introduction to Creative Writing  
ENG 251 The Craft of Poetry  
ENG 271 Creative Writing Fiction Workshop  
ENG 351 Creative Nonfiction  
ENG 355 Playwriting

## Fashion Design Minor

ART 101 Two Dimensional Design  
FDM 101 Introduction to the Fashion Design Industry  
FDM 105/106 Sewing Techniques  
FDM 110/111 Textiles  
FDM 204 Introduction to Fashion Illustration

## Fashion Design & Merchandising

Art 101 Two Dimensional Design  
FDM 101 Introduction to the Fashion Design Industry  
FDM 105/106 Sewing Techniques  
FDM 110/111 Textiles  
FDM 213 Fashion Merchandising  
FDM 315 Fashion Styling

## Journalism Minor

### Required Courses

DMC 249 Introduction to Journalism  
DMC 250 Journalism History and Film  
DMC 252 Data Driven Journalism  
DMC 350 Beat Reporting  
DMC 351 Feature Writing and Narrative Techniques  
DMC 352 Advanced Applied Journalism

# programs of study - minors

## Literary Studies Minor

### Required Courses

ENG 104 Introduction to Literary Studies

ENG 221 Introduction to Creative Writing

Choose one of the following American Literature or British Literature electives:

- ENG 210 American Literature I
- ENG 212 American Literature II
- ENG 320 British Literature I
- ENG 322 British Literature II
- ENG 330 African American Literature

### Three (3) Literature Electives

Any Literature courses at the 200, 300, or 400 level

## Music Therapy Minor

The Music Therapy minor does not prepare students for a career as a licensed music therapist.

### Required Courses

MUS 101 Music Theory I or its equivalent

PSY 101 General Psychology

PSY 210 Abnormal Psychology

PSY 310 Counseling Psychology

PSY 311 Expressive Arts Therapy

PSY 350 Psychology of Music

## Pre-Law Minor

### Required Courses

DMC 360 Media Ethics and Law

ENG 261 Advanced Composition and Research

PHI 201 Ethics

PHI 202 Logic

PSC 201 American Government

Choose from one of the following:

- Any course with a PSC designation
- \_\_\_ 409 Internship
- BUS 251 Business Law

## Religious Studies Minor

### Required Course

RST 101 Introduction to Religious Thought and Practice

### Electives (Select Five)

RST 103 Introduction to the Old Testament

RST 104 Introduction to the New Testament

RST 205 Women and Religion

RST 208 Spirituality and Work

RST 310 Catholic/Franciscan Studies

IDS 205 Crisis of Belief

ENG 270 Introduction to Greek and Roman Mythology

## courses of instruction

Villa Maria College reserves the right to alter course offerings.

### Course Identification

The following abbreviations are used for course identification.

<b>ANM</b> Animation	<b>HIS</b> History
<b>ANT</b> Anthropology	<b>IDS</b> Interdisciplinary Studies
<b>ART</b> Art	<b>IND</b> Interior Design
<b>ASL</b> American Sign Language	<b>MAT</b> Mathematics
<b>AST</b> Astronomy	<b>MUE</b> Music Ensemble
<b>BIO</b> Biology	<b>MUI</b> Music Industry
<b>BUS</b> Business	<b>MUJ</b> Music Jazz
<b>CHE</b> Chemistry	<b>MUS</b> Music
<b>COR</b> Core Curriculum Seminar	<b>OTA</b> Occupational Therapy Assistant
<b>CSD</b> Computer Software Development	<b>PHI</b> Philosophy
<b>DFM</b> Digital Filmmaking	<b>PHO</b> Photography
<b>DMC</b> Digital Media and Communications	<b>PHY</b> Physics
<b>ECO</b> Economics	<b>PSC</b> Political Science
<b>ENG</b> English	<b>PSY</b> Psychology
<b>FDM</b> Fashion Design and Merchandising	<b>PTA</b> Physical Therapist Assistant
<b>FRE</b> French	<b>RST</b> Religious Studies
<b>GDE</b> Game Design	<b>SOC</b> Sociology
<b>GRA</b> Graphic Design	<b>SPA</b> Spanish
<b>HON</b> Honors	<b>XMUJ</b> Applied Jazz
	<b>XMUS</b> Applied Music

# course descriptions

## **ANM 101 – Film Theory and Technique**

The key elements of filmmaking are elaborated. Cinematography, movement, sound effects, editing, music, genre, and story are included. Relevant example from the first silent films to contemporary films are explored. Application of standard techniques to student work is emphasized. For program major or minor requirements, a grade of C or above is required for successful completion. A writing intensive course. 3 credits (Fall)

## **ANM 103 – History of Animation**

The history of animation, from the earliest experiments on film to today's digital-age film are explored. Types of animation from traditional cell animation to experimental animation, to advanced special effects are considered. The impact of various types of animation on modern cinema is analyzed. For program major or minor requirements, a grade of C or above is required for successful completion. 3 credits (Spring)

## **ANM 104 – Animation Pre-Production I**

This course is an introduction to all aspects of the animation pre-production process. Creative problem-solving techniques are used to create compelling original stories. Use of the computer and related software as tools in scriptwriting, treatments, and storyboarding are introduced. Creation of animatics including audio and time editing is introduced. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Fall)

## **ANM 105 – Introduction to Animation**

Introductory techniques of animation such as traditional hand-drawn, digitally-drawn, and stop-motion are presented. The basic principles of animation such as timing and spacing, squash and stretch, anticipation, and exaggeration are emphasized through a wide variety of projects, equipment, and computer software. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Spring)

## **ANM 106 – Character Design**

Use of basic organic shapes to construct animated characters is explored. Exaggerated proportion, paradoxes, and posture to enhance and change character are emphasized. Gesture and facial expressions are studied. A variety of character styles are presented to prepare students for the diverse needs of the animation industry. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits

## **ANM 201 – Advanced Animation**

The course builds on basics learned in ANM 105 Introduction to Animation. This is an exploration of the challenges of hand-drawn and computer generated, two-dimensional animation. Practice in drawing projects by hand, on the Wacom tablet, and manipulating images in digital animation software. Students will experiment with many different aesthetic styles as well as different technical approaches to creating animated sequences of images. Prerequisite ANM 105; must earn a C or above in all prerequisites for this course. A studio course. 3 credits (Fall)

## **ANM 203 – 3D Computer Animation II**

The course builds upon knowledge and skills in ANM 201 Advanced Animation and ANM 204 3D Computer Animation I. Emphasis is placed on rigging and animation for 3D production. For program major or minor requirements, a C or above is required for successful completion. Prerequisites: ANM 204, must earn C or above in prerequisites for this course. A studio course. 3 credits (Spring)

## **ANM 204 – 3D Computer Animation I**

Industry-standard software is used to learn the fundamental tools and techniques of animating in three-dimensions. Students become familiar with refined structure and interface and translate knowledge and skills regarding traditional animation to a more highly technical software package. Emphasis is placed on 3D modeling, texturing, and lighting. A studio course. For program major or minor requirements, a C or above is required for successful completion. Prerequisites: ANM 105, must earn C or above in prerequisites for this course. A studio course. 3 credits (Fall)



# course descriptions

## **ANM 205 – Modeling for 3D Computer Animation**

Processes involved in modeling characters and sets used for animation are explored. Using a combination of subdivision surfaces and polygons, students model characters using 3D software. Modeling objects using NURBS surfaces is included. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 106, ANM 204; must earn C or above in all prerequisites for this course. A studio course. 3 credits (Spring)

## **ANM 206 – Animation Pre-Production II**

Students will explore techniques for designing characters, sets, and props for animated films. Use of basic primitive shapes, anatomy, proportion, layout, and perspective is used to inform designs. A variety of styles are presented to prepare students for the diverse needs of the animation industry. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Spring)

## **ANM 207 – Sophomore Individual Film Project**

Students use the script, storyboard, animatic, and soundtrack from previous classes as the groundwork to create a film. Focus is on production and post-production of the film, including animation, rendering and editing. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 206 must earn C or above in all prerequisites for this course. A studio course. 3 credits (Spring)

## **ANM 210 – Motion Graphics and Editing**

Introductory techniques of editing are presented using a non-linear editing system. Students are also introduced to motion graphics and compositing using industry standard software. Topics covered include video editing, color correction, motion design, kinetic typography, digital puppet animation, and video exporting. For program major or minor requirements, a C or above is required for successful completion. Prerequisite: ART 101, must earn C or above in prerequisites for this course. A studio course. 3 credits (Fall)

## **ANM 211 – Post-Production**

Students are exposed to more advanced concepts of compositing techniques for animation and post production. A broad range of study includes topics such as green screen removal, masked rotoscoping, set-extensions, particle simulations, compositing 3D render layers, and more special effects. For program major or minor requirements, a C or above is required for successful completion. Prerequisites: ANM 201, ANM 204, must earn C or above in prerequisites for this course. A studio course. 3 credits (Spring)

## **ANM 301 – Stop-Motion Animation**

The fundamentals of stop-motion animation are presented. How to fully plan and time out animations before animating are elaborated and practiced. Various physical media, such as sand, paint on glass, clay and wire armature are explored. Practice in building and lighting a simple set is included. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 105, must earn C or above in all prerequisites for this course. A studio course. 3 credits (Fall)

## **ANM 302 – Special Effects: Dynamics and Particle Effects**

An exploration of the techniques used to create digital special effects of natural phenomena such as weather, fire and water. Use of appropriate 3D and 2D software to achieve desired special effects is emphasized. Students are also introduced to techniques used for compositing multiple layers that allow enhancing digital photographs and video footage are introduced and practiced. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 204; must earn C or above in all prerequisites for this course. 3 credits (Fall)

## **ANM 304 – Junior Project I**

In the fall of the junior year, Animation students work in groups to plan a group film project. Groups will work on creating content for a very short film dedicating time exclusively to learning and applying processes of the chosen specialization (Pre-Production, Post-Production, and Generalist). All aspects of pre-production are developed. An original story and concept are required. For program major or minor requirements, a grade of C or above

# course descriptions

is required for successful completion. Prerequisites: ANM 211. Must earn C or above in all prerequisites for this course. A studio course. 3 credits (Fall)

## **ANM 305 – Junior Project II**

In the spring of the junior year, Animation students work in groups to create a film project. Groups will work on creating content for a second short film dedicating time exclusively to learning, improving, and researching alternate processes of the chosen specialization and based on the learning and experiences achieved in ANM 304. Prerequisite: ANM 304. A studio course. 3 credits (Spring)

## **ANM 307 – Lighting and Rendering in the Real and Virtual World**

The basic principles of lighting on a film set are presented. Application of the principles of lighting in a 3D virtual environment is explored. Emphasis is on use of appropriate software to realistically render and on creation of professional quality shaders and textures for 3D models. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 204; must earn C or above in all prerequisites for this course. A studio course. 3 credits (Fall)

## **ANM 308 – 3D Computer Animation III: Advanced Character Animation**

The course builds upon knowledge and skills presented in ANM 203 3D Computer Animation II: Character Animation. Creation of advanced animation rigs attached to given models or models of individual creation is emphasized. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: ANM 203; must earn C or above in all prerequisites for this course. A studio course. 3 credits (Spring)

## **ANM 310 – Professional Practices and Advanced Processes**

Explores career opportunities available to animators. The business aspects of animation including project quotes, contracts, production pipeline, independent animation grant proposals, studio organization, professional organizations and memberships, fee structure, and ethical conduct are elaborated. Career options and work environments for animators are explored. A resume, cover letter, demo reel, digital portfolio, LinkedIn profile, and website are produced. A studio course. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 201 or ANM 204; must earn C or above in all prerequisites for this course. 3 credits (Fall).

## **ANM 401 – Senior Capstone Thesis I**

This course is taken by students enrolled in the fall semester of the senior year of the Animation program. Students complete assignments related to the production of a short animated film. Research and application of skills will depend upon the chosen specialization of the student (Pre-Production, Production, Post-Production, or Generalist). The film and skills being developed in this course will be completed in the following spring in ANM402. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 305; must earn C or above in all prerequisites for this course. A studio course. 3 credits (Fall)

## **ANM 402 – Senior Capstone Thesis II**

This course is taken by students enrolled in their spring semester of the senior year of the Animation program. Students continue working on the project they began in ANM 401. This course provides the opportunity for completion of pre-production, production, or post production of a senior level short animated film. Research and application of skills will depend upon the chosen specialization of the student (Pre-Production, Production, Post-Production, or Generalist). Original films are debuted at a screening that is open to the public. A minimum grade of C is required for animation majors to successfully complete this course. Prerequisites: ANM 401; must earn C or above in all prerequisites for this course. A studio course. 6 credits (Spring)

## **ANM 409 – Internship**

Opportunity to practice the knowledge, skills, and professional behaviors expected in the animation industry in a one-semester internship at an animation studio, video production house, television station, or business that creates

# course descriptions

animations, visualizations or special effects. Progress is monitored by an Animation program faculty member and an on-site supervisor. Prerequisites: Will vary depending on the position applied for in the variety of options within the field. 3 credits (Fall)

## **ANM 410 – Computer Visualization: Scientific and Corporate**

Building upon the skills and knowledge developed in the Animation program, the field of visualization is introduced. Applications of visualization in fields such as advertising, medical illustration, toy design, law, and science are explored. Opportunity to use visualization knowledge and techniques in collaborative, relevant projects is provided. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 203; must earn C or above in all prerequisites for this course. A studio course. 3 credits (Fall)

## **ANM 412 – Multimedia Animation**

The course introduces skills involved in producing animated, interactive multimedia projects. Focus is on the integration of animation with web-based media and interactive CD-ROMs. An exploration of the artistic, commercial, and technical aspects of multimedia animation production with emphasis on development of a unique, personal artistic style. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 203; must earn C or above in all prerequisites for this course. A studio course. 3 credits (Fall)

## **ANM 450 – Special Topics**

Intensive investigation of advanced techniques, technology, or theories related to animation is explored. For junior and senior level students in program major, a grade of C or above is required for successful completion. A studio course. 3 credits (Cycled)

## **ANT 101 – Cultural Anthropology**

An introductory cultural anthropology course that provides students with the principles, processes and application of anthropology. The course will give students insight into the study of anthropology as it applies to culture and cultural change within the scope of human behavior. 3 credits (Cycled)

## **ANT 115 – The Americas before Columbus**

Drawing upon the archaeology and earliest ethnohistoric accounts of the “New World,” this course traces the long history of human occupation in the Americas from the end of the last Ice Age up to the Contact period. Topics examined will include the peopling of the Americas, shifting ecologies, historical demography, ethnic diversity, the development of socio-political complexity, and early contacts with European explorers, traders, and missionaries. 3 credits

## **ANT 201 – Dwelling**

An exploration of landscape and architecture across cultures and through time, examining how humans produce habitats, livelihoods, and meanings. Students are encouraged to recognize the links that tie “culture” to “nature,” “individuals” to “environments,” and the “traditional” to the “modern,” breaking down taken-for-granted Western distinctions. In addition to in-class discussions, experiences in the outdoor landscape set up opportunities for students to consider their own patterns of dwelling. Writing intensive course. 3 credits

## **ANT 220 – Food and Culture**

In this course, students will examine what people eat and how, considering how food systems are shaped by (and in turn shape) culture. The need for food is biological. But how people have chosen to satisfy this need, as well as the relationships that they have established with the foods they eat, has varied from society to society across time. Students should expect to gain “field,” “kitchen,” and “table” experience as they move through the class. 3 credits

## **ARC 101 – Introduction to Archaeology**

Archaeology is the study of human, biological, and material remains for the purpose of reconstructing past cultures and societies. This course provides an introduction to the scientific method, considering the theory and methods

# course descriptions

of archaeological research, data collection, analysis, and interpretation. Students will learn about the strategies employed in the investigation of archaeological remains, as well as about the ethical implications of doing archaeological research. The course is appropriate for science and non-science majors. 3 credits

## **ART 101 – Two-Dimensional Design**

Development of basic skills and principles of two-dimensional design with various media. Emphasis on solving various compositional and design problems. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Fall/Spring)

## **ART 103 – Color Theory**

The study of color and color relationships, elements of design and two-dimensional composition. Studio course in creative expression using a variety of techniques and media (majors only). A prerequisite for drawing, painting, and printmaking courses. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in ART 101. A studio course. 3 credits (Fall/Spring)

## **ART 104 – Drawing I**

Emphasis on structural understanding of design, composition and correct observation. Studio course in drawing with a variety of media from still life, nature, and the human figure. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Fall/Spring)

## **ART 105 – Drawing II**

Development of creative expression through a variety of drawing media. Primarily a life drawing studio course with emphasis on form and composition. Thematic, sequential drawing and illustration concepts will also be explored. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in ART 104. A studio course. 3 credits (Spring)

## **ART 106 – Painting I**

The study of color and its relationship to shape, form, light, and space employing a variety of techniques from still life, nature and the human figure. Styles relevant to illustration techniques will also be explored. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in ART 103, ART 104, or permission of the instructor. A studio course. 3 credits (Fall/Spring)

## **ART 110 – Exploration in the Fine Arts**

An exploration of the integration of music, dance, literature and poetry, drama and architecture within the visual arts in primitive, classical and modern times. Open to all students. 3 credits (Cycled)

## **ART 203 – History of Art I**

A history of art from prehistoric to Renaissance. Illustrated lectures, required readings, presentations and class discussions. For program major or minor requirements, a grade of C or above is required for successful completion. Writing intensive course. Open to all students. 3 credits (Cycled)

## **ART 204 – History of Art II**

A survey course of major periods from the early Renaissance to the present day with special concern for 19th and 20th Century art. Illustrated lectures, required readings, presentations and class discussions. For program major or minor requirements, a grade of C or above is required for successful completion. A writing intensive course. Open to all students. 3 credits (Spring)

## **ART 206 – Three-Dimensional Design**

Conceptual and technical exploration of three-dimensional design. Studio work in various sculptural media and in representational and abstract forms. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in ART 103, ART 104. A studio course. 3 credits (Spring)

# course descriptions

## **ART 208 – Introduction to Printmaking**

Introduction to processes and methods in printmaking. A studio course with the emphasis on the development of images, experimentation and individual expression. Use of a variety of techniques with an emphasis on screen printing and intaglio. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in ART 103, ART 104 or permission of instructor. A studio course. 3 credits (Fall)

## **ART 209 – Internship**

Supervised experience to provide further application of knowledge and skills in a position of broader responsibility. College-sponsored seminars and/or individual conferences, opportunities for effective communications with clients, fellow employees and supervisory personnel. Prerequisite: ART 109, 2.0 GPA and permission of the Internship Coordinator. 3 credits (Fall/Spring)

## **ART 210 – Painting II**

An advanced approach to painting with emphasis on color, composition and individual expression. Painting will be from life and nature. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in ART 106. A studio course. 3 credits (Spring)

## **ART 306 – Sculpture**

A technical and conceptual exploration of sculpture. Students will work in various media, sculpting processes and methods resulting in a body of original three dimensional sculptures. Students will explore the theory of sculpture and the works of sculptors within a historical and contemporary context. Creative solutions will be pursued through research, personal exploration, design, sketching, drawing, model making and conceptual development. There will be an emphasis on problem solving with continuous and culminating formal and conceptual analysis. Prerequisite: ART 206. A studio course. 3 credits

## **ART 310 – Painting III**

In this course, students will explore and further develop traditional and non-traditional painting skills and examine contemporary presentation issues. Through the investigation of contemporary and historic sources, students will create a cohesive series of several paintings based on personal interests and directed assignments with emphasis on content and subject matter. Additional emphasis will be placed on creative development and contemporary painting techniques. A studio course. For program major and minor requirements, a grade of C or above is required for successful completion. Prerequisite: ART 210. A studio course. 3 credits (Cycled)

## **ART 312 – Mixed Media**

Through material exploration, conceptual exploration and research, students will create a body of original artwork that challenges the traditional drawing experiences from previous classes. Inventive solutions and unique approaches to projects, combined with technical savvy and individual motivation will result in distinctive artworks that help students better understand their artistic voices. ART 105 and ART 106. 3 credits

## **ART 314 – Public Art**

A studio art course devoted to the in depth investigation and discussion of public art and its relationship to community identity. Coursework includes research of public art, and site-specific public art proposals through the use of drawing, photography, and/or digital processes. The class culminates in an actual production of permanent collaborative site-specific work. Prerequisites: ART 105 and ART 106. 3 credits

## **ART 315 – Illustration Concepts**

This course introduces students to the practical and conceptual qualities of illustration. Using a combination of design and fine art techniques, students will learn to construct illustrations that communicate ideas and concepts using a variety of media and styles. The class includes demonstration of traditional painting and drawing methods as well as digital techniques. Emphasis will be placed on rigorous research combined with intense process in the development of effective graphic illustration. For program major or minor requirements, a grade of C or above is

# course descriptions

required for successful completion. Prerequisites: ART 101 and either ART 105 or ART 106. A studio course. 3 credits (Cycled)

## **ART 320 – Plein Air Painting**

An on-site painting course that enables students to study the history and technique of plein air painting to create studies and painting from outdoor locations. Students learn a range of approaches to planning and executing a painting in a fixed amount of time. The emphasis is on depicting accurate values, colors and spatial illustrations to depict the light, mood and composing from direct observation from various viewpoints. Prerequisite: Grade C or above in ART 106. A studio course. 3 credits (Summer)

## **ART 401 – Senior Pre-Thesis**

Stressing research, discussion of art theory, and experimentation with art processes, the student will explore visual and cultural literacy. This course involves development of an independent project as a result of thorough research. The student is required to select a committee relevant to their thesis topic. The outcome of this course will serve as the basis for ART 402 Senior Thesis. Integrated Arts majors require a C or above for successful completion. Prerequisites: Grade of C or above in all art electives taken in junior year. 3 credits (Cycled)

## **ART 402 – Senior Thesis**

This course is a continuation of ART 401, Senior Pre-Thesis and the capstone of the Integrated Arts program. The course provides an opportunity to fully develop the issues explored throughout the student's career synthesizing that learning through an artist statement, website, artist presentation, and/or solo exhibition or other final presentation. Integrated Arts majors require a C or above for successful completion. Prerequisites: Grade of C or above in ART 401. A studio course. 3 credits (Cycled)

## **ART 405 – Contemporary Art**

This course offers an investigation of the theoretical and critical approaches to the study of contemporary art. Through lectures, group discussions, research and gallery visits the class will delve into the current theory, practice, and direction of art. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in ART 204. 3 credits (Spring)

## **ART 409 – Internship**

A supervised work experience in local agencies, galleries, art organizations, firms, or specialized studios to allow the practical application of professional knowledge and skills. Individualized work assignments, journaling and collegial discourse with a faculty supervisor will reflect and contextualize the student's professional experience. The student will be expected to analyze principles and problems as well as investigate current practices and new trends in the field. The skills and projects created during the student's professional experience will be integrated into a portfolio. The student will complete a minimum of 130 hours of work at their internship site and write a final project. Prerequisites: GPA of 2.3 or above and permission of the instructor of the internship. 3 credits (Cycled)

## **ASL 101 – Introduction to American Sign Language I**

An introduction to American Sign Language (ASL), the language of most deaf people in the United States. A strictly manual form of communication, it cannot be voiced on the lips. The purpose of the course is to allow students to learn about ASL vocabulary and sign in English word order to create "Total Communication." It incorporates ASL sign vocabulary, finger spelling, facial expression, body languages and the use of voice or movement of the lips. Once the student is comfortable with this mode of communication, they can then proceed to learn ASL and its unique structure. 3 credits (Cycled)

## **ASL 102 – Introduction to American Sign Language II**

A continuation of ASL 101 Introduction to American Sign Language. The course builds on the initial vocabulary learned and fluency in signing attained in ASL 101. The course allows students to learn the ASL vocabulary and sign in English word order to create "Total Communication." ASL sign vocabulary, finger spelling, facial expression, body language and the use of voice or movement of the lips are incorporated. Greater fluency with ASL and its unique structure is expected. Prerequisite: Grade of C or above in ASL 101. 3 credits (Cycled)

# course descriptions

## **AST 105 – Introduction to Astronomy**

A survey of the universe beyond the Earth, including the sun and solar system, other stars and planets, galaxies, and cosmological phenomena. The history of astronomy, astronomical instrumentation, and cosmology will also be covered. 3 credits (Cycled)

## **AST 105L – Introduction to Astronomy Laboratory**

The laboratory provides practical experience with the concepts presented in Introduction to Astronomy. These include activities involving the scientific method; visual observations, telescopic and other instrumental techniques; the use of star charts; and investigations into planetary science. Co-requisite AST 105. 1 credit (Cycled)

## **BIO 103 – Human Anatomy and Physiology I**

An introduction to the structures and functions of the human body, which includes the skeletal, muscular, integumentary, cardiovascular, and lymphatic systems, and emphasizes all levels of structural organization from biologically important chemicals to entire organ systems. Three lecture hours per week. 3 credits (Fall)

## **BIO 103L – Human Anatomy and Physiology I Laboratory**

Laboratory experiences completing the discussion of the skeletal, muscular, integumentary, cardiovascular, and lymphatic systems presented in BIO 103 Human Anatomy & Physiology I. Methods include cytology, histology, gross anatomy case studies and interactive computer software. Prerequisite or Co-requisite BIO 103. 1 credit (Fall)

## **BIO 104 – Human Anatomy and Physiology II**

An exploration of the nervous, urinary, endocrine, digestive, respiratory, and reproductive systems that emphasizes all levels of structural organization within each system, as well as connections between organ systems. 3 credits (Spring)

## **BIO 104L – Human Anatomy and Physiology II Laboratory**

Laboratory experiences complementing the discussion of the nervous, urinary, endocrine, digestive, respiratory, and reproductive systems presented in BIO 104. Methods include cytology, histology, gross anatomy, case studies, and interactive computer software. Co-requisite: BIO 104. 1 credit (Spring)

## **BIO 151 – General Biology**

An introduction to the biological sciences. Topics will include the process of science, the molecular basis of life, structures and organization of the cell, cellular reproduction and genetics, evolutionary concepts and processes, and biological diversity. Co-requisite: BIO 151L. 3 credits (Fall/Spring)

## **BIO 151L – General Biology Lab**

Provides practical experiences with the biological concepts discussed in General Biology. These include activities involving the scientific method, principles of genetics, concepts of classification, and natural selection. Also included will be a consideration of the diversity of life, with special emphases on moneran and protistan diversity, plant and fungi diversity, and vertebrate and invertebrate diversity. Co-requisite: BIO 151. 1 credit (Fall/Spring)

## **BIO 202 – Microbiology**

An introduction to the structure and function of microorganisms with special emphases on bacteria and viruses. Bacterial genetics, the concepts of disease, immunity and applied micro-biology are included. Grade of C or above in BIO 151. Co-requisite: BIO 202L. 3 credits (Cycled)

## **BIO 202L – Microbiology Laboratory**

Designed to enhance BIO 202 Microbiology course content. Emphasis on sterile technique, bacterial cultural characteristics and physiology. Two laboratory hours per week. Prerequisite or Co-requisite: BIO 202. 1 credit (Cycled)

# course descriptions

## **BIO 205 – Nutrition**

An introduction to the six classes of nutrients including the structures of various molecules, as well as their functions in the human body. The sources of these nutrients and their metabolism by the body are examined, with an emphasis on nutrition throughout the life cycle. The effect of diet on general health is also introduced. 3 credits (Cycled)

## **BUS 104 – Mathematical Applications for Business**

A mathematical course providing key analytical and computational skills as applied to the specialized area of business, retailing and personal finance. Topics addressed include: simple and compound interest, cash and trade discounts, determining profit and loss, taxes, mark-ups, and mark-downs, present value and annuities, solving for the unknown and word problems incorporating all of the above. Emphasis is on the use of mathematics, not theoretical derivation. 3 credits (Cycled)

## **BUS 107 – Introduction to Business Technology**

A comprehensive, hands-on introduction to industry-standard Microsoft application software for developing electronic spreadsheets, database, reports, graphics and presentations. Designed specifically for non-computer majors, the course provides an overview of computer operations, terminology, and the usage of applications software to solve problems, make decisions and present information. 3 credits (Cycled)

## **BUS 114 – Introduction to Business**

Examines the scope of contemporary business as it relates to organizations operating in a global economy. The course will emphasize concepts related to business ownership, management, marketing, finance, investments, and successful entrepreneurship. Students are familiarized with concepts and terminology related to operating a business on a local, national, and international scale. 3 credits (Fall/Spring)

## **BUS 202 – Sales Dynamics**

An introduction to sales management with emphasis on the application of selling principles based on analysis of customer characteristics, behavior and buying motivations. 3 credits (Cycled)

## **BUS 203 – Financial Accounting**

An introduction to accounting theory and practice using the sole proprietorship as a model. Analysis of the accounting process for recording, summarizing and reporting financial data by periodic statements. Presentation of systems to account for and control purchases, sales, cash, receivables and inventory along with problems in evaluation of assets and measurements of income. 3 credits (Fall)

## **BUS 206 – Managerial Accounting**

Introduction to accounting procedures and concepts used for internal reporting and control. Capital budgeting, decision-making processes, cash budgeting, cash flows, present value analysis and tax implications for managerial planning and performance evaluations. Prerequisite: BUS 203. 3 credits (Spring)

## **BUS 207 – Financial Management**

The study of decisions made by business to maximize owners' wealth. Topics include time value of money, risk analysis, capital budgeting, working capital management, financial statement analysis and both short- and long-term investment and financing strategies. Prerequisite: BUS 206, ECO 102, and a math elective. 3 credits (Spring)

## **BUS 208 – Introduction to Human Resources Management**

An introductory course that explores internal and external issues that influence an organization's decisions and policies affecting its human resources. The importance of maintaining fair and equitable compensation and benefit programs will be discussed. The student will also survey practical situations and problem solving regarding the following areas: employee counseling; discipline and termination; training and development; and staffing and strategy. 3 credits (Fall)



# course descriptions

## **BUS 211 – Principles of Advertising**

Introduction to the techniques and practices of advertising, including strategy, copy development and production with emphasis on application from a marketing standpoint. Topics will include consumer behavior, persuasion, the development of advertising copy and the preparation of a complete advertising portfolio. 3 credits (Spring)

## **BUS 220 – Personal Financial Planning**

Students will learn how to manage personal and family finances. Topics covered include analyzing a personal financial situation; investment planning; insurance planning; tax planning; retirement planning; and estate planning. Prerequisite: Sophomore status. 3 credits (Fall)

## **BUS 232 – Principles of Marketing**

An introduction to marketing concepts and study of marketing functions, consumer behavior, marketing research, and channels of distribution. Emphasis will be placed on the application of these concepts to case studies. Writing intensive course. 3 credits (Fall/ Spring)

## **BUS 240 – Electronic Commerce**

This course provides an overview of the issues, technology and environment of electronic commerce. Challenges and opportunities of electronic businesses are included. Key business and technology elements of electronic commerce are explored. 3 credits (Fall)

## **BUS 245 – Introduction to International Business**

An introductory course that presents a broad, yet detailed picture of the global practice of international business. It provides relevant theoretical and practical insights concerning the role international politics, economics, culture, exchange rates, and foreign competition play in management of international business. Prerequisite: Sophomore status. A writing intensive course. 3 credits (Fall)

## **BUS 250 – Principles of Management**

An introduction to the roles and functions of management in an organization and management's ability to create processes and procedures for the accomplishment of the organization's goals. The course will cover the manager's role in planning, organizing, controlling, leading and staffing of an organization. The manager's role in problem solving, employee productivity, employee satisfaction and overall organizational effectiveness will also be examined. 3 credits (Cycled)

## **BUS 251 – Business Law**

Case method approach to study the principles of law and the legal aspects of business including the background, philosophy and operation of the American legal system. 3 credits (Spring)

## **BUS 255 – Entrepreneurship**

The course provides students with the opportunity to explore their entrepreneurial potential. Coursework critiques the demanding environment that someone starting a new venture encounters, and encourages students to think and perform in entrepreneurial terms mixing theory with practice. Students are challenged to apply principles, concepts, and framework to real-world situations. Course is appropriate for anyone considering opening their own business. 3 credits (Cycled)

## **BUS 301 – Social Media Marketing**

This course examines social media and how it has revolutionized marketing practices. It considers how businesses and consumers are using popular platforms such as Twitter, Facebook, YouTube and LinkedIn as well as blogs, online communities, and other technologies. Through case studies, discussions, and readings, it examines the latest strategies for employing social media to monitor and engage consumers and requires students to apply these strategies in hands-on exercises and projects. Prerequisite: BUS 232. 3 credits (Cycled)

# course descriptions

## **BUS 304 – Employment Law and Labor Relations**

The course will explore Employment Law and Labor Relations. Employment law governs the rights and duties between employers and workers. Also referred to as labor law, these rules are primarily designed to keep workers safe and make sure they are treated fairly, although laws are in place to protect employers' interests as well. Employment laws are based on federal and state constitutions, legislation, administrative rules, and court opinions. A particular employment relationship may also be governed by contract. This course also examines the environment of labor relations, the activity of collective bargaining, and the need for administering an agreement after it is signed. Prerequisite: BUS 208. 3 credits (Fall)

## **BUS 306 – Benefits & Compensation Management**

Many companies today now realize that the more they focus on employee development, benefits and compensation, the more they will be able to attract the right talent – and keep the talent they already have. By performing needs assessments, organizations can begin to identify their unique needs by finding the gaps in their strategies. In addition, this course will cover strategies and ideas apply to smaller businesses that may not have the same resources available as larger companies. By simply looking at their organization in a different way, smaller businesses can change the way their benefit and compensation packages are structured. Prerequisite: BUS 208. 3 credits (Spring)

## **BUS 308 – Conflict Management and Negotiation**

Effective conflict management involves analyzing a conflict, understanding the dynamics between the parties, and determining the appropriate method of conflict resolution. In the absence of confidence and skill in conflict management, most public officials resort, often counterproductively, to the use of power, manipulation, and control. Possessing confidence and skill, one can exercise other options. Through readings, discussions, and simulations you will develop an understanding of conflict dynamics and the art and science of negotiation and will be introduced to the role that can be played by conflict resolution techniques such as mediation. Prerequisite: BUS 208. 3 credits (Fall)

## **BUS 325 – Organizational Behavior**

This course provides an overview of concepts in the scientific study of the behavioral processes that occur in work settings. Contemporary organizational issues discussed include individual and group dynamics, motivation, leadership, organization structure, morale, power, labor-management behavior, organization change and development. 3 credits (Spring)

## **BUS 332 – Consumer Behavior**

This course provides students an introduction to the science of why people buy things and explores how products, services, and consumption activities contribute to shape people's social experiences. Current consumer behavior topics as well as research are presented and explored in the ever-changing field of consumer behavior. Prerequisite: BUS 232. 3 Credits (Cycled)

## **BUS 334 – Search Engine Marketing**

Search engine marketing (SEM) has become an increasingly popular method of lead generation for businesses of all sizes. This course provides students with an understanding of search engine optimization (SEO) and pay-per-click advertising (PPC), search engine marketing strategies and tactics. Emphasis is placed on building local and regional search engine marketing campaigns. Students receive hands-on experience with on-site tactics and results tracking. Connections will also be made to the intricacies of large-scale national and international SEO and PPC performed by major corporations. 3 credits. (Cycled)

## **BUS 337 – Retail Management**

This course provides a foundation for those interested in merchandise and retail strategies and execution. Focus will be placed on: retailing trends, merchandising, pricing, promotional strategies, distribution channels, strategies for growth, human resource management, customer service, store layout, and location. Concepts are analyzed and integrated into applied problem-solving scenarios focused on needs in retailing. 3 credits. (Cycled)

# course descriptions

## **BUS 390 – Operations Management**

This course provides students an introduction to the operational and managerial issues encountered in the production of goods and services. Topics covered include: operations performance measures, strategy, product and service design, work methods and process selection, facilities selection and layout, supply chain design, capacity planning, demand forecasting, operations scheduling, quality management and control, and contemporary operating systems. Prerequisite: BUS 250. 3 Credits. (Cycled)

## **BUS 406 – Leadership and Employee Development**

This course is aimed at improving your ability to lead high performing teams, which is where everyone's leadership is most direct and generally has the most immediate impact on others – whether you are a HR Director working with your senior executive team, the leader of an entrepreneurial venture working with your founding team, the captain of a sports team, the head lifeguard over the summer, the unofficial leader of a student project team, or in any one of countless other team leadership roles. Prerequisite: BUS 208. 3 credits (Spring)

## **BUS 409 – Internship**

This course offers students a structured opportunity to apply basic acquired skills and knowledge to actual business and management situations within the context of the B.B.A. program's learning objectives for enhancing students' academic and professional development and the needs of their host organization. Students carry out a work project in a private or public sector organization under the direct supervision of a designated faculty member and executive. Students meet with faculty member and other interns to discuss findings and common problems. Those students who are already on an established career path may enhance their visibility in the organization by completion of a special project related to their careers, subject to prior instructor approval. The student will complete a minimum of 120 hours of work at their internship site and a write a final project. 3 credits (Fall/Spring)

## **BUS 415 – Marketing Research**

This course provides students an introduction to the activities, decisions, and strategies used by marketers to gather and analyze information in order to make better marketing decisions. Topics covered include: the marketing research process; research design and use of primary and secondary data; utilization of research instruments; sampling techniques; data collection, interpretation and analysis; and presentation of research findings. The general goal of this course is to develop the ability to conduct marketing research and provide information for marketing decision-making. Prerequisites: BUS 232 and MAT 112. 3 Credits (Cycled)

## **BUS 420 – Applications in Digital Marketing**

The Internet has created a new venue for marketers that is changing the way consumers and businesses interact. This course provides students with an understanding of Internet marketing industry, data analytics, website performance metrics, and the influence of digital media on modern businesses. A strong emphasis is placed on the related ethical and social issues involved with emerging technologies and digital marketing tactics. 3 credits (Cycled)

## **BUS 433 – Marketing Management**

A case study course designed to develop an understanding of the complexity of performing marketing functions in a modern business firm. The course provides students with a current outlook on business through an applied approach to the integration of marketing functions and strategies using various case studies. Special attention is given to the nature and scope of marketing analysis and the development of strategic marketing decisions regarding the firm's product mix, pricing policy, promotional programs, and channels of distribution. Writing intensive course. 3 credits (Cycled)

## **BUS 460 – Strategic Management Capstone**

This course is an integrative senior course in strategic management that builds on student learning in the functional areas of management, accounting, finance, operations and marketing to focus on how to gain competitive advantage and compete successfully in a global marketplace. Topics covered will include the analysis of a firm's external and internal environment, analysis of strategic options and the implementation of strategy, and regulatory

# course descriptions

issues faced in the business environment. The course also focuses on the solution of specific business problems utilizing a corporate simulation which requires students to develop a strategy to lead their own company and implement that strategy through tactics for operations, management, marketing, and finance. 3 Credits (Cycled)

## **CHE 101 – General Chemistry I**

Topics include: the structure of the atom, the periodic table, chemical bonding, chemical formulas and equations, the states of matter and the property of gases. 3 credits (Cycled)

## **CHE 101L – General Chemistry I Laboratory**

Laboratory procedures designed to illustrate CHE 101 General Chemistry principles. Development of basic laboratory skills. Two laboratory hours per week. Prerequisite or Co-requisite: CHE 101. 1 credit (Cycled)

## **CHE 102 – General Chemistry II**

A continuation of CHE 101 General Chemistry I. Topics include solutions, thermodynamics, chemical dynamics and equilibrium, acids and bases and electrochemistry. Nuclear organic and biochemistry are introduced. Prerequisite: Grade of C or above in CHE 101 or permission of instructor. 3 credits (Cycled)

## **CHE 102L – General Chemistry II Laboratory**

Laboratory procedures designed to illustrate CHE 102 General Chemistry II principles with further development of basic laboratory skills. Two laboratory hours per week. Prerequisite or Co-requisite: CHE 102. 1 credit (Cycled)

## **CHE 201 – Organic Chemistry I**

An introduction to the major classes of organic functional groups in conjunction with their reactivity and reaction mechanisms. Topics include electronic structure of atoms and molecules, introduction to basic organic functional groups, alkanes and cycloalkanes, acid-base chemistry, alkynes and conjugated dienes, chirality, alcohols, alkyl halides, ethers, and epoxides. Instructional methods for analyzing molecular structure are also examined. Prerequisite: Grade of C or above in CHE 102. 3 credits (Cycled)

## **CHE 201L – Organic Chemistry I Laboratory**

Introduces students to organic chemistry techniques and reactions to enhance CHE 201 Organic Chemistry. Infrared spectroscopy and nuclear magnetic resonance are incorporated into experiments. Prerequisite or Co-requisite: CHE 201. 1 credit (Cycled)

## **CHE 202 – Organic Chemistry II**

A continuation of CHE 201 Organic Chemistry I with an emphasis on aromatic compounds; the chemistry of carbonyl-containing compounds; carboxylic acids and their functional derivatives; aliphatic and aromatic amines; and of the major biological macromolecules. Prerequisite: Grade of C or above in CHE 201. 3 credits (Cycled)

## **CHE 202L – Organic Chemistry II Laboratory**

A continuation of CHE 201 Laboratory with an emphasis on organic chemistry techniques and reactions to enhance CHE 202 Organic Chemistry II. Prerequisite or Co-requisite: CHE 202. 1 credit (Cycled).

## **COR 101 – First Year Core Curriculum Seminar**

This is a foundational course for all first-time, first-year students at Villa Maria College. It is an introduction to the ways in which study at the college level empowers individuals by providing them the knowledge and skills necessary to realize their intellectual, creative, and professional potential. Organized around the Villa Maria College core value for the respective academic year, COR 101 immerses students in the mission, culture, and educational practices of Villa Maria College and helps build the writing, reading, study, organization, inquiry, communication, and professional skills students need to be successful in all of their coursework. Certain sections of the course are designated for specific learning communities. 3 credits (Fall/Spring)

# course descriptions

## **COR 401 – Core Curriculum Senior Seminar**

This is an interdisciplinary course that integrates the skills and knowledge students have learned in liberal arts courses and major program courses. Based in small interdisciplinary groups, students collaborate on a ten-week-long project that relates to the Villa Maria College core value for the respective year. On-site collaboration with a community agency for 5-10 hours is a course requirement. At the conclusion of the course, students will have learned to analyze, synthesize, and present information and ideas. The College Service Learning Day experience is an integral part of this course. The final five weeks of the course will focus on career preparedness and post-graduation success. Required of all students in baccalaureate programs to graduate. A writing intensive course. 3 credits (Fall/Spring)

## **CSD 100 – Introduction to Computer Software Development**

An introduction to the study of computer software development including fundamental principles and concepts as well practical techniques. Development topics include: an introduction to the process of software development: planning, requirements, analysis and specification; tools; testing; debugging; maintenance; documentation; alternative development methods; software metrics; and software project management. Fundamental software topics include: managing complexity and levels of abstraction; types of software; and comparing programming languages. Career topics include: components of software development careers and professionalism. The course will include an introduction to computer programming using a contemporary computer programming language. A studio course. 3 credits

## **CSD 101 – Introduction to Computer Science I**

Introduces computer science theory and its relationship to computer programming. Provides an intensive introduction to developing computer programs using a contemporary, high-level programming language and environment. Language topics include: data types, variables, operations, expressions, control structures, basic input/output, and object-oriented design. A popular Integrated Development Environment will be used. The processes required for algorithmic design and implementation are explained, demonstrated, and practiced including: testing, debugging, and documenting. A studio course. 4 credits

## **CSD 102 – Introduction to Computer Science II**

Continues coverage of the theoretical aspects of computer science and its relationship to programming. Continues algorithmic design and implementation in a contemporary, high-level programming language environment that was begun in CSD 101. Covers the more advanced features of the programming language including the more advanced data types, modules, scoping, and continues object-oriented design. A popular Integrated Development Environment will continue to be used. The processes required for algorithmic design and implementation are continued to be explained, demonstrated, and practiced including: testing, debugging, and documenting. Prerequisite: CSD 101. A studio course. 4 credits

## **CSD 200 – Data Structures and Algorithms**

This course covers the fundamentals of data structures and algorithms. Data structures covered include stacks, queues, heaps, lists, trees, and graphs. The design and analysis of algorithms includes the paradigms of recurrence, divide-and-conquer, dynamic programming, and greedy algorithms. Algorithmic applications include hashing, sorting, searching, scheduling, pattern matching, and computational geometry. The related programming methodologies of dynamic and linear programming and quantum algorithms are covered. The course introduces and uses an additional high-level programming language. Prerequisite: CSD 102. A studio course. 3 credits

## **CSD 205 – Web Design and Programming I**

This course covers the languages, tools, and techniques required for creating web sites. Emphasis will be placed on contemporary web site design principles. Concepts and techniques for creating responsive web sites will be included. A studio course. 3 credits

# course descriptions

## **CSD 206 – Web Design and Programming II**

Expanding on the knowledge and skills acquired in CSD 205 by learning the concepts, languages, tools, and techniques required to produce dynamic web sites. Topics include: continuation of web design principles, programming and scripting (both client-side and server-side), frameworks, web servers, database connectivity, search engine optimization, and security. Contemporary development tools and languages will be used.

Prerequisite: CSD 205. A studio course. 3 credits

## **CSD 210 – Computer Organization and Programming**

The course covers computer architecture in terms of the implementation of computer instruction sets. Specific topics include historical perspectives, computer organization, instruction formats, addressing modes, data representation, computer arithmetic and logic, ALU design, processor control, and microprogramming. Machine and assembly language programming is used as a means of exploring instruction set architectures. Prerequisite: CSD 100. A studio course. 3 credits

## **CSD 212 – Operating Systems and System Programming**

The structure, functions and capabilities of typical operating systems are covered in this course. Operating system components, including the kernel, the file system, services, resource and memory managers, and communication processes are studied. Shell scripting, API, and high-level language approaches to system programming and automation are introduced and practiced. Prerequisite: CSD 100. A studio course. 3 credits

## **CSD 215 – IT Project Management and Methodologies**

This course covers the major issues and techniques of project management in the information technology environment. Topics include: project evaluation and selection, scope management, scheduling, budgeting, quality, human resources management, communication planning, risk assessment, stakeholder management, software development methodologies, alternate project management methodologies, project management software tools, and the integration of these components. Prerequisite: CSD 100. A studio course. 3 credits

## **CSD 301 – Database Systems**

Contemporary database management systems are used to learn database concepts, design, and processing. Types of databases will be explored with the focus on relational databases. Topics include normalization, indexing, querying, concurrency, transaction processing and control, security, and recovery. The use of SQL is introduced and practiced. Prerequisite: CSD 100. A studio course. 3 credits

## **CSD 305 – Networks and Network Administration**

The network concepts of: network architecture, components, protocols, addressing, services, routing, and security are introduced. The administration of networks is studied. Typical network administration tasks are explored, demonstrated, and practiced. Automation of network administration tasks are described and practiced using contemporary administration tools. Prerequisite: CSD 100. A studio course. 3 credits

## **CSD 307 – Distributed Computing**

This course covers the concepts and techniques of distributed and parallel computing. Included is the design of operating system software including distributed file systems, distributed applications, client/server and other models, security issues, and parallel programming on a computing cluster. Specific topics include: parallel architectures; parallel programming languages; methods and models, including: shared memory (OpenMP), distributed memory (MPI and UPC), GPUs (CUDA and OpenCL), and cloud (MapReduce, Hadoop and Spark).

Prerequisite: CSD 100. A studio course. 3 credits

## **CSD 309 – Mobile Computing**

This course is an introduction to app development for mobile devices. Various mobile platforms, compatibility issues, various mobile operating systems, an appropriate programming language, and development tools will be covered and used. Students will learn and practice the skills required to design, develop, and deploy apps.

Prerequisite: CSD 100. A studio course. 3 credits

# course descriptions

## **CSD 401 – CSD Team Project I**

In a team environment students will select, specify, plan, and design a significant, student-selected team programming project under faculty supervision. Teamwork skills will be covered. Documentation that must be completed includes an initial proposal which must be approved to continue, a detailed proposal, which must be approved to continue, a complete set of project plan documents including a test plan, and user documentation. Students will select and justify an appropriate implementation methodology and programming language(s) for the project. Senior Status. A studio course. 2 credits

## **CSD 402 – CSD Team Project II**

This is the completion of the project begun in CSD 401. The students will perform all coding, appropriate software and system testing, and a demonstration of the functioning system. Prerequisite: CSD 401. A studio course. 2 credits

## **CSD 403 – CSD Senior Project I**

The student will select, specify, plan, and design a significant, student-selected programming project under faculty supervision. Documentation that must be completed includes a detailed proposal, which must be approved, a complete set of project plan documents, and user documentation. The student will select and justify an appropriate implementation methodology and programming language(s) for the project. Senior Status. A studio course. 2 credits

## **CSD 404 – CSD Senior Project II**

This is the completion of the project begun in CSD 403. The student will perform all coding, appropriate software and system testing, and a demonstration of the functioning system. Prerequisite: CSD 403. A studio course. 2 credits

## **CSD 406 – CSD Special Topics**

Intensive investigation of a selection of current, advanced technologies, techniques, and/or theories in the software development field. Two or three topic areas are selected on an annual basis based on their emerging importance in the field. The topics can range from theory to practical, hands-on material. The topics' coverage can range from survey to detailed, hand-on practice. A common framework for presentation and evaluation will be used. Methods of instruction and course content (evaluated activities) will depend on the topic. Prerequisite: Senior Status. 3 credits

## **CSD 409 – CSD Internship**

This course offers the student a structured opportunity to apply learned skills and knowledge in software development. Students carry out or assist in a work project at an organization that is related to their career interest under the direct supervision of a designated faculty member and/or industry professional. Those students who are already on an established career path may enhance their visibility in their organization by completion of a special project related to their careers, subject to prior instructor approval. The student will complete a minimum of 120 hours of work at his or her internship site, write a final report, and do a final presentation. Prerequisite: Senior Status. 3 credits

## **DFM 101 – Introduction to Digital Filmmaking**

This course is an introduction to the parts and operation of digital cameras used in the production of films and documentaries. Topics will include the differences between a DSLR camera and video cameras, common terminology to describe camera functions, basic camera operation, and basic video compressions. A studio course. 3 credits

## **DFM 200 – Sound Design for Film**

Sound Design for Film will cover all of the tools and techniques for recording narration, creating and/or sourcing music, basic Foley and sound effects necessary to complete a film. The course will give an in-depth view of what is involved in creating a finished soundtrack. Prerequisite: DFM 101. A studio course. 3 credits

# course descriptions

## **DFM 201 – Lighting for Film**

Lighting for Film will cover all of the tools and techniques necessary to create proper lighting while shooting on location. The course teaches how to set-up and light for a variety of situations and moods. Prerequisite: DFM 101. A studio course. 3 credits

## **DFM 203 – Techniques and Technologies in Digital Film**

This course will cover the operation of grip gear and camera accessories necessary for creating professional looking films. Topics will include jib arm operation, dollies, and camera mounts. It will also cover responsibilities for the film grip, common grip terminology and usage. Prerequisite: DFM 101. A studio course. 3 credits.

## **DFM 220 – Production Design**

Production Design will cover all of the steps and the processes necessary to complete a film. The course will give an in-depth view of the people, equipment and workflow that must be taken to complete a successful project. Prerequisite: DFM 200. A studio course. 3 credits.

## **DFM 230 – Digital Film Editing I**

This course introduces students to the process of editing digital video and audio using industry standard software. students will learn how to import digital video, combine video clips by means of cuts and transitions, and output the finished product. Students will also become acquainted with the basic principles of editing and visual storytelling. Prerequisites: DFM 101. A studio course. 3 credits

## **DFM 231 – Digital Film Editing II**

This course builds on DFM 230. Using digital editing, students will learn about adding titles, masks, transitions, filters and effects. Students will learn how to create effects and transitions in a variety of programs and include them in their final edit. Prerequisite: DFM 230. A studio course. 3 credits

## **DFM 300 – Production Management**

Production Management will cover all of the administrative processes used in creating a Digital Film project. The course will cover areas including contracts, releases, legal issues and funding. Prerequisite: DFM 220. 3 credits

## **DFM 301 – Directing for Film**

This course will cover the techniques and tools used by film directors. Through analyzing classic and modern films and speaking with current directors, students will begin to develop their personal directing skills and style. Prerequisite: DFM 220. A studio course. 3 credits

## **DFM 310 – Digital Storytelling**

This course is designed to give students the tools to develop stories into effective and compelling films. It explores all aspects of visual storytelling. Students will use classic and modern films as models for creating new work. Moods, use of language, special effects and other devices will be explored as students create a series of screenplays and treatments. Prerequisite: DFM 220. A studio course. 3 credits

## **DFM 312 – Digital Filmmaking II**

This course will teach the basic skills necessary to create trailers and rough cuts. Students will watch and analyze exiting trailers and using the styles and techniques learned in class create a series of rough cuts and trailers. Prerequisite: DFM 101. A studio course. 3 credits

## **DFM 330 – Film Project I**

This course is designed to give students the opportunity to create a 5 minute film short. The film can be in any genre. Finished films will be screened and reviewed by other students and invited guests. Students will be responsible for all aspects of creating the film. Prerequisite: DFM 220. A studio course. 3 credits



# course descriptions

## **DFM 331 – Film Project II**

This course is designed to give students the opportunity to create a short documentary film. Students will choose a topic that relates to a community issue. Finished films will be screened and reviewed by other students and invited guests. Students will be responsible for all aspects of creating the film. Prerequisite: DFM 330. A studio course. 3 credits

## **DFM 409 – Internship**

This course offers students a structured opportunity to apply learned skills and knowledges in the digital filmmaking industry. Students will carry out or assist in a film project in a private or public sector organization under the direct supervision of an industry professional. The student will complete a minimum of 130 hours of work at his/her internship site.,write a final project and presentation and attend Internship Seminars. Prerequisite of C or above in all DFM program courses, GPA of C or above, DFM 432, and approval of Internship Coordinator. 3 credits

## **DFM 410 – Futures in Film**

Futures in Film will explore the myriad of opportunities in the Digital Filmmaking field and the skills necessary to enter the job market. 3 credits

## **DFM 432 – Film Project III**

This course is designed to give students the opportunity to create a film trailer that can serve as an introduction to creating a feature film. Finished films will be screened and reviewed by other students and invited guests. Students will be responsible for all aspects of creating the film. Prerequisite: DFM 331. A studio course. 3 credits

## **DFM 435 – Final Film Project/Resume Reel**

This course is designed to give students the opportunity to create a finished film that will be entered into an industry competition. Finished films will be screened and reviewed by other students and invited guests. Students will be responsible for all aspects of creating the film. Students will also create their personal reel for use with their portfolio. Prerequisite: DFM 331. A studio course. 3 credits

## **DMC 101 – Introduction to Digital Media and Communication**

This course examines new and emerging communication technologies and their relationships. The web, social media and mobile devices contribute to changes in society, democracy, business and media. Students will examine how these changes to communication media might enhance or hinder all four, with particular emphasis on the interrelationships among media, publications, business, nonprofits and more. The principles explored in this course can be applied to professional communication of any kind. 3 credits

## **DMC 102 – Digital Media Editing & Production**

This course will provide students with the knowledge base and skills to produce engaging digital content in response to an ever-changing media landscape. Students will learn how to use open-access digital tools to gather audio and visual material to craft compelling digital media compositions while discussing and analyzing media consumption habits so that they can better understand the storyteller's dual role of content creator and content consumer. The course will be interdisciplinary, drawing from rhetoric, advertising, journalism, and public relations to better understand online trends and viral content. Students are expected to be interested in inquiry-based research and to be conscientious about accuracy in collection and representation. They will be tasked with all elements of multimedia project development, including pre-production planning, creating, editing, revising, and publishing. 3 credits

## **DMC 202 – Public Relations for All**

In this course students will learn about the theory and practice of public relations – from writing press releases to crisis management. The function of P.R. within organizations, its impact on various publics, and its function in society will all be covered. Unlike journalism, which has a commitment to the truth, P.R is about client service, yet the two are often intertwined. The class will explore the fundamentals of public relations and feature appearances from professionals in the field. Students will learn the evolution of the field, the range of roles and responsibilities that public relations practitioners assume in a variety of settings, and the significant issues and trends that shape the practice. The course will also address ethics and how values shape an organization's ability to build successful relationships with the public. 3 credits

# course descriptions

## **DMC 203 – Practical Multimedia Communication**

Students in this course learn how to report and write by creating five kinds of web stories, many in collaboration with others: a blog devoted to an interest; a profile of a fellow student, with photo and audio; a team audio-photo slideshow and multi-media project; a team data story research project with an expert interview on audio, a radio script and a visualization of a related data set; and a team video story. The work students create will be aimed at mastering the kind of fast, short web content that is used by corporate and nonprofit websites or media and journalism sites. The focus is on learning how to identify original stories and news in organizations and communities. Prerequisite: DMC 101 and DMC 102. 3 credits

## **DMC 204 – Digital Storytelling**

In today's evolving digital media landscape, it is critical that students learn how to engage thoughtfully and ethically (with digital media tools and with users) in order to be successful communicators in their personal and professional lives. The purpose of this course is to think about what makes digital media meaningful, as well as to understand and explore how the uses of digital media are shaped by social, cultural, political, economic, historical, material, and ideological forces. The primary goals of this course are to provide students with the theoretical basis and technical know-how to create meaningful digital media projects and to engage in a digital environment constantly in-flux. The course thus provides a rhetorical framework to allow students to analyze, create, and engage in current communication landscapes by asking them to be knowledgeable of digital media theory and critical media literacies. Moreover, they will gain the technological expertise to be ethically-aware and responsible creators of media. In summary, this course introduces students to the knowledge base and skillsets necessary to be critically literate developers and users of communication media. Students will develop proficiencies as successful communicators in both their personal and professional lives. They will learn the fundamentals of digital storytelling and work to create interactive digital media compositions. Students in DMC 204 learn to communicate, analyze, evaluate, create, and express themselves with digital media. Prerequisite: DMC 101 and DMC 102. 3 credits

## **DMC 249 – Introduction to Journalism**

Journalism and media fundamentals. The goal is to acquire basic newsgathering and writing skills so that you can thrive as a journalist working in any medium, or in related work. The course is based in the classroom, but you will be expected to learn and adhere to professional newsroom standards, practices and principles that apply to reporters, photographers, bloggers, producers and editors at newspapers, magazines, radio, television and online media. We will emphasize news judgment, storytelling and reporting skills as well as writing clearly and writing quickly. 3 credits

## **DMC 250 – Journalism History and Film**

Journalism has a central role in American life. It also has a long history with legal rulings and ethical standards that shaped the modern landscape. This course traces the arc of those developments from the Colonial Era to the Digital Age. We believe that all professionals in the communications field need to understand and appreciate this media legacy. We will examine the First Amendment, the role of the press in party politics, wartime censorship, the rise of photojournalism, the emergence of libel law and issues surrounding the explosion of digital media in the last decade. Movies tell some of the story that helps make this history come alive. We will take a chronological approach, watching and reading materials from popular culture and more scholarly work. We address major issues in media law and ethics. Prerequisite: DMC 249. 3 credits

## **DMC 252 – Data Driven Journalism**

Students will learn how to write stories that nobody else is reporting, by digging up information, analyzing it, and finding the golden nugget that readers won't find anywhere else. These are skills that will not only help you land a job, but write stories that will change the community you cover. Data-driven journalism brings you closer to objective facts than most other kinds of reporting. It is the kind of journalism that can change the world – or a corner of it, anyway – by identifying and explaining problems with "the system." Data-driven journalism enables reporters to expose inequities and injustices. Prerequisite: DMC 249. 3 credits

## **DMC 301 – Communications Analytics and Measurement**

This course will cover out how web visitors find their way to websites. Students will learn what they do while

# course descriptions

they're there, what pages they click and why they leave. All of this information, and more, is available via web analytics. Unfortunately, for many organizations, this approach is poorly understood. The course will give students an overview of the key ideas and processes. What they learn will help them improve user experience and web marketing. They will learn to use analytics results to encourage more visitors to stay on a site for longer. Convert interest into regular visits. They will understand how the science, tools and technologies of web analytics offer a glimpse of visitors, their interests and online behavior. They will learn why it's important to choose their "Key Performance Indicators" (KPIs) and how they help websites improve. Prerequisite: DMC 203. 3 credits.

## **DMC 302 – Digital Communication Strategy and Planning**

This is a study in media literacy and savvy social media use and production. It is a survey of the social media world, pitfalls, potential and how-to. Students will be asked to become critical and aware news and social media consumers and develop their own daily media streams with at least four sources – newspaper, a developed Facebook feed, Twitter, Youtube, TV, podcast, radio – for watching, viewing and listening. They will also produce social media outreach and engagement for the college. Twice a week, the class will meet for lecture and discussion. Once a week, each student will work a four-hour shift and file a report at the communication department media lab as "newsroom." Half the grade will be based on newsroom work. Prerequisites: DMC 101. 3 credits.

## **DMC 303 – Editing and Multimedia Production II**

This course prepares students to work as a skilled communicator in today's digital media world – from journalism to business and nonprofit media needs. Work on skills begun in DMC 102 will be developed and refined with the idea that they can be easily adapted to any environment that requires getting the word out online. This will emphasize interview skills and compelling storytelling with technology and software. Students will also create and develop blog posts and a story from a community data set, like a municipal salary list. Expected outcomes include increased competence and skill with digital tools, production of professional-grade stories to be posted on the school news website and other local media outlets and expanded portfolio of student-produced work to show to prospective employers. Prerequisite: DMC 102. 3 credits.

## **DMC 350 – Beat Reporting**

An intensive class that teaches "beat reporting" across platforms. Students will develop and cover a "beat" based on a neighborhood or on a topic. Students will ferret out news stories and come up with feature story ideas. Students will do research, develop sources, attend meetings and walk the streets of a beat – in short, work like a reporter. Whether for print, video or the Internet, many of stories will require a "hard news" approach. Others will demand feature techniques. Students should be prepared to use a variety of leads and construction methods. While students will receive topical assignments, they will also be expected to seek out stories on their own. Journalistic enterprise will be rewarded. One goal of this course is to develop familiarity with a beat, which means identifying and cultivating sources and having a strong pulse on what is happening and identifying the stories worth telling. Prerequisites: DMC 101, DMC 249. 3 credits.

## **DMC 351 – Feature Writing and Narrative Technique**

Students will learn to write features and understand all aspects of narrative technique. No matter what the media format, writing in a storytelling, human-interest, feature style represents nonfiction writing at its best. A true story, with the absorbing techniques of fiction, aims to engage and inform. Literary nonfiction writing appears in every area of reporting, from sports to business to politics to fashion. Any story with a human focus, even an obituary, is elevated by this treatment. Even hard-news stories can be told as features. A humanistic approach can make bad news more palatable. Daunting statistics become more understandable embedded into a feature. The same goes for health care and foreign policy. Stories of people who might otherwise be forgotten make riveting features. Without exception, human stories make good reading. Prerequisites: DMC 249. 3 credits

## **DMC 352 – Advanced Applied Journalism**

A step up from the basics. Combine story development, research reporting, writing, editing, videography, photography, media post-production and blog creation. Students, who have practiced the fundamentals of story production in other courses, will combine them in a semester-long immersive project that focuses on one community, subculture, group, or nonprofit. Using the source they choose, students will produce researched,

# course descriptions

multiple-sourced pieces with smart-phone photo, video and audio elements and composed print. The overall focus is on writing and creating content in text or multimedia that can be used in any media platform. Throughout, students will build on a professional portfolio of work and posts in a blog that should stay with them throughout their career journey. Students will work alone or in a team. Prerequisites: DMC 102, DMC 201, DMC 249, DMC 303. 3 credits

## **DMC 360 – Media Ethics and Law**

This course introduces some key principles and questions in media ethics and law. Students learn about: (1) theoretical frameworks commonly used for ethical analysis and decision-making, (2) the functioning of the United States legal system, (3) First Amendment doctrines and issues concerning the freedom of expression, (4) applications of ethical principles and the law to the work of journalists and other communicators, and (5) the ethical and legal challenges that continuously emerge with new forms of media. Students gain information and insights they can apply to fields as diverse as creative writing, journalism, advertising, web production, game design, community organizing, public relations, and organizational communication. A writing intensive course. Prerequisite: ENG 103. 3 credits

## **DMC 402 – Senior Capstone**

Final projects are intended as an opportunity for Digital Media and Communication students to work independently with a faculty mentor to create work that will showcase skills and talents developed during their studies at Villa. This should be work designed to be posted online, and published if possible, to show future employers as part of a job application. Students will practice their skill at budgeting time and planning. The project will draw on lessons about idea generation, story planning and execution, and the cultivated ability to create professional-quality work. 3 credits

## **DMC 409 – Internship**

This course offers students a structured opportunity to apply learned skills and knowledge in the digital media and communication industry. Students carry out or assist in a work project in a private or public sector organization under the direct supervision of a designated faculty member and/or industry professional. The student will complete a minimum of 130 hours of work at his or her internship site and write a final project. Prerequisite: Senior status. 3 credits

## **ECO 101 – Principles of Macroeconomics**

Definitions of the nature of economic decisions and description of how these decisions are made in the economy as a whole. Introduces the student to the basic tools of economic analysis, the basic concepts of national income, and the basic principles of employment, inflation, business cycles and growth. 3 credits (Fall)

## **ECO 102 – Principles of Microeconomics**

A treatment of economics in the context of private and public enterprises; development of the tools of economic analysis, particularly price theory and theories of resource allocation; and usage of tools as a basis of analyzing and discussing business, public policy and the problems of control. 3 credits (Fall/Spring)

## **ENG 101 – English Composition I**

An intensive workshop course designed to introduce students to the skills, habits, and conventions necessary for writing success in a variety of disciplines. Through examination of a variety of texts, students will focus on the elements that underpin academic writing, such as rhetorical strategies, information literacy, writing processes, writing conventions, and writing in multiple environments. Emphasis is placed on using reading and the writing process for inquiry, discovery, and the communication of ideas to audiences. A writing intensive course. 3 credits (Fall/Spring)

## **ENG 103 – English Composition II**

A continuation of English 101, this course offers a more in-depth study of the skills, habits, and conventions necessary for writing success in the disciplines. Students will work with a variety of texts to understand the principles of academic conversation. Emphasis is placed on rhetorical strategies, argument, writing conventions, and principles of research. A writing intensive course. 3 credits (Fall/Spring)

# course descriptions

## **ENG 104 – Introduction to Literary Studies**

This course is an introduction to the basic formal and methodological elements of the study of literature. Students will practice the fundamental methods of literary analysis. Students will apply literary theories to texts in various genres. A Writing Intensive Course. 3 credits

## **ENG 210 – American Literature I**

This course is a survey of American literature from its origins to 1865. Students will read poetry and prose by authors representing a variety of experiences in the founding and development of the American colonies and the United States. Major literary movements, critical debates, and historical issues will be addressed. Writing intensive course. Prerequisite: ENG 101. 3 credits

## **ENG 212 – American Literature II**

This course is a survey of American literature from 1865 to the present. Students will read poetry, drama, and prose by authors representing a variety of experiences in the history and development of the United States since the Civil War. Major literary movements, critical debates, and historical issues will be addressed. Writing intensive course. Prerequisite: ENG 101. 3 credits

## **ENG 214 – Public Speaking**

An introduction to communication theory with an emphasis on verbal and nonverbal communication including interpersonal, intergender and intercultural communication, as well as public speaking for various purposes and situations. Frequent experiences speaking to a group. Prerequisite: ENG 101. 3 credits

## **ENG 218 – Romantic Love in Literature**

This course will explore the literary tradition of Romantic Love. Students will explore how the concept of Romantic Love has developed and changed throughout time. Students also will analyze how Romantic Love is depicted in literature, art, and other forms of media. A writing intensive course.

## **ENG 221 – Introduction to Creative Writing**

Guided student writing in imaginative expression; individual and group analysis of each student's writing; and techniques of literary criticism applied to student writing are explored. Prerequisite or co-requisite: ENG 101 or with permission of instructor. A writing intensive course. 3 credits

## **ENG 230 – Gothic and Horror Fiction**

This course will explore the origins, development, and themes of gothic and horror fiction. Students will read and analyze novels, stories, essays, and poems from the genre that capture feelings of horror, suspense, dread, and darkness. Students also will examine the influence these texts have had on present-day society. A writing intensive course. Prerequisite: ENG 101. 3 credits

## **ENG 251 – The Craft of Poetry**

This course introduces students to the formal properties and linguistic practices associated with poetry. Students will read, write about and compose poetry in different forms, understanding and experimenting with a variety of rhythmic patterns, poetic techniques, and word choices. They will have the opportunity to share and workshop original poems. A writing intensive course. Prerequisite: ENG 221 or with permission of instructor. 3 credits

## **ENG 252 – Professional Writing**

Professional writing is a vital component of effective, efficient, and ethical workplaces. This course will introduce students to the principles and practices that they will need as professional writers who must be able to interpret, analyze, respond to, and create a variety of communications for a wide variety of audiences with varying definitions of "professional" and "writing." Students will learn how core concepts such as culture, rhetoric, community, and technology relate to the work of professional writing, and they will use and apply this knowledge to design and compose documents, analyze and manipulate design principles and rhetorical moves, and experiment with the digital tools, research skills, and writing strategies that mark effective professional writing practice in today's information economy. Finally, they will develop the self-reflection, visual design, and digital composing skills needed to showcase professional writing competencies and project a professional writing identity. 3 credits

# course descriptions

## **ENG 260 – Acting I**

This course introduces students to the history, vocabulary, theoretical principles, and methods of 21st-century acting. The class provides a comprehensive foundation for beginning actors, preparing them for stage, voice, or film work (whether live action or animated). Through practical exercises, they explore gesture and movement, voice, and states of mind, as well as the use of space, props, and materials. Students are encouraged to draw upon imagination, social understandings, and repetition to develop clear, consistent, and interesting characters to whom audiences can relate. 3 credits

## **ENG 261 – Advanced Composition and Research**

Advanced Composition and Research builds off the foundational writing and communication skills students learned in English 103 English Composition II, but focuses more specifically on information literacy—finding, evaluating, and incorporating research into student writing. Students will learn how to conduct extensive research, using library and Internet resources; think critically about and evaluate the appropriateness of the research they find, depending on their purpose and audience; and use sources for writing in a variety of rhetorical modes, complying with MLA guidelines regarding academic honesty and correct documentation. Special emphasis will be placed on argumentative writing. A writing intensive course. Prerequisite: ENG 103. 3 credits

## **ENG 270 – Introduction to Greek and Roman Mythology**

This course is an introduction to classical mythology, examining some of the major myths from the Greek and Roman worlds as they have been represented in art and literature. The course will also involve the exploration of certain themes that run through Greek and Roman myths by studying some of the many stories of gods/goddesses and heroes/heroines. The course will also examine the myths' relevance to Greek and Roman cultures as well as popular culture in today's world. A writing intensive course. Prerequisite: ENG 101. 3 credits

## **ENG 271 – Creative Writing Fiction Workshop**

This course builds on the foundations established in the Introduction to Creative Writing course by offering students an in-depth exploration of the essential steps involved in writing, revising, and presenting their own fiction, including character development, scene structure, dialogue and dramatic tension as they build toward the construction and revision of short stories, novellas, etc. In addition, students will be reading and critiquing the work of both their peers and professional writers. The intensive workshop is complemented by the study of established writers, in exploration of appropriate contemporary techniques and approaches used in the genre. The course allows students to become familiar with principles and practice of fiction through reading assignments that are based on the premise that, to be a good writer, students must be perceptive readers and critics, as well as have knowledge of literary techniques. A writing intensive course. Prerequisite: ENG 221. 3 credits

## **ENG 280-299 – Selected Topics in Literature**

Writing intensive. Prerequisite: ENG 103. 3 credits (Cycled)

## **ENG 316 – Contemporary World Literature**

Study and appreciation of contemporary world literature through recurring literary themes, motifs and patterns. Prerequisite: ENG 103. A writing intensive course. 3 credits

## **ENG 317 – Narrative of Gaming**

This course studies the relationship between literary narrative theory and games, especially plots that branch off to produce different stories with different endings. The students will explore how, from experimental writing to video games, games/books have changed or reinvented the possible spaces of narrative. They also will analyze how knowledge of narrative possibilities (theory) enrich people's understanding of games. This course surveys a wide variety of interactive narrative material, including print, film, and software, engaging students in analyzing and attempting to create branching narrative structures. A writing intensive course. 3 credits

## **ENG 320 – British Literature I**

This course covers selected works in British literature from the Anglo-Saxon period through the Neo-classical Age. Emphasis is placed on historical background, cultural context and literary analysis of selected prose, poetry, and

## course descriptions

drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. A writing intensive course. Prerequisite: ENG 101. 3 credits.

### **ENG 322 – British Literature II**

This course covers selected works in British literature. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural context. A writing intensive course. Prerequisite: ENG 101. 3 credits

### **ENG 330 – African American Literature**

The course introduces students to prominent authors and major themes of the African-American literary tradition. The major genres, including slave narratives, autobiography, and poetry, among others, are examined. Major historical movements including the Harlem Renaissance and Black Arts Movement are explored. The literature is analyzed in historical context allowing examination of how the literature was influenced by and responded to conditions of African-American life at different moments in American history. A writing intensive course. Prerequisite: ENG 103. 3 credits (Fall)

### **ENG 336 – Women’s Literature**

A survey course to engage students in an attempt to isolate and define a distinctly female tradition in literature. Course will introduce students to the style and content of women’s fiction, poetry, drama, and nonfiction and analyze the way in which women define their experiences. A writing intensive course. Prerequisite: ENG 103. 3 credits

### **ENG 340 – Exploration in Cinema**

A critical viewing and intense analysis of selected significant modern films. An emphasis on establishing critical, artistic and intellectual guidelines for appreciating the most visible and accessible of contemporary art forms. A writing intensive course. Prerequisite: ENG 103. 3 credits

### **ENG 351 – Creative Nonfiction**

Creative nonfiction is a hybrid of literary and narrative nonfiction, a genre that includes such subsidiary forms as the personal essay, the memoir, the nature essay, the science essay, the critical essay, the social issue essay, the travel essay, and literary reportage; it applies to nonfiction the principles of storytelling usually associated with fiction. Students will study the genre and craft of creative nonfiction writing through assigned readings of contemporary nonfiction and additional readings to illustrate the field. They will deepen their understanding of this genre, including its sub-genres, through readings, written assignments, and class discussions of those readings. Writing tasks will offer the opportunity to write creative nonfiction and to receive feedback on these writings. A writing intensive course. Prerequisite: ENG 221. 3 credits

### **ENG 355 – Playwriting**

This course offers students an in-depth exploration of the essential steps involved in writing and revising stage plays. Topics covered include basic stage structure, stage directions, the fundamentals of story structure, character development, scene structure, dialogue, and dramatic tension. A writing intensive course. Prerequisites: ENG 221. 3 credits

### **ENG 380 – Literary Theory and Criticism**

A study of the history of the literary theory and criticism from the New Criticism through contemporary theoretical developments. Over the course of the semester, students will apply theoretical approaches to the analysis of literary works and other forms of creative expression. Students will also explore the relationship of literary theory and criticism to the construction and revision of literary canons. Prerequisites: ENG 103 and 3 credits of a literature course. 3 credits

### **ENG 390-399 – Selected Topics in Literature**

A writing intensive course. Prerequisite: ENG 103. 3 credits (Cycled)

# course descriptions

## **ENG 409 – Internship**

This course provides students with a supervised work experience allowing the student to apply classroom learning to explore a career and to develop work-related skills in the field of journalism, grant writing, copywriting, editing, advertising or other. Possible sites might include a publishing company, a newspaper, a local news bee, an advertising agency, a not for profit organization, a business or other site which would engage the student in researching, writing, editing, and finalizing production of written materials for various audiences. Individualized work assignments, journaling and collegial discourse with a faculty supervisor will reflect and contextualize the student's professional experience. The student will be expected to analyze principles and problems as well as investigate current practices and new trends in the field. The projects completed during the student's professional experience will be integrated into the student's professional portfolio. The student will complete a minimum of 130 hours of work at his or her internship site and a write a final project. Prerequisite: ENG 201, ENG 351, and permission of the department chair. Must have a minimum GPA of 3.0. 3 credits

## **ENG 441 – Creative Writing and Literature Intensive Study**

This course offers advanced Creative Writing and Literature students intensive, individualized instruction as a culmination of their studies in the program and as a precursor to writing their senior theses. Instructors will develop common reading and writing assignments that require students to investigate selected literary topics, but will also work collaboratively with students to tailor assignments to individual interests, particularly as they relate to the student's development of a senior thesis project. A writing intensive course. Prerequisite: Two of CW Workshops and one literature course at the 300-400 level. 3 credits

## **ENG 442 – Seminar in Selected Authors**

This course is an in-depth seminar in a specific author or authors, Students will concentrate on the writings of one significant author, a group of authors, or a time period. A writing intensive course. ENG 103 and at least three credits of a literature course. 3 credits

## **ENG 451 – Senior Thesis Seminar**

Restricted to Creative Writing and Literature students in their final semester. Senior Thesis Seminar provides students individual instruction and peer critiques as they prepare and complete their senior Thesis. The course offers students guidance and support in planning the writing of the capstone thesis and frequent and individualized responses from instructors and peers during the composing and revising process. Depending on their interests, students will produce a highly informed academic thesis, prepare a publication-ready manuscript of creative writing, or develop a project that combines the two. Writing intensive course. Prerequisite: Successful completion of ENG 441 and permission of the program director. Thesis proposals must be approved by the course instructor and all full-time Creative Writing and Literature faculty members. A writing intensive course. 3 credits

## **FDM 101 – Introduction to the Fashion Industry**

An overview of the fashion apparel industry and the scope of various career pathways. Opportunity is provided for students to evaluate strengths and interests related to career choices. Group exercises focus on apparel merchandising and retail positions, professional ethics, and goal achievement. Skills in team-work and creative problem solving are integrated within the course to allow students to formulate negotiation and communication skills. For program major, a grade of C or above is required for successful completion. 3 credits (Fall)

## **FDM 105 – Sewing Techniques**

The course provides students with a basic knowledge and understanding of apparel production operations. An overview of the basic industrial equipment and its application provides students with the concepts of production, efficient and cost-effective methods, and quality control. How operations affect design decisions and the final costing of a garment are elaborated. For program major, a grade of C or above is required for successful completion. Co-requisite: FDM 106. A studio course. 3 credits (Fall and Spring)

## **FDM 106 – Sewing Lab**

Open sewing lab taken concurrently with apparel construction courses in the FDM program. A lab course. 0 credits (Fall/Spring)



# course descriptions

## **FDM 110 – Textiles**

The nature of textiles, the textile industry, and applications within the apparel industry are explored. Emphasis is on fibers, yarn, and fabrics, including natural and man-made varieties. For program major, a grade of C or above is required for successful completion. Co-requisite: FDM 111. 3 credits (Spring)

## **FDM 111 – Textiles and Apparel Lab**

Laboratory experiences relating to fibers, yarns and fabrications support the discussion in FDM 110, Textiles. Emphasis is on exploring and observing the nature of these elements and how it relates to care and performance of textile products. Quality evaluation and performance of garments will be introduced and discussed. For program major, a grade of C or above is required for successful completion. A lab course. Co-requisite: FDM 110. 1 credit (Spring)

## **FDM 204 – Introduction to Fashion Illustration**

An introduction to the basics of fashion drawing. Includes drawing and sketching the clothed human form, as well as three-dimensional objects within the fashion accessory category. A studio course emphasizing use of a variety of media including pencil, marker, and ink as well as multiple methodology including quick sketching. For program major requirements, a grade of C or above is required for successful completion. Prerequisite or Co-requisite: ART 101 and 103. A studio course. 3 credits (Fall)

## **FDM 213 – Fashion Merchandising**

An introduction to the fundamentals of apparel merchandising. The sequential order of marketing fashion from concept to consumer is analyzed. Identification of business practices, differentiation of international fashion centers, and global sourcing procedures are included. For program major requirements, a grade of C or above is required for successful completion. 3 credits (Fall)

## **FDM 215 – Visual Merchandising**

An exploration and development of techniques within the visual merchandising field of the apparel fashion industry. Emphasis is on critical implementation of three-dimensional visual displays. Technical terms of the trade are highlighted. Generating sales by attracting consumers through effective use of props, backgrounds, and themes is explored. Creative and artistic thinking are identified, analyzed, and evaluated with regards to practical applications. For program major requirements, a grade of C or above is required for successful completion. Prerequisite or Co-requisite: ART 103. 3 credits (Spring)

## **FDM 218 – Advanced Sewing Techniques**

The course builds on basic skills learned in FDM 105 Sewing Techniques and provides students with more complex and detailed applications of apparel design sewing. Emphasis is placed on techniques used in sewing garments made with challenging fabrics. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: FDM 105. Co-requisite: FDM 106. A studio course. 3 credits (Fall)

## **FDM 220 – Apparel Evaluation**

This lecture course provides students with the theory and practice for understanding the production cycle and quality used in the apparel mass manufacturing industry. Government regulations, consumer attitudes, and garment design are discussed in relation to quality and cost. Finished apparel products will be evaluated for quality in construction and performance expectations. The Technical Specification Package is introduced and applied. For program major requirements, a grade of C or above is required for successful completion. Prerequisites: FDM 101. 3 credits (Fall)

## **FDM 221 – Apparel Flat Pattern Making**

The course provides the elements for a sequential method of producing innovative apparel designs through the development of flat patterns. Steps for producing a flat pattern through a flat sketch to completed pattern are practiced. Practice problems are examined throughout each area of garment design to develop and encourage further explorations of the pattern process. The design process from concept to garment completion is applied. For program major requirements, a grade of C or above is required for successful completion. Pre-requisite: FDM 218. A studio course. 3 credits (Fall)

# course descriptions

## **FDM 224 – Computer Aided Design for Fashion**

The course builds upon digital media skills introduced in FDM 204 to illustrate contemporary textile and fashion design ideas as practiced in the fashion and textiles industry. Skill with Adobe Creative Suites is built through development of apparel technical drawings, line presentation, mood boards, and textile designs as well as merchandising applications such as look books, sales catalogs, and magazine editorials. Emphasis is placed on professional presentation of ideas and portfolio building using digital media. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: ART 103, FDM 204. A studio course. 3 credits (Spring)

## **FDM 303 – History of Apparel Fashion**

An overview of the history of costume in the western world is examined with the aesthetic, political, social, economic and environmental influences on dress. Depictions of costume from original source materials within the period are referenced. Identification of period garments, contemporary terminology, and notable designers are included. For program major requirements, a grade of C or above is required for successful completion. A writing intensive course. Prerequisite: ENG 103. 3 credits (Fall)

## **FDM 305 – Fashion Analysis and Trends**

The course defines the logistics and implementation of the adoption process of trending for apparel design. Analysis of current trends, identification of consumer segmentation, specific market needs, and interpretation of research are included. Emphasis is on research, organization, analysis, interpretation and presentation. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: ART 103 and FDM 303. 3 credits (Spring)

## **FDM 306 – Tailoring Techniques**

The course provides students with speed tailoring methods used in the fashion industry for constructing tailored garments. Pattern alteration, fabric selection, steam shaping, pressing and linings are demonstrated and practiced in construction of properly fitted coats and jackets. Variations of a classic jacket, skirt, and pants are examined to allow students to creatively respond to design and styling options. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: FDM 218. A studio course. 3 credits (Spring)

## **FDM 312 – Fashion Accessories**

The course provides students an in-depth study of fashion accessories for women's and men's applications. Career opportunities, various accessory categories, historic and contemporary studies, trend application, product knowledge and industry examination for logistical business knowledge are explored. Materials used for accessories and the flow and cycle of each category are examined in relation to social, economic, and environmental influences. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: FDM 101 and 224. 3 credits (Fall)

## **FDM 314 – Fashion Retail Buying**

The course provides students with mathematical applications related to retail buying and merchandise management. Product development and private label merchandise in relation to buying plans and assortments are explored. Profit and income statements in the retail establishment are emphasized. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: FDM 213 and completion of Math requirement. 3 credits (Spring)

## **FDM 318 – Draping**

Focus is on developing skills related to the principles and methods of draping fabric in the development of apparel designs. Skills in this course build upon and augment those learned in FDM 221. Design idea development from concept to completion is included. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: FDM 221. A studio course. 3 credits (Spring)

# course descriptions

## **FDM 230 – Fashion Communication**

This course provides students with the technical skills necessary to communicate using both written and visual standard software technologies used in the fashion industry. Students will be introduced to the concepts of brand and trends research, and the product development cycle as well as practice industry standard presentations using Microsoft Word, Excel, PowerPoint, and Adobe Photoshop and Illustrator. Students will be producing apparel industry standard mood boards, costing sheets and flats for technical specifications in product development applications preparatory for developing a fashion portfolio and continuing skill development in FDM 224. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. Prerequisites: none. 3 credits (Fall)

## **FDM 231 – Advanced Flat Pattern Making**

This course builds on the basic patterning skills learned in FDM 221 and further develops more complex patterning skills. Pants, Outerwear, Knitwear and other advanced patterning details will be included. Steps for producing a flat pattern through a flat sketch to completed pattern are practiced. The design process from concept to garment completion is applied in more advanced design challenges. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. Prerequisite: FDM 221. 3 credits (Spring)

## **FDM 315 – Fashion Styling**

The course introduce the students to the Fashion Styling Business and the variety of career paths available to stylists. Students will develop mood boards, inspiration boards, styling kits, and a portfolio/look book from actual photo shoots on location, on sets, and in the office. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. Prerequisites: FDM 224 and ART 103. 3 credits

## **FDM 340 – Fashion Illustration**

The course provides development of skills necessary for rendering fashion illustration. The elements of the garment and the figure are identified utilizing various media used within the apparel industry for fashion illustration. The exploration of concepts including manipulating the figure, drawing draped garments, and creating flats are referenced. Methods for drawing the turned and profile figure are examined. Sketching the walking figure and various techniques necessary for rendering fabrics and trims common to the apparel industry are developed for professional, finished portfolio collections. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: FDM 204. A studio course. 3 credits (Spring)

## **FDM 350 – New York Study Tour**

Students in this course will be traveling to and staying in New York City to explore and tour fashion retail offices and stores, designer workrooms and boutiques, manufacturing and forecasting businesses as well as museums, theater, and architecture which relates to the fashion industry. A week long excursion, this is an intensive short course. For program major requirements, a grade of C or above is required for successful completion. 3 credits (Summer)

## **FDM 401 – Fashion Show Production and Promotion**

The course explores vital logistics in the production of a fashion show from concept to finish. Planning and execution of a professional show using a chronological time frame from inception to completion are emphasized. Promotion, themes, layout, lighting, music, garment selection, accessorizing, model selection, fittings, rehearsals, backstage staffing, the event proper, and evaluation are included. Emphasis is on demonstration and critique including professional attitudes, teamwork and leadership. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: Senior Level. A studio course. 3 credits (Spring)

## **FDM 404 – Senior Portfolio**

The course allows students to apply essential skills and techniques to professionally finish a portfolio that reflects students' knowledge, skills, creativity, problem solving, and presentation capabilities. Selections of students' work from all program courses will be evaluated with respect to creative content, professionalism, media, and techniques for inclusion in a final portfolio. The focus is on preparing to enter a competitive career market.

# course descriptions

Presentation techniques are emphasized for portfolio presentation and verbal skills necessary for interviewing within the industry job market. Personal branding and résumés will be refined for inclusion in portfolio and job search strategies. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: Senior Level Status. A studio course. 3 credits (Fall)

## **FDM 409 – Internship**

An initial supervised work experience in a local, national, or international fashion industry-related firm that permits students practical application of professional knowledge and skills. Prerequisite: Junior status, and satisfactory academic standing. This is a pass/fail course. 3 credits (Spring)

## **FDM 410 – Knit, Stitch and Print**

The course explores textile design through focused workshops in knit, stitch and print. Students will be introduced to both hand and specialist machine techniques for surface decoration of fabrics as practiced in the fashion industry. Students will expand their knowledge of textile terminology, yarns, threads and print media in order to develop a series of fashion textile design samples. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: FDM 110, 111. A studio course. 3 credits (Cycled)

## **FDM 420 – Professional Industry Processes**

Students will gain firsthand observation of and networking in a variety of textile and apparel businesses through supervised off-campus tours of facilities, guest speakers or equivalent experiences where textile products are designed, manufactured, tested, marketed, exhibited and/or conserved. Emphasis is placed on making personal connections in the industry for a comprehensive understanding of the entire soft goods chain. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: Senior Level Status. This course requires a current passport for travel to Toronto. 3 credits (Fall)

## **FDM 426 – Senior Apparel Line**

Study and application of the design process for senior designers building upon skills acquired from prior semesters. An original line will be critiqued and refined from which a group will be selected for pattern development and perfection through the production of sample toiles. The garments will then be sourced for fabrication and produced using ready-to-wear and/or couture manufacturing processes. Students will also prepare portfolio pages showcasing their design process and outcome. Collections will be modeled in the spring fashion show. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: Senior Level Status. A studio course. 6 credits (Fall)

## **FDM 430 – Advanced Product Development**

Design and Merchandising students will use a team approach to develop a private label soft goods line. The capstone course focuses on the creative planning and the technical design aspects of product development. The line ideas will be formally presented to peers, professors, and industry professionals for critique. For program major requirements, a grade of C or above is required for successful completion. Prerequisite: Senior Level Status and FDM 420. A studio course. 3 credits (Spring)

## **FDM 450 – Special Topics**

Exploration of new content, technology or theory related to apparel and textiles. For program major requirements, a grade of C or above is required for successful completion. A studio course. 3-6 credits

## **FRE 101 – Beginning College French I**

Introduction to French for beginners. Development of speaking, listening, writing, and cultural awareness through a communicative approach is stressed. 3 credits (Fall)

## **FRE 102 – Beginning College French II**

A continuation of Beginning College French I that focuses upon speaking, listening, writing, and cultural awareness using a communicative approach. 3 credits (Spring)

# course descriptions

## **FRE 201 – Intermediate College French I**

Intermediate College French I is designed for students who completed an introductory course at the college/ university level, or three years of high school French. Focus is on grammar introduced through French literature, expansion of vocabulary, contextualized activities, speaking, reading, and written composition. Prerequisite: FRE 102. 3 credits (Fall)

## **FRE 202 – Intermediate College French II**

Intermediate College French II is a continuation of French 201 Intermediate College French with focus on grammar introduced through French literature, expansion of vocabulary, contextualized activities, speaking, reading and writing composition. Prerequisite: FRE 201. 3 credits (Spring)

## **GDE 101 – Introduction to Game Design and Development**

This course is an overview of video games, including: history of the video game, the game industry, types of games, game genres, game platforms, the design and development process, overview of software tools and programming languages used in game development, and an introduction to the dramatic and fundamental elements of design including: the interface, characters, soundtrack, and levels. A studio course. 3 credits

## **GDE 105 – Game Pre-Production I**

This course covers the pre-production processes and activities carried out before game development begins. Topics include a formalized pitch process and documentation, storytelling in interactive environments, narrative types, story-boarding, pre-visualization, prototyping methodologies, and aspects of audio implementation. This is a studio course. 3 credits

## **GDE 106 – Game Pre-Production II**

This course builds on the coverage of the pre-production processes and activities learned in GDE 105 Game Pre-Production I. Topics include: character design, prop design, environment design, and UI design. Methods include: style sheets, mood sheets, and paper prototypes. Prerequisite: GDE 105. A studio course. 3 credits

## **GDE 205 – History of Videogames**

The history of video games, from the earliest beginnings in the 1950's to the multi-billion-dollar industry of the 21st century is explored. How people have played throughout the centuries from the boardgames of ancient Egypt, to the Mechanical Games of early carnivals, to Pinball and the birth of the Arcade, and finally the Home Video Game market and the rise of the European boardgame are examined. We will analyze the trends and cycles of the industry in an attempt to explain why the crash of 1983 occurred and led to the rise of Nintendo and the dominance of the Japanese Videogame Industry. Furthermore, we will examine the switch from an almost exclusively American industry to an almost exclusively Japanese one, and in doing so compare and contrast the different cultural approaches to play and how that effects the games society creates and upholds. 3 credits

## **GDE 210 – Game Development Tools and Techniques**

This course covers a range of industry-standard tools, both 2D and 3D tools, including tools for productivity, animation, sculpting, rigging, rendering, lighting, shading, pipeline, exporting, and automation. Hands-on work with all tools. Prerequisite: GDE 101. A studio course. 3 credits

## **GDE 300 – Game Engines I**

An exploration of the features and operation of major gaming engines along with the appropriate, associated programming languages. General programming concepts and techniques will be covered and practiced. Hands-on use of the engines will allow students to create game components. Prerequisite: GDE 210. A studio course. 3 credits

## **GDE 301 – Game Engines II**

A continuation of the exploration of the features and operation of major gaming engines along with the appropriate, associated programming languages. Hands-on use of the engines will allow students to create game components and a complete game. Prerequisite: GDE 300. A studio course. 3 credits

# course descriptions

## **GDE 310 – Professional Practices and Advanced Processes**

Explores career opportunities available to game designers and developers. The business aspects of the game industry including the project proposal process, project management, production pipeline, game studio organization, professional organizations and memberships, and ethical conduct are elaborated. Career options and work environments are explored. A resume, business card, demos, conventional and digital portfolio are produced. Promotional web site design is examined and explored. Prerequisite: GDE 210. 3 credits

## **GDE 315 – Dynamic Character Animation for Interactive Games**

This course builds upon the basic modeling and animation skills developed in ANM 203 and ANM 204. This is an exploration of the difference between animation for games and animation for non-interactive media, such as feature film and broadcast television. Students will discuss the creative and technical limitations that must be taken into consideration for interactive animation production. Students also practice producing fluid, player-responsive character motions through the use of keyframe animation and motion-capture data. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 203. A studio course. 3 credits (Cycled)

## **GDE 317 – Game Modeling and Texturing**

This course builds upon the basic modeling and texturing models developed in ANM 204. This course introduces both technical and artistic techniques used by professionals working in modeling for interactive gaming. Students explore processes used to create game-ready assets such as props and environments, through discussion, video course game play, and hands-on studio projects. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: ANM 203. A studio course. 3 credits (Cycled)

## **GDE 318 – Advanced Game Modeling and Texturing**

This course is a continuation of GDE 317. Focuses on high resolution assets and advanced tools. The implementation of these assets into current game engines is covered. Prerequisite: GDE 317. A studio course. 3 credits

## **GDE 319 – Introduction to Level Design for Video Games**

This course builds upon the skills developed in Game Modeling & Texturing, as well as Dynamic Character Animation for Interactive Games. This is an introduction to the tools and workflow used by teams of artists, designers and programmers, to create levels for video games. Exploration of techniques used by Level Designers to create game levels that are entertaining and intuitive, yet still challenging enough to keep the player's attention. Students will become familiar with software tools and workflows used by Level Developers and then apply what they have learned by creating their own, interactive video game level. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisites: GDE 315, GDE 317. A studio course. 3 credits (Cycled)

## **GDE 403 – GDE Senior Project I**

The student will select, specify, plan, and design a significant, student-selected game project under faculty supervision. Documentation that must be completed includes a detailed proposal, which must be approved, a complete set of project plan documents, and user documentation. The student will select and justify an appropriate implementation methodology and programming language(s) for the project. Senior Status. A studio course. 3 credits

## **GDE 404 – GDE Senior Project II**

This is the completion of the project begun in GDE 403. The student will perform all animation, coding, appropriate software and system testing, and a demonstration of the functioning system. Prerequisite: GDE 403. A studio course. 6 credits

## **GDE 406 – GDE Special Topics**

Intensive investigation of a selection of current, advanced technologies, techniques, and/or theories in the game development field. Two or three topic areas are selected on an annual basis based on their emerging importance

# course descriptions

in the field. The topics can range from theory to practical, hands-on material. The topics' coverage can range from survey to detailed, hand-on practice. A common framework for presentation and evaluation will be used. Methods of instruction and course content (evaluated activities) will depend on the topic. Senior Status. 3 credits

## **GDE 409 – GDE Internship**

This course offers the student a structured opportunity to apply learned skills and knowledge in game design and development. Students carry out or assist in a work project at an organization that is related to their career interest under the direct supervision of a designated faculty member and/or industry professional. Those students who are already on an established career path may enhance their visibility in their organization by completion of a special project related to their careers, subject to prior instructor approval. The student will complete a minimum of 120 hours of work at their internship site, write a final report, and do a final presentation. Senior Status. 3 credits

## **GLB 120 – Global Citizenship**

This course provides an introduction to international/global studies. It examines globalization through the lenses of social science, focusing on social, political, economic, and environmental issues. The course seeks to develop students' global literacy and to foster a recognition that each of us is a global citizen living in an interconnected world wide community. "Citizenship" implies the existence of individual rights and responsibilities, which we consider as we discussed how to build a more equitable, sustainable, and just world. A writing intensive course. 3 credits

## **GRA 103 – Fundamentals of Graphic Design**

An introductory course exploring basic design theory and practice. Emphasis will be placed on two-dimensional composition and visual expression, word/image relationships, drawing and graphic translation. Attention will also be given to problem-solving, design history and terminology, tool usage, studio practice, and craft. Basic understanding and knowledge of Macintosh Operating System, as well as industry standard software will be explored. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Fall/Spring)

## **GRA 106 – Typography**

This course is an introduction to the fundamentals of typography as a critical skill for communication design practice. Topics include: history of writing systems and typography, anatomy of type, basic type measurements, five families of type, copyfitting, type arrangement and grid structure, typography for optimal readability and typography as interpretation. The use of the computer and related software will also be explored. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Spring)

## **GRA 207 – Professional Practices and Advanced Processes**

This course will provide students with a strategy for creating differentiated brand-based print and digital portfolios, as well as a professional résumé packet. Students will explore a full spectrum of career building skills including marketing and interviewing strategies, networking, professional memberships, and career options. Students will also gain exposure to the business side of the graphic design profession including client relations, social responsibility, ethics, and copyrights. Preparation for effective acquisition, management, and benefit of freelance design work will also be covered. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade C or above in GRA 103 and GRA 106. A studio course. 3 credits (Fall)

## **GRA 209 – Sophomore Internship**

This course gives the student the opportunity to integrate classroom learning with off-campus work experience in the graphic design field. Students will be required to keep a learning journal to analyze and evaluate the intersections of academic and professional issues. The instructor/advisor will use employer evaluations, completed journal, and project reviews to help guide students toward appropriate career objectives. The position must be supervised and expose the student to some aspect of the graphic design profession. The student must complete a minimum of 140 hours within this position. Students will be required to attend a series of six (6) seminars throughout the semester to discuss job search strategies, performance and performance evaluations.

# course descriptions

Prerequisite: Grade of C or above in GRA 207, GPA of 2.0 or above. Completion of 12 hours of designated course work and permission of Internship Coordinator. In addition to the requirements noted above, students are required to have a complete résumé package and portfolio. 3 credits (Fall/Spring)

## **GRA 221 – Visual Communication**

This course explores the principles, theories, and language of visual communication, emphasizing the evaluation and use of images in mass media. By integrating words and pictures in mass communication, students gain a greater appreciation of our visual world. This course will also help you explore the idea that the powerful visual messages we retain over our lifetime can affect our culture and our understanding of the world around us. By the end of the semester, students should be able to look at images created in different media and evaluate them from multiple perspectives and be able to demonstrate basic knowledge about the history of visual communication; personal, cultural, critical and ethical perspectives in visual communication; and the principles of visual design. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in GRA 103 and GRA 106. A studio course. 3 credits (Fall)

## **GRA 222 – Print and Publication Design**

This course looks at the design of magazines, newspapers, and other serial forms of print publication. Concepts regarding format, identity, audience, and content development are addressed and students build their skills in typography, layout and photo editing. Students will develop an understanding of design, layout and pre-press standard practices and the organization of information from initial concepts to final production and will concept, design, and produce a variety of print publications from brochures to magazines. Lectures will cover history of marketing publications, information systems, modern publication design and integrated marketing strategies and executions, production standards and designer/art director role in publication concept, design and production. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in GRA 103 and GRA 106. A studio course. 3 credits (Spring)

## **GRA 240 – Web Design**

This course is designed for students interested in understanding and developing basic web design skills. Through exercises and projects, students will learn how to design and build simple web sites using HTML and CSS (Cascading Style Sheets) programming languages. Further website design techniques will be explored using template-based Content Management Systems (CMS). Basic Imaging editing and optimization techniques using Adobe Photoshop and Illustrator will be covered. An introduction to Google Analytics and Search Engine Optimization will also be examined. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 201. A studio course. 3 credits (Spring)

## **GRA 301 – History of Graphic Design**

An introductory course exploring the evolution of graphic communication from prehistory through postmodern design and the digital revolution. Students will explore an understanding of the places, people, events, historical and cultural factors, along with the technological innovations that have influenced the development of graphic design into the practice that it is today. The course also provides an historical awareness and a meaningful context for young designers to evolve and contribute in positive ways to the society where they live and work. For program major or minor requirements, a grade of C or above is required for successful completion. 3 credits (Fall)

## **GRA 306 – Advanced Typography**

Expanding on the skills and knowledge acquired in Typography, this course explores the dynamics of type in context. Through advanced problem-solving, students will explore type as the visual representation of language, typographic hierarchy, formal values (syntax) of letterforms and typographic grid as a principle of organizing systems for providing meaningful structure. Emphasis is placed on the relationship between individual creative and critical thinking skills and the designer's role within professional, cultural and historical context. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in GRA 103 and GRA 106. A studio course. 3 credits (Spring)



# course descriptions

## **GRA 311 – Advertising Design**

In this course students will learn the principles of the advertising design from both a creative and business perspective. Classroom sessions will focus on working as part of a creative team developing strategies, creative briefs, and advertising campaigns in a variety of media and formats. Students will also learn and develop the necessary skills to become a marketable art director by collaborating with photography students, directing design and production artists. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in GRA 103 and GRA 106. A studio course. 3 credits (Spring)

## **GRA 321 – Advanced Visual Communications**

This course expands on the knowledge acquired in Visual Communications and examines advanced concepts in visual communication with an emphasis on information design. Students will explore principles of human perception, along with concepts of usability design. Researching techniques, data collection for audience-specific modeling will be explored. Effective writing and navigational principles for information design projects will be explained and discussed. By the end of the semester, students will be able to create effective information graphics in the form of graphs, diagrams, maps, poster, signage and website interfaces. Prerequisite: Grade of C or above in GRA 221. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Fall)

## **GRA 340 – Advanced Web Design**

This course expands on the skills and knowledge acquired in GRA 240 Web Design and introduces intermediate and advanced web design concepts and techniques. Through exercises and projects, students will learn how to design and build more complex web sites in HTML and CSS (Cascading Style Sheets) programming languages. User interface and information architecture design will be discussed, while basic and customized web design techniques using template-based Content Management Systems (CMS) will be emphasized and explored across various digital media environments. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in GRA 240. A studio course. 3 credits (Fall/Spring)

## **GRA 409 – Senior Internship**

This course provides students an opportunity to integrate classroom learning with off-campus work experience in the graphic design field. In addition to keeping a learning journal to analyze and evaluate their experiences, students must compile and present to faculty a portfolio of their work completed during internship. The position must be supervised and expose the student to some aspect of the graphic design profession. The student must complete a minimum of 140 hours within this position. Students will be required to attend a series of six (6) seminars throughout the semester to discuss job search strategies, performance and performance evaluations. Prerequisite: Grade of C or above in GRA 207 or GPA of 2.0 or above in area of concentration, permission of Internship Coordinator. 3 credits (Fall/Spring)

## **GRA 415 – Senior Portfolio Review**

This class is devoted to the development of individual senior portfolios. Here, students will combine their most successful work from previous semesters along with new works to create professional portfolios. A senior exhibition is required for graduation and portfolios will be evaluated by all full-time faculty members, as well as industry professionals. Each student will complete a job search strategy, a revised identity system, résumé package, self-promotional marketing tools such as a personal website, and interactive (digital) portfolio. This is a studio course. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in GRA 207. A studio course. 3 credits (Fall)

## **GRA 417 – Business and Production Practices**

This lecture course provides students with an in-depth study of the business and print production processes within the graphic design industry. Through lectures, presentations and field trips, students will explore professional business conduct, including agency and studio practices, client relations, networking, and marketing techniques. Social responsibility/pro bono work, ethics, copyright law, contracts, pricing, bidding and cost estimates will also be covered. Major printing processes and work overflow will be examined including pre-press, binding, finishing,

# course descriptions

cross platform/proofing issues, as well as production tips utilizing Adobe Creative Suite software applications. For program major or minor requirements, a grade of C or above is required for successful completion. 3 credits (Fall)

## **GRA 422 – Senior Project**

In this course, students will develop a semester-long major project defined with the guidance of their instructor. The senior project allows the student to develop a unique body of work that is packaged in exhibit, book, or interactive form. Students will be required to prepare, present, and defend their project to members of the faculty. The thesis culminates in a visual project accompanied by a written narrative. Production values, technical sophistication, conceptual thinking, critical analysis, written communication and presentation skills will be emphasized and used as grading criteria. This is a studio course. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in GRA 415. A studio course. 6 credits (Spring)

## **HIS 101 – World Civilizations I**

An investigation of “civilization” and “barbarism” as categories, using the concepts and methods of archaeology and history. This course traces the development of agriculture, urbanism, and state-level political organization in a places like Egypt, the “Fertile Crescent”, the Indus Valley, China, Mesoamerica, and the Andes. Turning to the Classical world, students examine how the categories of civilization and barbarism came to be constructed in the Western imagination. 3 credits

## **HIS 102 – World Civilizations II**

An investigation of “civilization” and “barbarism” as categories, using the concepts and methods of history. This course traces the development and functioning of pre-Modern “world systems” that joined widely separated places like China and the “Far East,” the Indian Subcontinent, Africa, and Europe. It examines flows of goods, people, and ideas along major trade routes (e.g., the Silk Road) that criss-crossed the “Old World” from Antiquity until about 1500. 3 credits

## **HIS 111 – United States History I**

A critical study of social, political and intellectual development of the American people, with emphasis on major developments and issues from Colonial times to the Civil War. Study of original sources. A writing intensive course. 3 credits

## **HIS 112 – United States History II**

Social, political and intellectual development of American people continued. Emphasis on major developments and issues from the Civil War to the present. Original sources are studied to provide insight into leading events and personalities. A writing intensive course. 3 credits

## **HIS 116 – Native American Societies & Histories**

Drawing upon historical, archaeological, and ethnographic evidence, and incorporating Native American voices, this course examines the history of Native peoples in North America from the Contact period to the present. We will address a variety of themes ranging from the tensions of First Contact and settler colonialism; to Native American cultural diversity; the role of American Indians in America’s wars; efforts at assimilation; the Indian “as imagined”; nationhood and sovereignty; and the social, political, and ecological issues that Native communities face today. 3 credits

## **HIS 130 – Becoming African American I**

This course explores the diversity of the African-American experience through a close examination of primary source materials, including essays, letters, diaries, various other forms of prose and poetry, speeches, images, music, and ethnographic interviews. Students will look at the first European descriptions of Western and Southern Africa; investigate the involvement of African people in the colonization of the Atlantic world; and trace the rise of slavery in the Americas, the origins and development of American ideas about race, and the formation of an African-American culture and identity. The course ends with a consideration of the changes brought about by emancipation and Reconstruction following the Civil War. 3 credits

# course descriptions

## **HIS 131 – Becoming African American II**

This course explores the diversity of the African-American experience through a close examination of primary source materials, including essays, letters, diaries, various other forms of prose and poetry, speeches, images, music, and ethnographic interviews. Students will explore the development of American ideas about race and the formation of an African-American culture and identity. They will investigate the Reconstruction; scrutinize laws legalizing segregation; explore the flourishing of Black intellectual culture in the 1920s and '30s; study the impact of World War II on African-American communities; probe the Civil Rights and Black Power movements; consider the expanded representation of Black people in mainstream media; and trace the intersections of African-American identities with other categories of identity, including in this era of Black Lives Matter. 3 credits

## **IDS 205 – Crisis of Belief**

A reading and analysis of some shorter works among contemporary authors. Focus on such problems as the existence of God, existential freedom of man, atheism as a purification, the sacred and the profane, and the modern revolt against God. Related activities include film, play or dramatic reading. A writing intensive course. 3 credits

## **IDS 209 – Senior Internship**

The second internship placement for liberal arts students. Designed to provide an opportunity to continue exploration of career objectives. Identification of employer goals, employment opportunities, job qualifications, acquisition of job-related skills and the application of classroom theory in a realistic atmosphere. On-campus seminars included. Prerequisite: IDS 109, 2.0 GPA and permission of the Internship Coordinator. 3 credits (Fall/Spring)

## **IDS 229 – Liberal Arts Capstone**

This is an interdisciplinary course that requires students to demonstrate the range of skills and competencies they have learned in the Liberal Arts Associate degree programs. The course is organized around a theme of the instructor's choosing, central to the Liberal Arts areas, and it culminates in a major project that integrates the content from students' coursework as well as information literacy, writing, and speaking skills. The course is open to non-majors and is required for Liberal Arts students in the final semester before graduation. A writing intensive course. 3 credits

## **IND 101 – Introduction to Interior Design I**

A foundation course that focuses on a general introduction to Interior Design and the fundamentals of designing. Included is an historical overview of the profession leading to an awareness of contemporary issues, basic design principles and elements and fundamental visual communication techniques. The tools, techniques and principles of architectural drafting, graphic conventions, and lettering will be studied. Freehand and mechanical drawing techniques will be employed to produce scaled drawings and models. Dimensional orthographic and three-dimensional paraline drawing will be used to explore concept and communicate design as well as techniques for producing monochromatic renderings. Distinctions will be made between design process work, client presentation work, construction drawings, and shop drawings. For program major or minor requirements, a grade of C+ or above is required for successful completion. A studio course. 3 credits (Fall/Spring)

## **IND 102 – Introduction to Interior Design II**

A foundation course in visual communication techniques. Concentration will be on the study of color theory, color schemes for interiors and the preparation of accurate color renderings. Psychological and practical influences affecting the choice of color will be introduced. Students will develop drawing skills and gain an understanding of various rendering techniques through learning to apply texture, pattern and color to their drawings. Students will explore various media including colored pencil, marker, and water color. Prerequisite: IND 101. For program major or minor requirements, a grade of C+ or above is required for successful completion. A studio course. 3 credits (Spring)

# course descriptions

## **IND 110 – Interior Design Studio I**

A basic study of interior architecture and design. Projects will focus on various modes of dwelling, theories of place-making, domesticity, and designing for different lifestyles. Emphasis will be on concept development and the application of theory and principles to explore domestic architecture and interior design. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 101. A studio course. 3 credits (Spring)

## **IND 115 – CAD 1**

A study of the fundamental principles of computer-aided design: drawing, editing, building symbol libraries, dimensioning, plotting, determining spatial relationships and setting up attributes. Projects will relate to the design industry. The potential uses of CAD in interior architecture will be explored. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 101. A studio course. 2 credits (Spring)

## **IND 205 – History of Interior Architecture**

A survey of interiors, architecture, art, and furnishings from pre-history to present as expressions of social, economic, political, religious and technological developments. Emphasis is on significant and lasting designs from specific eras and the historical context and influences. Additional emphasis is placed on the evolution of furnishings and an historical overview of the beginnings of the interior design profession. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: ENG 101. 3 credits (Spring)

## **IND 207 – Materials and Surfaces**

A survey course exploring the properties, characteristics, installation, costs, and specifications associated with major interior materials. Carpets and rugs, resilient flooring, tile, wall coverings, paint and finishes, textiles, glass, and hardware will be explored. Additional emphasis shall be placed on sustainability. Fire safety testing methods and ratings will be examined to assure code compliance in the built environment. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 101. A studio course. 3 credits (Fall)

## **IND 208 – Construction and Building Systems**

This studio course provides an overview of integrated building systems exploring the interrelationships of construction technology, structures, and environmental control systems as they relate to interior architecture. Structural systems, construction methods, fenestration, as well as HVAC, electrical and plumbing systems are explored. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite or Co-requisite: IND 101. A studio course. 3 credits (Fall)

## **IND 209 – Sophomore Internship**

An initial supervised work experience in local agencies, firms or specialized studios to permit practical application of professional knowledge and skills. Prerequisite: IND 210. 3 credits (Fall/Spring)

## **IND 210 – Interior Design Studio 2**

Emphasis will be placed on design for differently-abled and environmentally and socially responsible design. This course will include the steps necessary to complete a residential design project: assessing client needs, space planning, application of the design elements and principles, estimating interior materials and preparation of client presentations. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 110. A studio course. 3 credits (Fall)

## **IND 211 – Interior Design Studio 3**

The study of functional planning for commercial interior architecture. Emphasis is placed on understanding the basic building blocks of the design process: programming, conceptual design, design development, and contract documents with particular concentration on concept development. Additional emphasis is placed on the ways and means of translating and documenting the design process. For program major or minor requirements, a grade of

# course descriptions

C+ or above is required for successful completion. Prerequisite: IND 210, IND 215. A studio course. 3 credits (Spring)

## **IND 212 – Kitchen and Bath Design**

Examination and exploration of the major concepts and aspects of residential kitchen and bath design incorporating standards developed by the National Kitchen and Bath Association. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 110. A studio course. 3 credits (Fall)

## **IND 215 – CAD 2**

This course is a continuation of the fundamental principles of CAD 1. Prototypes, drawing set-up, smart blocks, attributes, library creation, layering standards, production of multiple drawing sheets, scale manipulation, and line weight plotting techniques form the main focus of this course. For program major or minor requirements, a grade of C+ or above is required for successful completion. A studio course. Prerequisite: IND 115. 2 credits (Fall)

## **IND 216 – CAD 3**

A study of the use of CAD as a three-dimensional design and visualization tool. Basic CAD surface and solid modeling, rendering, and manipulation will be explored as well as the use of third party software and add-ons to enhance modeling capability. For program major or minor requirements, a grade of C+ or above is required for successful completion. A studio course. Prerequisite: IND 215. 2 credits (Spring)

## **IND 225 – Technology and Design**

A computer driven documentation course that examines the holistic use of technology in a modern age of design. Emphasis will be placed on applications for design work documentation including portfolio, presentations, brochures, digital imagery, competition and promotional materials. Course will explore various software, templates and customization techniques. Discussions will center on documentation types and trend in the current design industry. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 101. A studio course. 3 credits

## **IND 230 – Sustainable Design**

Sustainability is a global issue transcending social, cultural, geopolitical, and economic boundaries. This course will address issues facing the environment and provide examples of evidence that can inform designs. Students will learn the basics of the LEED certification process including the concepts that serve as the basis for the LEED Green Associate exam. For program major or minor requirements, a grade of C+ or above is required for successful completion. 3 credits (Cycled)

## **IND 235 – Introduction to Fused and Leaded glass**

An introduction to the history of stained glass, including contemporary applications and practical skills. Building techniques including the Tiffany copper foiling process will be covered. Students will develop an understanding of the construction of stained glass windows as well as an understanding of the various types of glass and their uses. Experiential learning will focus on foiling, fusing, and lead soldering techniques. Selected readings on the history of glass will be assigned and a research paper will be required. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisites: ART 101 or permission of the instructor. A studio course. Students who successfully complete the course, earning a grade of C+ or higher, also earn a certification in stained glass for higher education from the Stained Glass School of the Stained Glass Association of America. 3 credits (Cycled)

## **IND 303 – Furniture Design**

A study and exercise in furniture design focusing on creative design, comfort, ergonomics, structure, function, form, mechanisms, aesthetics, construction, and use of material. Historic and contemporary furniture are studied for inspiration. Students design, model, and construct an original contemporary furniture design, not a reproduction in a historic style. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 210. A studio course. 3 credits (Fall)

# course descriptions

## **IND 306 – Safety and Accessibility**

Study of model building codes and accessibility requirements as they relate to the design of interior environments. Emphasis shall be placed on occupancy and building construction classifications, fire safety, testing organizations and standards, and the Americans with Disabilities Act (ADA). For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 210. 3 credits (Spring)

## **IND 307 – Introduction to Lighting and Acoustics**

Acoustics and lighting impact on building design, including form, structure, and materials. Qualitative and quantitative issues in the lighting of space, integration of natural and artificial light, fundamental nature of sound transmission and absorption, and principles of design for an effective acoustic environment. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 208. A studio course. 3 credits (Spring)

## **IND 308 – Historic Preservation/Restoration**

An introduction to the purpose and methods of historic preservation including an overview of the historic background of the State Historic Parks Office (SHPO). Instruction on restoration techniques includes participation in the restoration process. Emphasis is on reconstruction and rehabilitation. For program major or minor requirements, a grade of C+ or above is required for successful completion. A studio course. 3 credits (Cycled)

## **IND 310 – Interior Design Studio 4**

This course emphasizes design standards and requirements for non-residential design. In-depth programming techniques, client interaction, ADA requirements and professional ethics will be studied. Additional emphasis shall be placed on ergonomics, privacy, status, lighting and acoustics. Graphic standards and conventional office procedures will be employed. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 211. A studio course. 5 credits (Fall)

## **IND 311 – Interior Design Studio 5**

This course emphasizes cultural and social influences on and of design and the implications of practice in a global marketplace. Projects will involve sites outside of the United States and require analysis of applicable design codes and the use of the metric system of measurement. Special attention will be given to using sustainable design methods and technology. Graphic standards and conventional office procedures will be employed. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 310. A studio course. 5 credits (Spring)

## **IND 320 – Advanced Furniture Design**

An advanced exploration of furniture design and construction. Emphasis will be placed on creative design, functional solutions to design issues, use of a variety of materials including sustainable products, and advanced construction techniques and production. Students will design, model, and construct an original contemporary furniture design, not a reproduction in a historic style. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 303. A studio course. 3 credits (Spring)

## **IND 406 – Professional Practices**

An introductory study of business methods and professional procedures used by the professional designer. Exploration of the types of design firms and their legal structures including topics such as tax liabilities, insurance requirements and ethical conduct. This course involves the exploration of business practices, assessment of fees, the study and preparation of the standard form of agreement in the profession. Producing the business of interior design through development of contracts, purchase requisitions, specification forms, etc. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: ENG 101, IND 310. A studio course. 3 credits (Spring)

# course descriptions

## **IND 408 – Structures for Interior Architecture**

An introduction to the principles and elements of structure. The evolution of structural techniques will be explored to facilitate the identification and calculation of structural requirements for interior architecture. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 208, MAT 122. 3 credits (Fall)

## **IND 409 – Senior Internship**

An intensive supervised work internship with a professional design firm for a total of 240 hours of on-site experience. Prerequisite: IND 310. 3 credits (Fall/Spring)

## **IND 410 – Interior Design Studio 6**

This course emphasizes the development and coordination of a mixed-use, multi-story design project. Emphasis will be placed on conceptual development, code compliance, visual representation, and design detailing for construction. Graphic standards, business forms, and conventional office procedures will be employed. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 311. A studio course. 5 credits (Fall)

## **IND 412 – Thesis Pre-Design**

This studio course involves the development of an independent design problem supervised by a faculty advisor. The student is required to identify a project site and to complete all necessary documentation of existing conditions. In addition, students are to develop a program and produce a programming report to serve as the basis for a design to be completed in IND 414. Thesis Pre-Design serves as an outcomes measure. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 311. A studio course. 3 credits (Fall)

## **IND 414 – Thesis Design**

A continuation of IND 412. This studio course involves the completion of an independent design project supervised by a faculty advisor. The design project must respond to programming and pre-design work completed in IND 412. Thesis Design serves as an outcomes measure. For program major or minor requirements, a grade of C+ or above is required for successful completion. Prerequisite: IND 412. A studio course. 5 credits (Spring)

## **IND 415 – Portfolio Design**

The studio course emphasizes portfolio content, design, and presentation. Previously completed projects are edited and reworked. Graphics, formatting, and reproduction resources are presented, and organizational philosophies discussed. Portfolio serves as an outcomes measure. For program major or minor requirements, a grade of C+ or above is required for successful completion. A studio course. 3 credits (Fall)

## **MAT 110 – Introduction to College Mathematics**

A course designed to introduce students to college-level mathematics. Topics include the real number system, linear equations, quadratic equations, plane geometry, coordinate geometry, descriptive statistics, and regression. Problem-solving and applications are emphasized throughout the course. 3 credits (Fall/Spring)

## **MAT 111 – College Algebra**

Designed to refresh algebraic skills in preparing for additional mathematics courses. Includes operations of the monomial and polynomial exponents, roots, order of operations, inequalities, rational expressions, factoring systems of equations, graphing, and operations with radicals. 3 credits (Fall/Spring)

## **MAT 112 – Probability and Statistics**

Elementary statistics course covering concepts of frequency distribution, measures of central tendency and dispersion, hypothesis testing, regression, and correlation analysis and chi-square analysis. Probability concepts include conditional probability, dependence and independence, and binomial distribution. 3 credits

# course descriptions

## **MAT 115 – Mathematics, Nature, and Art**

A course designed to illustrate the intersection of mathematics with nature and art. Topics include ration and proportion; the golden ratio; polygons and tilings; the circle, ellipse and spiral; the Platonic solids and the sphere, perspective; and fractal geometry. There will be an emphasis on how developments in mathematics led to a better understanding of the natural world and to conceptual breakthroughs in art and architecture. Students will have the opportunity to do geometric constructions and original drawings. 3 credits (Cycled)

## **MAT 120 – Advanced Algebra and Trigonometry**

A course designed to familiarize students with the algebraic and trigonometric techniques encountered in calculus. Topics include linear, polynomial, and rational functions; exponential and logarithmic functions, exponential and logarithmic equations; trigonometric functions; graphs of trigonometric functions; trigonometric identities and equations; systems of linear equations and matrix solutions of such systems; and analytic geometry. 3 credits (Cycled)

## **MAT 201 – Calculus I**

An introduction to single variable calculus. Topics include limits and continuity, differentiation rules, derivatives of algebraic functions, logarithmic and exponential functions, and relevant applications.

## **MAT 202 – Calculus II**

A continuation of single variable calculus with an emphasis upon numerical techniques and mathematical models. Topics include the definitive integral and the Fundamental Theorem of Calculus, trigonometric functions, numerical methods of integration, techniques of integration, differential equations and infinite series. Prerequisite: Grade of C or above in MAT 201. 3 credits (Spring)

## **MUE 101/102; 103/104; 105/106; 107/108 – Choral Ensemble I-VIII**

Development of choral vocal techniques through the study and performance of significant music. Performances scheduled throughout the year at various locations. Two hours per week. 0.5 credit (Fall/Spring)

## **MUE 117/118; 119/120; 121/122; 123/124 – Chamber Choir I-VIII**

Development of choral vocal techniques through the study and performance of artistically valuable choral/instrumental music of renowned composers. Prerequisites: Permission of instructor. Vocal audition required. Student must pass a vocal audition by demonstrating strong vocal technique and defined ability to sight-sing. Course must be successfully completed before advancing to next level. 0.5 credit (Fall/Spring)

## **MUE 133/134; 135/136; 137/138; 139/140 – Gospel Choir I-VIII**

Development of gospel choral vocal technique through the study and performance of artistically valuable gospel choir music by renowned composers. Two rehearsal hours weekly. Course must be successfully completed before advancing to next level. 0.5 credit (Fall/Spring)

## **MUE 141/142; 143/144; 145/146; 147/148 – Gospel Choir Ensemble I-VIII**

A mixed instrumental ensemble for the study and performance of music to accompany Gospel Choir. Two rehearsal hours weekly. Course must be successfully completed before advancing to next level. 0.5 credit (Fall/Spring)

## **MUE 157/158; 159/160; 161/162; 163/164 – Chamber Ensemble-Guitar I-VIII**

Guitar Instrumental performing groups specializing in strings, brass, percussion, woodwind or guitar. Literature chosen from a variety of stylistic periods. Two hours per week; performances scheduled throughout the year at various locations. Permission of the instructor required. Course must be successfully completed before advancing to the next level. 0.5 credit (Fall/Spring)

## **MUE 173/174; 175/176; 177/178; 179/180 – Chamber Ensemble-Percussion I-VIII**

Percussion Instrumental performing groups specializing in strings, brass, percussion, woodwind or guitar. Literature chosen from a variety of stylistic periods. Two hours per week; performances scheduled throughout the year at various locations. Permission of instructor required. Course must be successfully completed before advancing to the next level. 0.5 credit (Fall/Spring)



# course descriptions

## **MUE 189/190; 191/192; 193/194; 195/196 – Chamber Ensemble-Strings I-VIII**

Strings Instrumental performing groups specializing in strings, brass, percussion, woodwind or guitar. Literature chosen from a variety of stylistic periods. Two hours per week; performances scheduled throughout the year at various locations. Permission of the instructor required. Course must be successfully completed before advancing to the next level. 0.5 credit (Fall/Spring)

## **MUE 205/206; 207/208; 209/210; 211/212 – Jazz Ensemble I-VIII**

A performing jazz combo focusing on classic and modern jazz compositions. 0.5 credit (Fall/Spring)

## **MUE 213/214; 215/216; 217/218; 219/220 – Jazz Improvisation Lab I-VIII**

A rehearsal lab designed to develop practical jazz playing and music reading skills. Topics include jazz rhythm scales, chords, vamps and modal, I-VI-II-V, blues, and other standard jazz harmonic progressions. 0.5 credit (Cycled)

## **MUE 229/230; 231/232; 233/234; 235/236 – Hip Hop Ensemble I-VIII**

A performing ensemble focusing on hip hop and gospel music. Two rehearsal hours weekly. 0.5 credit (Cycled)

## **MUE 245/246; 247/248; 249/250; 251/252 – Mixed Ensemble I-VIII**

A mixed instrumental ensemble for the study and performance of chamber music selected from a range of styles and periods. Two rehearsal hours weekly. Course must be successfully completed before advancing to next level. 0.5 credit (Fall/Spring)

## **MUE 261/262; 263/264; 265/266; 267/268 – Piano Ensemble I-VIII**

Development of piano techniques necessary for duets, trios, etc., through the study and performance of significant music chosen from a variety of stylistic periods. Performances scheduled throughout the year. Prerequisite: Permission of the instructor and/or the Department Chair required. Course must be successfully completed before advancing to next level. 0.5 credit (Fall/Spring)

## **MUE 277/278; 279/280; 281/282; 283/284 – Rock Ensemble I-VIII**

A performance ensemble focusing on classic and modern rock and pop music. Two rehearsal hours weekly. 0.5 credit (Cycled)

## **MUI 107 – Music Industry**

A survey course outlining the music industry's inner workings from how song writers, recording artists and record labels make money to the impact of the online music revolution. This course will cover detailed advice on getting started in the music business. 3 credits (Fall/Spring)

## **MUI 150 – Introduction to Music Technology**

An introductory course on the various elements of music technology, including computers, music software, MIDI, and electronic instruments. A hands-on learning approach is utilized to cover various topics such as MIDI sequencing, podcasting, film scoring, and music notation. Prerequisite: Grade of C or above in MUS 100 or co-requisite of MUS 100 or permission of instructor. 3 credits (Fall/Spring)

## **MUI 209 – Music Industry Internship**

An initial supervised field experience in a local music business or other appropriate agency which will enable practical application of classroom-acquired knowledge and skills. Prerequisite: Students must receive a grade of C or above in MUS 101, MUS 101L, MU 1150, MUI 250, MUI107, BUS 114 and BUS 232. They must uphold a GPA of 2.0 and the permission of the Internship Coordinator. 3 credits (Fall/Spring)

## **MUI 250 – Introduction to Recording**

Overview of the recording process including history of analog and digital audio. Microphones and techniques, as well as signal flow are included. An overview of the studio recording system and how audio is captured are emphasized. A continuation of knowledge and skills learned in MUI 150 Introduction to Music Technology to create music and record analog sounds for class project. Additional emphasis on software use. 3 credits (Fall/Spring)

# course descriptions

## **MUI 251 – Intermediate Recording**

A hands-on approach to digital audio recording and production techniques. Topics include recording, editing, and mixing in Pro Tools. Student participation is a key element of the course. Students will create a radio commercial by writing and recording script and creating music. In applying knowledge and skills, students will run recording sessions and record student created songs and student performances. Prerequisite: Grade of C or above in MUI 250. 3 credits (Fall/Spring)

## **MUI 290 – Special Topics**

Special Topics is a course that allows professors to explore topics not covered in current Music and Music Industry course curriculums. This allows professors to explore new and timely topics without the restrictions of creating a permanent course.

## **MUI 307 – Music Industry II**

A comprehensive look at the intricacies of the music industry. Key elements from peripheral businesses that interact and offer job opportunities are examined. Career opportunities including those offered behind the scenes and outside the realm known as the music business are explored. Prerequisite: MUI 107. 3 credits (Fall/Spring)

## **MUI 350 – Techniques in Advanced Recording I**

In this course, students take an in-depth look at state-of-the-art recording techniques used in today's music industry. Through hands-on classroom exercises and faculty demonstrations, students explore the art of recording, while participating in live performance, engineering and additional aspects of advanced music recording. Prerequisite: MUI 250, MUI 251. 3 credits (Fall/Spring)

## **MUI 351 – Techniques in Advanced Recording II**

In this course, students take an in-depth look at state-of-the-art recording techniques used in today's music industry. Through hands-on classroom exercises and faculty demonstrations, students explore the art of recording, while participating in live performance, engineering and additional aspects of advanced music recording. Prerequisite: MUI 250, MUI 251, MUI 350. 3 credits (Fall/Spring)

## **MUI 360 – Live Recording Techniques**

This course will prepare students to make high-quality recordings using live music scenarios. Emphasis will be placed on microphone techniques, professional etiquette, and recording procedures used in contemporary musical ensembles. Final projects are completed at end of semester college musical recitals. 3 credits (Spring)

## **MUI 406 – Music Event Production and Promotion**

The course develops a comprehensive understanding of the strategies necessary to create, sell, promote, and produce live music events. Planning, organization, and human and material resources required to stage a successful music event are elaborated. Emphasis is on implementation of a sequential marketing process. Students collaborate to produce and promote a small venue live music event. A writing intensive course. 3 credits (Fall)

## **MUI 411 – Music Industry Senior Project**

In this course, students develop a major project under the guidance of the instructor which incorporates various elements covered in the Music Industry program that have been covered during their course work at Villa Maria College. From creation to production to marketing, the senior project allows the student to develop a unique body (or business plan) of work that is packaged in exhibit, book, or interactive form. Students will be required to prepare, present, and defend the senior project to members of the faculty. Students will develop a thesis and project outline to put the plan of action in motion with students submitting a project accompanied by a written narrative and portfolio of work. Production values, technical sophistication, business practices, critical analysis, written communication, and presentation skills will be emphasized and used as grading criteria. Prerequisite: MUI 307. Co-requisite: MUI 406. 3 credits (Fall/Spring)

# course descriptions

## **MUI 420 – Sound Design for Visual Media**

This course provides students with exposure to the core skills, workflow, and concepts involved in creating and implementing audio for visual media using Pro Tools systems. It covers basic sound design techniques. Session time is divided between demonstration and hands-on practice, with ample time to experiment with sample material. 3 credits (Cycled)

## **MUI 450 – Advanced Mixing Techniques**

A hands-on approach and an in-depth understanding of advanced mixing techniques that can be used across multiple genres of music. Students will examine the nature of the mixing process in extensive detail. Advanced signal flow, analytical listening skills, and signal processing techniques are learned. Specific software that is used in contemporary music production will be covered. 3 credits (Fall)

## **MUJ 201 – Jazz Theory I**

An introduction to the basic principles of jazz theory. Topics include basic jazz rhythmic concepts and notation, basic scales and chords, chord symbol notation, voice leading and chord voicing principles, and modal, blues, and II-V-I progressions. Prerequisite: Grade of C or above in MUS 102. 3 credits (Fall)

## **MUJ 201L – Jazz Theory I Lab**

Singing of scalar, chordal, rhythmic, and melodic material, and dictation or rhythmic, melodic and harmonic material concurrently studied in MUJ201. Two laboratory hours weekly. Prerequisite: Grade of C or above in MUS 102L. 1 credit (Fall)

## **MUJ 202 – Jazz Theory II**

A continuation of the study of the principles of jazz theory. Topics include advanced scale and chord types, principles of chord substitution and reharmonization, tonicization and modulation, and other usages of chromatic harmony in jazz. Prerequisite: Grade of C or above in MUJ 201. 3 credits (Spring)

## **MUJ 202L – Jazz Theory II Lab**

Singing of scalar, chordal, rhythmic, and melodic material, and dictation or rhythmic, melodic and harmonic material concurrently studied in MUJ 202. Two laboratory hours weekly. Prerequisite: Grade of C or above in MUJ 202L. 1 credit (Spring)

## **MUJ 211 – Jazz History I**

A historical and stylistic survey of the jazz tradition from its African and European roots to the 1940s. A writing intensive course. Prerequisite: Grade of C or above in MUS 100 or on the Music Theory Placement Test, ENG 101 or permission of instructor. 3 credits (Fall)

## **MUJ 212 – Jazz History II**

A historical and stylistic survey of the jazz tradition from the 1940s to the present. A writing intensive course. Prerequisite: Grade of C or above in MUS 100 or on the Music Theory Placement Test, ENG 101 or permission of instructor. 3 credits (Spring)

## **MUS 100 – Music Fundamentals**

An introduction to music fundamentals including notation, rhythm, meter, scales, key signatures, and triads. The class will focus on tonal music, with examples drawn from classical and popular styles. Sight-singing and ear training will also be introduced. 3 credits (Fall/Spring)

## **MUS 101 – Music Theory I**

Introduction to four-part writing; harmonic progressions using tonic, predominant and dominant chords, and techniques of prolongation. Prerequisite: Successful completion of Music Theory Placement Test or a grade of C or above in MUS 100. 3 credits (Fall/Spring)

# course descriptions

## **MUS 101L – Music Theory I Lab**

Sight-singing of melodies in bass, treble, and alto clefs. Emphasis on basic rhythmic and tonal patterns, and melodic, rhythmic and harmonic dictation. Two laboratory hours weekly. Prerequisite: Successful completion of Aural Skills Placement Test or a grade of C or above in MUS 100. 1 credit (Fall/Spring)

## **MUS 102 – Music Theory II**

Continuation of the study of diatonic harmony begun in MUS 101: additional chord functions, the cadential 6/4, 7th chords, and diatonic modulation. Prerequisite: Grade of C or above in MUS 101. 3 credits (Fall/Spring)

## **MUS 102L – Music Theory II Lab**

A continuation of MUS 101L Music Theory I Lab. Further development of sight-singing and dictation skills emphasizing basic rhythmic and tonal patterns. Two laboratory hours weekly. Prerequisite: Grade of C or above in MUS 101L. 1 credit (Fall/Spring)

## **MUS 108 – Music Appreciation**

A panorama of music from around the world, including Western music as well as music from Africa, Asia, and the Americas from ancient times to the present day. Explores and defines the underlying social and cultural context with resultant parallels between other art forms. 3 credits (Fall/Spring)

## **MUS 110 – History of American Popular Music**

An interdisciplinary approach to the study of American popular music, focusing on the musical, technological, social, cultural, historic, and economic factors in its evolution. A writing intensive course. 3 credits (Spring)

## **MUS 113/114; 213/214; 313/314; 413/414 – Recital Seminar I-VIII**

A seminar on musical artistic preparation, professional performance etiquette, and stage demeanor. Students learn propriety in performance through modeling by music faculty and are required to perform on multiple occasions to receive a professional critiquing, as well as constructive criticism from peers. The importance of the context of musical performance with respect to genre, audience, purpose, and venue is explored. Course must be successfully completed before advancing to the next level. 0 credits (Fall/Spring)

## **MUS 201 – Music Theory III**

Elements of advanced harmony, applied chords, mixture, extended and altered dominants. Neapolitan and augmented sixth chords, modulation to distant keys, and keyboard applications. Prerequisite: Grade of C or above in MUS 102. 3 credits (Fall)

## **MUS 201L – Music Theory III Lab**

Sight-singing with emphasis on chromaticism; melodic, contrapuntal and harmonic dictation. Two laboratory hours weekly. Prerequisite: Grade of C or above in MUS 102L. 1 credit (Fall)

## **MUS 202 – Music Theory IV**

An introduction to the important development in late-nineteenth- and early-twentieth-century harmony, rhythm, and form. Topics include non-functional harmony, non-tertian, chords, and pitch class set theory. Prerequisite: Grade of C or above in MUS 201. 3 credits (Spring)

## **MUS 202L – Music Theory IV Lab**

A continuation of MUS 201L Music Theory III Lab. Sight-singing in four clefs (bass, treble, alto and tenor); melodic, contrapuntal and harmonic dictation with emphasis on chromaticism. Two laboratory hours weekly. Prerequisite: Grade of C or above in MUS 201L. 1 credit (Spring)

## **MUS 205 – World Music**

A survey of current trends in folk and popular music around the world. The varied cultural roles music plays in the world with respect to ritual, entertainment, and mode of communication are explored. A writing intensive course. 3 credits (Fall)

# course descriptions

## **MUS 211 – Music History I**

A historical survey of the European music heritage from antiquity to 1750. Prerequisite: Successful completion of Music Theory Placement Test with a percentile score of C or above or a grade of C or above in MUS 100, ENG 101. A writing intensive course. 3 credits (Fall)

## **MUS 212 – Music History II**

A historical survey of the European and American music heritage from 1750 to the present. Prerequisite: Successful completion of Music Theory Placement Test with percentile score of C or successful completion of MUS100 with a grade of C or above, ENG101. A writing intensive course. 3 credits (Spring)

## **MUS 215 – Songwriting**

A seminar on basic songwriting techniques and concepts. The craft of developing a well-written, memorable, and appealing song is explored and practiced with regard to lyrical, melodic, rhythmic, harmonic, and structural considerations. Examples of musically sound notation practices through lead sheets, and filing for copyright registration are also covered. Prerequisite: MUS 100 or permission of instructor. 3 credits (Cycled)

## **MUS 290 – Special Topics**

Special Topics is a course that allows professors to explore topics not covered in the current Music Industry course curriculum. This allows professors to explore new and timely topics without the restrictions of creating a permanent course.

## **MUS 301 – Counterpoint I**

A stylistic approach to the study of species counterpoint. The principles of voice-leading and the relationships between consonance and dissonance are applied to the writing exercises in cantus firmi and the first five species. Prerequisite: Grade of C or above in MUS 101 or permission of instructor. 3 credits (Cycled)

## **MUS 302 – Counterpoint II**

A stylistic approach to the study of eighteenth-century counterpoint based on an acquaintance with contrapuntal music of the Baroque period and the writing of exercises and music involving techniques characteristic of the period. Prerequisite: Grade of C or above in MUS 101 or permission of instructor. 3 credits (Cycled)

## **MUS 315 – Concert Music in Europe and the Americas**

Examines select musical styles from the Baroque to the present day. A portion of the course is devoted to concert music of the 21st Century including current musical trends in Buffalo, NY. 3 credits (Cycled)

## **MUS 371S/372S; 471S/472S – Composition Seminar I-IV**

A seminar for the study and practice of techniques and concepts of music composition. Strong emphasis is placed on analyzing past and contemporary music to increasingly broaden student literacy with the standard repertoire of Western Music. Composition Seminar is also a forum for presentations by visiting composers, performers, and other professional musicians. Students may enroll in seminar up to eight times. Prerequisite: MUS 102. 3 credits (Cycled)

## **MUS 411 Senior Project**

Under the guidance of a faculty mentor, students have the option of developing a written thesis or composing and original musical work of advanced proportions and content. Comprehensive application of program knowledge and skills is expected. A composition recital is required. Capstone course. Prerequisite/Co-requisite: Senior status and permission of the instructor. 3 credits (Cycled)

## **MUS 412 – Senior Recital**

Under the guidance of a faculty mentor in collaboration with a student's applied music instructor, students develop, prepare for, and present a senior performance recital. A professional-level of performance is expected. A program capstone course. Prerequisite: Senior-level status and permission of the instructor. 3 credits (Cycled)

# course descriptions

## **MUS 416 – Music Analysis**

An overview of music analysis. Introduction to the various established analytic tools used to analyze total music as those used for atonal music. Prerequisite: MUS102 or permission of instructor. 3 credits (Cycled)

## **MUS 417 – Conducting**

An introduction to the fundamental skills of conducting for Music program majors. The technical aspects of conducting are explored. Numerous examples are presented by the instructor and practiced by students. Prerequisite: MUS 102. 2 credits (Cycled)

## **XMUJ 231 – Jazz Keyboard Skills I**

Applied jazz keyboard course designed to develop the skills for the use of the keyboard as a practical tool for ear training, improvising, arranging, and composing. Material covered includes basic scales, chords and keyboard voicings, and short vamp, modal II-V-I, and basic blues progressions. Required as a second instrument for students not majoring in jazz piano. 1 credit (Fall/Spring)

## **XMUJ 232 – Jazz Keyboard Skills II**

Applied jazz keyboard course designed to develop the skills for the use of the keyboard as a practical tool for ear training, understanding theoretical concepts, improvising, arranging, and composing. Material covered includes advanced scales, chords and keyboard voicings, applied chord substitution, harmonic sequences and symmetrical progressions, keyboard harmonization from lead sheets, and applied reharmonization. Required as a second instrument for students not majoring in jazz piano. Prerequisite: Grade of C or above in MUJ 231. 1 credit (Fall/Spring)

## **XMUJ 233/234 – Applied Jazz Music Minor I-II**

Applied Jazz Music Minor is the secondary instrument/voice area for those students who are registered for more than one minor. 1 credit (Fall/Spring)

## **XMUJ 321/322 – Applied Jazz Major I-II**

Instruction in jazz vocal/instrumental lessons. One-hour lesson weekly. Prerequisite: Grade C or above in XMUS 222 or permission of instructor. Grade C or above in XMUJ 321 is necessary before acceptance at the XMUJ 322 level. 2 credits (Fall/Spring)

## **XMUJ 331/332 – Jazz Keyboard Skills III-IV**

Applied jazz keyboard course designed to develop skills for the use of the keyboard as a practical tool for ear training, improvising, arranging, and composing. Continuation of material introduced in XMUJ 232. Prerequisite: Grade C or above in XMUJ232. Grade C or above in XMUJ 331 is necessary before acceptance at the XMUJ 332 level. 1 credit (Fall/Spring)

## **XMUJ 421/422 – Applied Jazz Major III-IV**

A further development of skills attained in major voice/instrumental area. Prerequisite: Grade C or above in XMUJ 322. Grade C or above in XMUJ 421 is necessary before acceptance at the XMUJ 422 level. 2 credits (Fall/Spring)

## **XMUS 021/022 – Preparatory Applied Music Major I-II**

Private instruction in voice and instruments with the specific goal of preparing to successfully audition for college-level study. One hour weekly. 0 credit (Fall/Spring)

## **XMUS 033/034 – Preparatory Applied Music Minor I-II**

Private instruction in voice and instruments with the specific goal of preparing to successfully audition for college-level study. One hour weekly. 0 credit (Fall/Spring)

## **XMUS 121/122 – Applied Music Major I-II**

Instruction in piano, organ, voice, classical guitar and all orchestral and concert band instruments. One-hour lesson weekly. Prerequisite: Successful completion of the placement audition, as determined by the audition committee,

# course descriptions

or permission of the Department Chair. Grade of C or above is necessary in XMUS 121 before acceptance at the XMUS 122 level. 2 credits (Fall/Spring)

## **XMUS 131 – Basic Keyboard Skills I**

Rudiments and basic skills of the keyboard. Major and minor scales, harmonization of melodies and sight reading. Piano required as a second instrument for students not majoring in piano. 1 credit (Fall/Spring)

## **XMUS 132 – Basic Keyboard Skills II**

Rudiments and basic skills of the keyboard including major and minor scales, harmonization of melodies and sight reading. Piano required as a second instrument for students not majoring in piano. Prerequisite: Grade of C or above is necessary in XMUS 131 before acceptance at the XMUS 132 level. 1 credit (Fall/Spring)

## **XMUS 221/222 – Applied Music Major III-IV**

A further development of skills attained in major voice/instrumental area. Prerequisite: Grade of C or above in XMUS221 is necessary before acceptance at the XMUS 222 level. 2 credits (Fall/Spring)

## **XMUS 231/232 – Keyboard Skills III-IV**

A further development of proficiency attained in XMUS131/132. Prerequisite: Grade of C or above in XMUS 132; grade of C or above in XMUS 231 is necessary before acceptance at the XMUS 232 level. 1 credit (Fall/Spring)

## **XMUS 321/322 – Applied Music Major V-VI**

A further development of skills attained in major/voice instrumental area. Prerequisite: Grade of C or above in XMUS 321 is necessary before acceptance at the XMUS 322 level. 2 credits (Fall/Spring)

## **XMUS 331/332 – Keyboard Skills V-VI**

A further development of skills attained in XMUS 231/232. Prerequisite: Grade C or above in XMUS 232. 1 credit (Fall/Spring)

## **XMUS 421/422 – Applied Music Major VII-VIII**

A further development of skills attained in major voice/instrumental area. Prerequisite: Grade of C or above in MUS 421 is necessary before acceptance at the MUS 422 level. 2 credits (Fall/Spring)

## **XMUS 431/432 – Keyboard Skills VII-VIII**

A further development of skills attained in XMUS 331/332. Prerequisite: Grade C or above in XMUS 332. Grade C or above in XMUS 431 is necessary before acceptance at the XMUS 432 level. 1 credit (Fall/Spring)

## **XMUS 1001-1036; 2001-2036; 3001-3036; 4001-4036 – Applied Music Minor I-VIII**

Applied Music Minor is the secondary instrument for piano majors in music and is the primary/secondary instrument for students in Music Industry. All students may choose to study more than one minor. 1 credit (Fall/Spring)

## **OTA 101– Introduction to Occupational Therapy Assistant**

An introduction to the profession of occupational therapy and the role of the occupational therapy assistant. Topics include the history, philosophy, terminology, theoretical frames of reference, ethics and organizational structures of the profession, medical terminology and documentation skills. Two lecture hours per week. 2 credits (Fall)

## **OTA 102 – Occupational Therapy Assistant Practice Skills I**

This lecture and laboratory course will provide students with foundational knowledge and skills required during treatment to improve the independence of clients to engage in chosen occupations. The Occupational Therapy Practice Framework will be emphasized throughout the semester to help conceptualize treatment interventions. Students will begin to develop practical techniques and observation skills critical to treatment implementation. Two lecture hours and one lab hour per week. 3 credits (Fall)

# course descriptions

## **OTA 103 – Occupational Therapy Assistant Practice Skills II**

This lecture and laboratory course builds upon occupational therapy theory and evidence-based practice concepts introduced in OTA Practice Skills I. Topics include assessment and intervention, group dynamics, and an introduction to service management functions of the profession. Students will plan and implement practice individual and group interventions during labs to prepare for applying these skills to populations in community-based fieldwork settings. Two lecture hours and one lab hour per week. 3 credits (Spring)

## **OTA 104 – Level I Fieldwork and Seminar**

This supervised clinical fieldwork experience allows students to apply previous and concurrent learning to practical situations. Utilizing occupational profile, activity analysis, group process and therapeutic use of self, the student will engage individuals, groups and/or populations in selected occupations based on identified interests of the participants. The focus of this experience is psychological and social factors that influence engagement in occupation. Two lecture hours and one lab hour per week. 2 credits (Spring)

## **OTA 112 – Kinesiology for OTA**

This course will present the basic principles of biomechanics and kinesiology related to human movement and occupational performance. Students will study the structure and movement of the human body as an essential component for participation in functional activities of daily living. Topics include the interrelationship among the central, peripheral nervous systems and musculoskeletal system, anatomical landmarks, joint movement, posture/balance, stability and locomotion. Includes 2 lecture hours and 2 laboratory hours per week. Prerequisites: Grade of C or higher in BIO 103 and BIO103L. 3 credits (Spring)

## **OTA 201 – Occupational Therapy in Mental Health Settings**

Occupational therapy principles and techniques for the treatment of individuals with psychosocial dysfunction are presented in lectures and laboratory sessions. Topics include group dynamics, theory, frames of references, and community services available for individuals with mental illness. Students will learn the occupational therapy assistant's role in assessment, treatment planning, treatment interventions and documentation. Interpersonal skills, group leadership and interviewing skills are practiced through role-playing and community-based experiences. Two lecture hours and two lab hours per week. 3 credits (Fall)

## **OTA 202 – Occupational Therapy in Rehabilitation Settings**

Lectures and clinical presentations are used to teach medical, neurological, and orthopedic conditions resulting in physical dysfunction. The application of occupational therapy principles and techniques will be reinforced during laboratory sessions. Case studies, guest lecturers, role-playing, and clinical field trips to rehabilitation settings will be utilized to teach occupational therapy assessments and treatment interventions for physical disabilities. Two lecture hours and two lab hours per week. 3 credits (Fall)

## **OTA 203 – Occupational Therapy in Developmental Settings**

This course addresses conditions that interrupt the normal growth and development sequence and the settings where clients receive services to remediate dysfunction. Lectures cover disease etiology and functional deficits, and the related occupational therapy theory, frames of reference, and treatment techniques. Laboratory learning involves hands-on practice to help develop the skills necessary to provide occupational therapy services in early intervention, preschool, school and community-based programs serving populations from infancy through adulthood. Two lecture hours and two lab hours per week. 3 credits (Fall)

## **OTA 204 – Capstone**

This course facilitates transition in role from student to practitioner as participants explore current issues that impact occupational therapy practice. Students will be expected to expand their knowledge and understanding of topics from prior occupational therapy coursework, discuss potential areas of research and develop a plan for continued education as preparation to enter the workforce. This course is completed in an online format as the student is engaged in Level II Fieldwork rotations, and culminates in a weeklong seminar on campus. Seminar topics include preparation for the NBCOT exam, state authorization to practice, program assessment and professional reflection. Two credit hours online, one credit hour seminar. 3 credits (Spring)



# course descriptions

## **OTA 205 – Fieldwork II A**

Level II Fieldwork is a full-time internship under clinical supervision of an Occupational Therapist or Certified Occupational Therapy Assistant. Fieldwork II includes an in-depth experience in delivering occupational therapy services to clients, with a focus on application of purposeful and meaningful occupation; utilizing knowledge, skills and acquisition learned through Fieldwork Level I. Emphasis will be put on developing skills in observation, practicing treatment approaches, using appropriate activities and effective interpersonal, written and oral communication with other professionals. It is recommended that the student be exposed to a variety of clients across the lifespan and to a variety of settings. The program will ensure that the fieldwork experience is designed to promote clinical reasoning appropriate to the occupational therapy assistant role, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities. The goal of Level II Fieldwork is to develop competent, entry-level, generalist occupational therapy assistants. 5 credits (Spring)

## **OTA 206 – Fieldwork II B**

Level II Fieldwork is a full-time internship under clinical supervision of an Occupational Therapist or Certified Occupational Therapy Assistant. Fieldwork II includes an in-depth experience in delivering occupational therapy services to clients, with a focus on application of purposeful and meaningful occupation; utilizing knowledge, skills and acquisition learned through Fieldwork Level I. Emphasis will be put on developing skills in observation, practicing treatment approaches, using appropriate activities and effective interpersonal, written and oral communication with other professionals. It is recommended that the student be exposed to a variety of clients across the lifespan and to a variety of settings. The program will ensure that the fieldwork experience is designed to promote clinical reasoning appropriate to the occupational therapy assistant role, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities. The goal of Level II Fieldwork is to develop competent, entry-level, generalist occupational therapy assistants. Prerequisite: OTA 205. 5 credits (Spring)

## **PHI 200 – Introduction to Philosophy**

Study of philosophical ideas from a variety of perspectives: God, ultimate substance, mind, moral standard, freedom and happiness. 3 credits (Fall/Spring)

## **PHI 201 – Ethics**

A study of the nature of basic moral values and principles with application to contemporary ethical decisions in business, medicine, family and society. 3 credits (Fall/Spring)

## **PHI 202 – Logic**

Logic can be described as the study of how we ought to reason. Studying logic can help improve one's ability to think critically, recognize and evaluate arguments, and improve one's own writing and argumentation skills. This course functions as a broad survey of the discipline of Logic and introduces students to both informal and formal logic. Topics include: informal logical games, logical fallacies, truth tables, logical equivalence, sentential logic with proofs, categorical logic, and first-order predicate logic. 3 credits

## **PHI 205 – Philosophy of Person**

A philosophical study of various aspects of the human person including the mind, the emotions, the creative impulse, the self-donation of love, and the way that the contemporary society shapes and affects these aspects. A writing intensive course. 3 credits

## **PHI 303 – Death and Dying**

Philosophical, medical, theological and psychological analysis of our society and its attitudes toward death and dying. 3 credits (Fall)

## **PHI 310 – Philosophy of the Arts**

This course examines the question "What is art?" and how Western philosophers representing different historical moments and different theoretical schools have attempted to answer it. 3 credits

# course descriptions

## **PHI 350 – Medical Ethics**

Modern medicine and health care have created new human, ethical, and religious dilemmas. This course will explore a number of medical ethical issues and dilemmas such as end-of-life decisions, defining the concept of death, ordinary and extraordinary means of treatment, abortion, stem cell research, genetic screening, human cloning, informed consent, confidentiality, truth-telling, withholding and withdrawing treatment, and the distribution of scarce medical resources, in the light of major normative ethical theories and principles. 3 credits

## **PHO 101 – Introduction to Photography**

Introduction to the world of black and white photography. Primarily a studio course covering the camera, film developing, print enlargement, basic digital photography and developing photographic design for non-majors and students with a limited background. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Fall/Spring)

## **PHO 102 – Intermediate Photography**

A comprehensive study of photography including creative expression, archival processing and presentation techniques, advanced metering, alternative processes and digital applications. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 101 or equivalent skills based upon portfolio review and written exam, with permission of instructor. A studio course. 3 credits (Fall)

## **PHO 103 – Color Photography**

A study of the fundamental techniques in color photography, this course explores the use of color, filtration, lighting/color temperature, color theory, color balancing and various digital applications including shooting and manipulation. Emphasizes the semiotics of composition and the use of color within an image. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 101. Co-requisite: PHO 201 or grade of C or above. A studio course. 3 credits (Spring)

## **PHO 104 – View Camera Techniques**

An exploration of large format photography using the 4x5 and 8x10 view camera including camera movement, basic lighting, portraiture, architectural work and sheet film processing/controls. View camera and lighting equipment provided. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in ART 101, PHO 103 or permission of the instructor. A studio course. 3 credits (Fall)

## **PHO 105 – History of Photography**

A study of the history of photography both as an invention and as an art form and its effects on culture. Beginning with the publication of the photographic process in 1839 and finishing with contemporary examples, the course will explore use of photography and its relationship to artistic and social issues. For program major or minor requirements, a grade of C or above is required for successful completion. 3 credits (Fall)

## **PHO 201 – Photo Imaging and Design**

An introduction to digital manipulation of photography combined with graphics using the latest software and/or industry software standards as applied to fine art and commercial works. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. 3 credits (Spring)

## **PHO 202 – Studio Lighting**

An introduction to studio practices, including use of studio equipment lighting and commercial studio techniques. Single lens reflex (SLR) digital cameras, large format cameras, and lighting equipment provided. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 102, PHO 103, PHO 201, and ART 103 or permission of the instructor. A studio course. 3 credits (Spring)

# course descriptions

## **PHO 207 – Professional Practices**

Explores opportunities to image based artists. Commercial and artistic career paths are addressed through examination of topics including grant writing, exhibition proposals, studio organization, quotes and contracts, professional organizations and memberships, fee structure, and ethical conduct. Students learn the values and work environments of career options available to photographers. Resumés, business card, promotional piece, and conventional and digital portfolio preparation are emphasized. For program major or minor requirements, a grade of C or above is required for successful completion. 3 credits (Fall)

## **PHO 209 – Sophomore Internship**

A supervised work experience in local agencies, firms, art galleries, or specialized studios to permit practical application of professional knowledge and skills. Individualized work assignments and small group instruction. On-campus seminars analyze principles, problems, current practices and new trends in all phases of design. The designation of an internship site as well as securing that site is the responsibility of the student. The help of the Internship Coordinator can be utilized to locate and choose a site, but it is up to the initiative of the student to secure that site. Students interested in commercial studio internships must have completed or must concurrently enroll in PHO 202. Prerequisite: Grade of C or above in PHO 207; GPA of 2.0 or above, and permission of Internship Coordinator of Photography. 3 credits (Spring)

## **PHO 301 – Advanced Digital Imaging**

Advanced Digital Imaging will explore still and time-based imagery. A continuation of PHO 201 Photo Imaging and Design, Advanced Digital Imaging explores the creation and presentation of digital art. Working within historical and contemporary art contexts, a variety of image, motion, and sound editing and presentation applications will be covered within the course. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 201, PHO 202, or permission of the instructor. A studio course. 3 credits (Fall)

## **PHO 303 – Advanced Studio Photography**

Stressing commercial application of photography, this course will help students develop their conceptual abilities within the studio environment. Topics such as advertising, editorial, product, portraiture, fashion photography, contemporary production processes and lighting techniques will be covered. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 202 or permission of the instructor. A studio course. 3 credits (Fall)

## **PHO 304 – Documentary Photography and Photojournalism**

This course is an introduction to the principles, theories, and practice of documentary and photojournalism by using the camera as a tool of investigation and visual communication. Students will create documentary and photojournalistic projects involving story development, captioning and copy writing, editing and sequencing. Finished projects will be set up to be published in print and to the web. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 301 and GRA 240 or permission of the instructor. A studio course. 3 credits (Spring)

## **PHO 307 – Contemporary Photography 1945 to Present**

Since the Second World War, the rapid advancement of the technology of both photographic creation and presentation has changed the role photography plays in society. Before 1890 and the invention of the half-tone screen, to look at a photographic image meant to look at a photographic print from a negative. Between WWI and WWII, the photography largely influenced culture printed in ink through magazines and newspapers. In our current age, it is possible to create a digital image and disseminate it to millions of viewers within moments. This course will focus on the individuals who work with contemporary photography, the influences that affect their work, and the effect their photographs have on culture. Through readings, lectures, discussion, slide presentations, and assignments, the class will explore contemporary theoretical and critical concepts. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 105. 3 credits (Fall)

# course descriptions

## **PHO 401 – Senior Seminar**

Stressing research, discussion of art theory based readings, and experimentation with photographic processes, the senior seminar will culminate in a thematic group exhibition. Through guest lecturers and gallery visits, students will gain a professional understanding about how the art world functions and how to work within it. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 303 and PHO 304. A studio course. 3 credits (Fall)

## **PHO 402 – Senior Thesis**

The senior thesis is a continuation of senior seminar and is the capstone of the Photography B.F.A. It provides an opportunity to fully develop the issues explored throughout the student's career and bring them to fruition through an artist's statement, catalog, website, artists' talks, and a solo exhibition. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 401. A studio course. 6 credits (Spring)

## **PHO 409 – Senior Internship**

This course provides Photography B.F.A. students an opportunity to integrate classroom learning with off-campus work experience in the photography field. This supervised position will expose the student to aspects of the photography profession. Students must complete a minimum of 130 hours within this position. Prerequisites: Grade of C or above in PHO 207, GPA of 2.0 or above, permission of Internship Coordinator. 3 credits (Cycled)

## **PHO 445 – Special Topics**

In this course, students will receive the technical knowledge and professional skills needed to photograph a variety of architectural subjects, as well as examine architectural photography's history. Creative problem solving in pre- and post-production will be stressed. Students will shoot architectural interiors and explore compositions, exposing with existing and controlled light, and color balancing lighting from a variety of sources. The course will culminate in a well-rounded portfolio of architectural imagery. The Special Topics course can be taken again for credit. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: Grade of C or above in PHO 201 and PHO 202 or permission of the instructor. A studio course. 3 credits (Fall)

## **PHY 101 – General Physics I**

An introduction to classical and 20th century physics including the fundamentals of Newtonian mechanics and the physics of fluids, heat and thermodynamics, and wave motion and sound. Problem-solving and physics applications are stressed. 3 credits (Fall)

## **PHY 101L – General Physics I Laboratory**

Provides practical experiences with the physical principles discussed in General Physics I including mass, volume and density, uniformly accelerated motion, and specific heat. Allows students to compare experimentally measured values to accepted theoretical or measured values. Prerequisite or Co-requisite: PHY 101. 1 credit (Fall)

## **PHY 102 – General Physics II**

A continuation of PHY 101 General Physics I including the concepts of electricity and magnetism, the properties of light and the field of geometric and wave optics, as well as an introduction to special relativity, quantum physics, atomic, and nuclear physics. Prerequisite: Grade of C or above in PHY 101. 3 credits (Spring)

## **PHY 102L – General Physics II Laboratory**

Provides practical experiences with some of the major principles discussed in General Physics I including fields and equipotentials, Ohm's Law, the voltmeter and ammeter, resistivity, reflection and refraction, and nuclear physics. Allows students to compare experimentally measured values to accepted theoretical or measured values. Prerequisite or Co-requisite: PHY 102. 1 credit (Spring)

## **PSC 201 – American Government**

A study of American government including its structure and budget, the political process, and the influence of interest groups and mass media. The impact of government on diverse groups in society is also considered. 3 credits

# course descriptions

## **PSC 202 – Political Conflict and Terrorism**

Analysis of terrorism, the Northern Ireland “troubles” and the Israeli-Palestinian conflict. A comparison and contrast of the political and social conditions of both conflicts in the last 30 years. The role of terrorism in each case and the reaction to terrorist activity since September 11, 2001 are explored. 3 credits

## **PSY 101 – General Psychology**

This course is an introduction to the scientific study of behavior and mental processes. The various subfields of psychology and the different approaches and methods used to study behavior are discussed. Topics covered include the brain and behavior, sensation and perception, learning and memory, motivation, human development, personality and social psychology, emotion, stress and coping, and psychopathology. 3 credits

## **PSY 203 – Developmental Psychology**

An overview of the process of human development from conception through old age: basic concepts, contemporary theories, physical, emotional and cognitive growth, the socialization processes of children and adolescents, and personal, social, vocational and family adjustments of the adult. 3 credits

## **PSY 204 – History of Psychology**

This course examines the historical development of the field of psychology beginning with the early Greek philosophers and the emergence of scientific thought. The rise of experimental psychology, the establishment of psychology as an independent discipline, the early fields of study, and current trends in the field of psychology are discussed. Prerequisite: PSY 101. 3 credits

## **PSY 205 – Cognitive Psychology**

Cognitive psychology is the study of information processing including perception, memory, language, thought, and problem-solving. This course introduces students to human cognition, including an historical review of developments that led to the emergence of cognitive psychology. Theories and research regarding perception and attention, memory process, language, thought, and problem-solving are discussed. 3 credits

## **PSY 206 – Social Psychology**

This course examines the influence of our social world on our thoughts and behavior. The effects of other people on the behavior of individuals and groups are explored. Topics covered include the perception of ourselves and others, social cognition, attitude formation and change, interpersonal attraction, conformity, stereotypes, prejudice and discrimination, aggression, and prosocial behavior. 3 credits

## **PSY 208 – Biopsychology**

This course is an introduction to the biological bases of behavior and mental processes. Students will learn about the anatomy and physiology of the nervous system in order to understand the relationship between neural functioning and behavior. Physiological processes underlying sensation, perception, motivation, consciousness, learning and memory, emotion, stress, and psychopathology are discussed. 3 credits

## **PSY 210 – Abnormal Psychology**

This course explores a variety of behaviors labeled abnormal. The causes and effects of organic and functional disorders are investigated using biological, behavioral, and cognitive perspectives. Discussion includes consideration of the significance abnormal behavior has for those experiencing it, for the families of those people, and society in general. Methods of dealing with abnormal behavior are also explored. Students are encouraged to develop a subjective understanding of abnormal behavior. 3 credits

## **PSY 215 – Research Design and Analysis in Psychology I**

This course is the first in a two-semester sequence of courses designed to introduce students to conducting research in psychology and give them hands-on experience with the research process. Students will gain experience in forming hypotheses, developing surveys, data collection and analysis, presenting the results according to APA standards, and critically evaluating the work of others. Ways to address problems with reliability and validity of research are examined and the ethical issues involved in conducting research are discussed. This course includes a weekly 2 hour laboratory session. A writing intensive course. Prerequisite: PSY 101. 4 credits

# course descriptions

## **PSY 216 – Research Design and Analysis in Psychology II**

This course is the second in a two-semester sequence of courses designed to introduce students to conducting research in psychology and give them hands-on experience with the research process. Students will gain experience in experimental design, hypothesis testing, data collection and analysis, presenting the results according to APA standards, and critically evaluating the work of others. Ways to address problems with the reliability and validity of experimentation are examined and the ethical issues involved in experimentation are discussed. This course includes a weekly 2 hour laboratory session. A writing intensive course. Prerequisite: PSY 101 and a grade of C or better in Research Design and Analysis in Psychology I (PSY 215). 4 credits

## **PSY 301 – Psychology of Adulthood and Aging**

This course examines the physical and psychological changes that occur during adulthood and are associated with the aging process. The methods used to study adult development and the major theories of aging are discussed. Emphasis will be placed on the influence of individual differences and the role of society on the experiences of adulthood and aging. Prerequisite: PSY 101 or PSY 203. 3 credits

## **PSY 302 – Human Sexuality**

This course provides an overview of contemporary knowledge and attitudes towards human sexuality. Biological, developmental, psychosocial, and cross-cultural viewpoints of sexuality are discussed. Sexual differentiation, gender identity and gender roles, intimacy and communication in sexual relationships, sexually transmitted diseases, and sexuality across the lifespan are examined. Emphasis is placed on current social and cultural influences on sexuality. Students are encouraged to develop an appreciation for the complexity of sexuality, including gender and cultural differences. Prerequisite: PSY 101 or PSY 203. 3 credits

## **PSY 310 – Counseling Psychology**

Counseling Psychology is an introduction to the field of counseling, counseling techniques, and the role of a professional counselor. This course explores the philosophical, historical, and psychological frameworks of counseling. Students will be introduced to assessment and diagnosis, developing therapeutic relationships, the legal and ethical issues involved in therapy, insight- and action-oriented approaches to counseling, and the use of counseling in a variety of settings such as group counseling, marriage and family counseling, and counseling with diverse populations. Prerequisite: PSY 101 or PSY 210. 3 credits

## **PSY 311 – Expressive Arts Therapy**

Expressive Arts Therapy involves the use of creativity in counseling, psychotherapy, rehabilitation, and health care. In this course students are introduced to the history, theory, and practice of expressive arts therapies. Specific expressive techniques such as art and music therapy, the use of dance and drama in therapy, creative writing, and play therapy are discussed. Students will apply some of these expressive techniques such as drawing and writing to their own personal growth and change. Prerequisite: PSY 101 or PSY 210. 3 credits

## **PSY 340 – Psychopharmacology**

This course provides an understanding of the effects of drugs on the brain and behavior. This course reviews the physiological and psychological effects of many different types of drugs, theories of drug use and addiction, and the use of drugs to treat a variety of psychological disorders. Prevention strategies and various treatment options for those addicted to psychoactive drugs are also examined. Prerequisite: PSY 101 or PSY 206. 3 credits

## **PSY 341 – Sensation and Perception**

This course provides an introduction to sensory systems and their role in the perception of the world around us. Topics include the visual and auditory systems as well as the perception of touch, taste, smell and our sense of balance. Through a series of demonstrations, students will experience the unique functioning of the different sensory systems. Prerequisite: PSY 101 or PSY 206. 3 credits

## **PSY 350 – Psychology of Music**

Psychology of Music examines the relationship between music and mental processes. How people perceive and create music and the relationship with cognitive and neural functioning as well as differences between musicians and non-musicians are discussed. Topics include the development of music abilities, changes in brain function due

# course descriptions

to musical training, music and emotion, and cultural differences in music perception. Prerequisite: PSY 101 or PSY 205. 3 credits

## **PSY 351 – Psychology of Visual Arts**

Psychology of Visual Arts examines the relationship between art and psychological processes. The perception and creation of visual art works and the relationship with cognitive and neural functioning as well as differences between artists and non-artists are discussed. Topics include the perception of depth, size, color, and motion in art, visual aesthetics in art and nature, and the evolutionary history of art. Prerequisite: PSY 101 or PSY 205. 3 credits

## **PSY 360 – Group Dynamics**

This course will explore various aspects of group dynamics such as appreciative intelligence, power, perception, motivation, leadership, and decision-making. Critical facets of group functioning are studied and experienced to apply key concepts that are relevant to groups: boundaries, contract, development, cohesiveness, conflict management, and working alliances. These concepts are examined in a variety of group settings to help students understand critical events which occur in any type of large or small group. Prerequisite: PSY 101 or PSY 206. 3 credits

## **PSY 361 – Performance Psychology**

This course surveys the psychology of human performance by exploring the psychological, emotional, and strategic dimensions of human performance. Emphasis is on providing students with a comprehensive background that they can apply to their own performance areas. Prerequisite: PSY 101 or PSY 206. 3 credits

## **PSY 409 – Community Internship**

Community Internship offers students an opportunity to gain experience outside of the classroom by working in the field while receiving course credit. Students will make use of their psychological knowledge while developing practical skills. Students will complete at least 130 contact hours at an approved organization, plus on-campus supervision. Prerequisite: Junior status. 3 credits

## **PSY 411 – Senior Thesis**

Restricted to Psychology students in their final semester, this course provides students individual instruction and peer critiques as they prepare and complete their senior theses. The course offers students guidance and support in planning and writing the capstone thesis. Students will receive frequent and individualized responses from instructors and peers during the composing and revising process. Depending on their interests, students will produce either a highly informed academic thesis, a publication-ready manuscript of psychological research, or develop a project that combines the two. A writing intensive course. Prerequisite: Junior status. 3 credits

## **PTA 104 – Introduction to Physical Therapist Assistant**

An introduction to the field of Physical Therapy and the role of the Physical Therapist Assistant. Topics will include the history of physical therapy; the role of the Physical Therapist Assistant in the healthcare system; legal, ethical, and moral standards for the Physical Therapist Assistant; medical terminology and documentation skills. Two lecture hours per week. A minimum grade of C+ is required. Co-requisite: PTA 105. 3 credits

## **PTA 105 – Patient Care Skills**

An introduction to basic patient assessment and treatment skills. Topics will include aseptic techniques and sterile precautions, vital signs, bed mobility, transfers, gait training, goniometry, and manual muscle testing. Includes 2 lecture hours and 4 lab hours per week. A minimum grade of C+ is required. Co-requisite: PTA 104. 3 credits

## **PTA 106 – Principles of Exercise**

This course focuses on the role of therapeutic exercise in the practice of physical therapy. Topics include principles, rationale, indications and contraindications for various types of therapeutic exercise and peripheral joint mobilization. Students will develop cognitive and psychomotor skills in performing and instructing therapeutic exercise designed to improve range of motion, strength, flexibility, and endurance. This is a half semester course which includes 3 hours lecture and 4 hours lab per week. A minimum grade of C+ is required. Prerequisite: Grade of C+ or higher in PTA 104 and PTA 105. 2 credits

# course descriptions

## **PTA 108 – Physical Agents**

This course teaches the principles and rationale associated with the use of physical agents in treating the four most common impairments seen by physical therapists; pain, inflammation, changes in muscle tone and loss of joint motion. Students will acquire both cognitive and psychomotor skills in the use of physical agents, traction, and massage. This is a half semester course which includes 3 lecture hours and 4 lab hours per week. Prerequisite: Grade of C+ or higher in PTA 104, PTA 105 and PTA 106. A minimum grade of C+ is required. 3 credits

## **PTA 109 – Physical Therapist Assistant Internship I and Seminar**

Observation and participation at a physical therapy clinical affiliation site allows students to acquire skill in the application of physical therapy procedures to patients under the direct supervision of a licensed Physical Therapist or Physical Therapist Assistant. Prerequisite: Grade of C+ or higher in PTA 104 and PTA 105. Co-requisite: PTA 106, PTA 108, PTA 112. Four hours per week at a clinical site plus an additional full-time week at the end of the semester; 2 hour seminar every other week. This course is graded Pass (P)/Fail (F). 2 credits

## **PTA 112 – Kinesiology**

An overview of the bones and muscles producing movement in the joints of the trunk and upper and lower extremities. Factors affecting movement and muscular analysis of selected exercises and activities are emphasized. Includes 2 lecture and 2 laboratory hours per week. Prerequisites: Grade of C+ or higher in PTA 104 and 105 or with permission of instructor; Grade of C or higher in BIO 103 and Lab. Co-requisite: BIO 104 and Lab. A minimum grade of C+ is required. 3 credits

## **PTA 205 – Clinical Orthopedics**

Application of the principles of orthopedic rehabilitation. Topics will include common orthopedic injuries and dysfunction, assessment and treatment techniques. Students will acquire cognitive and psychomotor skills in the treatment of patients with orthopedic dysfunction and amputation. Prerequisite: Grade of C+ or higher in PTA 106, PTA 108, PTA 112; and a grade of Pass (P) in PTA 109. This is a half semester course which includes three lecture hours and four laboratory hours per week. A minimum grade of C+ is required. 4 credits

## **PTA 206 – Clinical Cardio-Pulmonary and Integumentary Skills**

Application of the principles of cardiac, pulmonary and integumentary rehabilitation. Topics will include common cardiovascular, pulmonary, and integumentary dysfunction, assessment and treatment techniques. Students will acquire cognitive and psychomotor skills in the treatment of patients with cardiovascular, pulmonary, and integumentary dysfunction. This is a half semester course which includes three lecture and four laboratory hours per week. Prerequisite: Grade of C+ or higher in PTA 106, PTA 108, PTA 112, PTA 205 and a grade of Pass (P) in PTA 109. A minimum grade of C+ is required. 2 credits

## **PTA 207 – Clinical Neurology**

Integrates principles of neurology, rehabilitation, pediatrics, and geriatrics. Designed to help students acquire cognitive and psychomotor skills in neurologic, pediatric and geriatric rehabilitation. Prerequisite: Grade of C+ or higher in PTA 205, PTA 206, PTA 212; grade of P in PTA 209. A minimum grade of C+ is required. 4 credits

## **PTA 209 – Physical Therapist Assistant Seminar**

Observation and participation at a physical therapy clinical affiliation site allows students to acquire skill in the application of physical therapy procedures to patients under the direct supervision of a licensed Physical Therapist or Physical Therapist Assistant. Eight hours per week at clinical site and one weekly two-hour on-campus seminar. Prerequisite: PTA 106, PTA 108, PTA 109. Co-requisite: PT 205, PTA 206, PTA 212. A writing intensive course. This course is graded Pass (P)/Fail (F). 1 credit

## **PTA 212 – Pathology**

An introduction to pathology. Topics will include the nature of human disease processes, risk factors, etiology, diagnostic tests, medical and surgical treatments, and implications for physical therapy treatment. Two lecture hours per week. Prerequisite: Grade of C+ or higher in PTA 106, PTA 108, PTA 112, grade of Pass (P) in PTA 109. 3 credits



# course descriptions

## **PTA 215 – Physical Therapist Assistant Capstone**

Provides an integrative experience for students during the final semester in the PTA curriculum. Topics include the principles of evidence based practice, the licensing process, licensing examination preparation, and job search strategies. Students participate in critical analysis of clinical experiences by presenting and discussing patient case studies. Includes 3 lecture hours per week. Prerequisite: C+ or higher in PTA 205, PTA 206, PTA 212. Grade of P in PTA 209. Co-requisites: PTA 207, PTA 219, PTA 229. 2 credits

## **PTA 219 – Physical Therapist Assistant Internship II**

Observation and participation at a physical therapy internship site allows students to acquire skill in the application of physical therapy procedures to patients under the direct supervision of a licensed Physical Therapist or Physical Therapist Assistant. 5 weeks, 35-40 hours per week. This course is graded Pass (P)/Fail (F) Prerequisite: PTA 207, PTA 209. Co-requisite: PTA 215. 6 credits

## **PTA 229 – Physical Therapist Assistant Internship III**

Observation and participation at a physical therapy internship site allows students to acquire skill in application of physical therapy procedures to patients under the direct supervision of a licensed Physical Therapist or Physical Therapist Assistant. 35-40 hours per week. Prerequisite: PTA 207, PTA 219. Co-requisite: PTA 215. This course is graded Pass (P)/Fail (F). 6 credits

## **RST 101 – Introduction to Religious Thought and Practice**

An introductory course exploring the foundational and fundamental concepts associated with a cross-cultural examination of religious thought. The student is introduced to the topics of the sacred, symbol, ritual, rites of passage, faith, mystery, good, evil, rebirth, salvation, and the relationship of one to self, community and the Absolute. These concepts are given a practical application by exploring the historical development, beliefs and practices of a sampling of the world's religious traditions including: Judaism, Christianity, Islam, Hinduism, Buddhism, and other ancient/native/tribal and new religious movements. 3 credits

## **RST 103 – Introduction to the Old Testament**

An introductory survey of the historical and cultural development and content of the Old Testament/Hebrew Bible. Emphasis will be placed on the literary styles, theological questions and tools for analysis and interpretation. 3 credits

## **RST 104 – Introduction to the New Testament**

An introductory survey of the historical and cultural development and content of the New Testament. Emphasis will be placed on the literary styles, theological questions and tools for analysis and interpretation. 3 credits

## **RST 205 – Women and Religion**

An introduction to the study of the role and contributions of women in religion. The student will explore: early goddess cultures, their origins and eventual replacement by patriarchal traditions; the myths and language used to uphold these new traditions; women who helped shape their religious traditions; contemporary feminist religious movements; and reasons why women value religion. 3 credits

## **RST 206 – Religion and Popular Culture**

This course explores the intersection of religion and popular culture in America. Questions of how religion influences popular culture and how popular culture influences religion are examined. Topics include how religious themes, symbols, myths, values, and language manifest themselves in popular films, music, literature, entertainment, sports, politics, science, and technology. 3 credits

## **RST 208 – Spirituality and Work**

An exploration of meaning into spirituality from a number of religious perspectives. Practical suggestions on how to apply spiritual principles at work and everyday life are provided. 3 credits

# course descriptions

## **RST 310 – Catholic/Franciscan Studies**

General examination of Roman Catholic beliefs and practices. How these beliefs and practices are lived out using the life and teachings of Saint Francis of Assisi; subsequent Franciscan spirituality/tradition will also be explored. Emphasis will be placed on a modern and global application focusing on such social issues as human rights and development, environment, and peace-making. 3 credits

## **SOC 101 – Principles of Sociology**

Analysis and description of the structure and dynamics of the social aspects of human life, basic sociological concepts, individuals and group life, social processes and institutional framework emphasizing American society. 3 credits

## **SOC 102 – Contemporary Social Problems**

An exploration of selected social problems, including their interrelated cultural, economic, political, and environmental causes and effects. The course seeks to develop an understanding of these problems both in the contemporary US and internationally. Through guided discussions and writing, students will propose and evaluate possible solutions to these problems. 3 credits

## **SOC 203 – Sociology of the Family**

Provides students with a description and analysis of marital and family life. The course is designed to help students understand the changing nature and experience of marriage and family life including intimacy, love, marriage, parenting, divorce and remarriage. Prerequisite: SOC 101. A writing intensive course. 3 credits

## **SOC 301 – Intersecting Identities**

This course provides an in-depth exploration of concepts related to culture, pluralism, group relations, prejudice and discrimination, power, privilege, and social stratification. Fundamental to this course is the notion that multiple categories of social identity intersect to create broad social networks and shape individual experiences. Students will apply these concepts to analyses of contemporary situations, literature, and media. Prerequisite: ENG 103. A writing intensive course. 3 credits

## **SPA 101 – College Spanish I**

Study of essential vocabulary, idioms, and language structure, preparing students to understand, speak, read and write basic Spanish. Practice in conversation and culture capsules will be included. 3 credits

## **SPA 102 – College Spanish II**

Continued emphasis on vocabulary, idioms, and language structure for understanding, speaking, reading and writing Spanish with stress on advanced speaking skills. Culture capsules will be included. Prerequisite: SPA 101. 3 credits

# course categories

## Core Curriculum and Program Electives

The Core Curriculum and most academic programs provide opportunities for students to select electives from designated categories. Students must choose electives that fall under the required categories and can only take the electives if they have met the prerequisites for the course as stated in the course description.

### General Electives

Most programs allow students to take general electives. General electives include any courses offered at Villa Maria College. The category of general electives may be satisfied by courses approved for transfer from other colleges which are not in a student's program of study.

### Liberal Arts Electives

Some programs require students to take Liberal Arts electives. Liberal Arts electives include a broad set of offerings in the humanities, social sciences, mathematics, and sciences, and some art or music courses. A complete list of Liberal Arts electives can be found below.

A complete list of courses that fulfill other categories, including Fine Arts, Art, Music, and Music Industry can be found below.

### Liberal Arts Electives

**The following courses meet Liberal Arts course requirements. Students must meet all prerequisites and co-requisites.**

ANM 103 History of Animation

ANT 101 Cultural Anthropology  
ANT 115 The Americas before Columbus  
ANT 201 Dwelling  
ANT 220 Food and Culture

ARC 101 Archaeology

ART 110 Exploration in the Fine Arts  
ART 203 History of Art I  
ART 204 History of Art II  
ART 405 Contemporary Art

ASL 101 Introduction to American Sign Language I  
ASL 102 Introduction to American Sign Language I

AST 105 Introduction to Astronomy

BIO 103 Human Anatomy and Physiology I  
BIO 104 Human Anatomy and Physiology II  
BIO 151 General Biology  
BIO 202 Microbiology  
CHE 101 General Chemistry I  
CHE 102 General Chemistry II  
CHE 201 Organic Chemistry I  
CHE 202 Organic Chemistry II

CSD 101 Introduction to Computer Science I

CSD 102 Introduction to Computer Science II  
CSD 200 Data Structures and Algorithms  
CSD 210 Computer Organizations and Programming

COR 101 First Year Core Curriculum Seminar  
COR 401 Core Curriculum Senior Seminar

DMC 101 Introduction to Digital Media  
DMC 202 Public Relations for All  
DMC 203 Practical Multimedia Communication  
DMC 204 Digital Storytelling  
DMC 249 Introduction to Journalism  
DMC 250 Journalism History and Film  
DMC 252 Data Driven Journalism  
DMC 350 Beat Reporting  
DMC 351 Feature Writing and Narrative Technique  
DMC 352 Advanced Applied Journalism  
DMC 360 Media Ethics and Law

ECO 101 Principles of Macroeconomics  
ECO 102 Principles of Microeconomics

ENG 101 English Composition I  
ENG 103 English Composition II  
ENG 104 Introduction to Literary Studies  
ENG 210 American Literature I  
ENG 212 American Literature II  
ENG 214 Public Speaking  
ENG 218 Romantic Love in Literature  
ENG 221 Introduction to Creative Writing  
ENG 230 Gothic and Horror Fiction  
ENG 251 The Craft of Poetry  
ENG 252 Professional Writing  
ENG 260 Acting I  
ENG 261 Advanced Composition and Research

# course categories

ENG 270 Introduction to Greek and Roman Mythology  
ENG 271 Creative Writing Fiction Workshop  
ENG 316 Contemporary World Literature  
ENG 320 British Literature I  
ENG 322 British Literature II  
ENG 330 African American Literature  
ENG 340 Exploration in Cinema  
ENG 351 Creative Nonfiction  
ENG 355 Playwriting  
ENG 336 Women's Literature  
ENG 380 Literary Theory and Criticism  
ENG 390-99 Selected Topics in Literature  
ENG 441 Creative Writing and Literature Intensive Study  
ENG 442 Seminar in Selected Authors

FDM 303 History of Apparel Fashion

FRE 101 Beginning College French I  
FRE 102 Beginning College French II  
FRE 201 Intermediate College French I  
FRE 202 Intermediate College French II

GDE 205 History of Videogames

GLB 120 Global Citizenship

GRA 301 History of Graphic Design

HIS 101 World Civilizations I  
HIS 102 World Civilizations II  
HIS 111 United States History I  
HIS 112 United States History II  
HIS 116 Native American Societies & Histories  
HIS 130 Becoming African American I  
HIS 131 Becoming African American II

IDS 205 Crisis of Belief

IND 205 History of Interior Architecture

MAT 110 Introduction to College Mathematics  
MAT 111 College Algebra  
MAT 112 Probability and Statistics  
MAT 115 Mathematics, Nature, Art  
MAT 120 Advanced Algebra and Trigonometry  
MAT 201 Calculus I  
MAT 202 Calculus II

MUJ 201 Jazz Theory I  
MUJ 202 Jazz Theory II  
MUJ 211 Jazz History I  
MUJ 212 Jazz History II

MUS 101 Music Theory I  
MUS 102 Music Theory II  
MUS 108 Music Appreciation

MUS 110 History of American Popular Music  
MUS 201 Music Theory III

MUS 202 Music Theory IV  
MUS 205 World Music  
MUS 211 Music History I  
MUS 212 Music History II  
MUS 301 Counterpoint I  
MUS 302 Counterpoint II  
MUS 315 Concert Music in Europe and the Americas  
MUS 416 Music Analysis

PHI 200 Introduction to Philosophy  
PHI 201 Ethics  
PHI 202 Logic  
PHI 205 Philosophy of Person  
PHI 303 Death and Dying  
PHI 310 Philosophy of the Arts  
PHI 350 Medical Ethics

PHO 105 History of Photography  
PHO 307 Contemporary Photography 1945 to the Present

PHY 101 General Physics I  
PHY 102 General Physics II

PSC 201 American Government  
PSC 202 Political Conflict and Terrorism

PSY 101 General Psychology  
PSY 203 Developmental Psychology  
PSY 204 History of Psychology  
PSY 205 Cognitive Psychology  
PSY 206 Social Psychology  
PSY 208 Biopsychology  
PSY 210 Abnormal Psychology  
PSY 215 Research Design and Analysis in Psychology I  
PSY 216 Research Design and Analysis in Psychology II  
PSY 301 Psychology of Adulthood and Aging  
PSY 302 Human Sexuality  
PSY 310 Counseling Psychology  
PSY 311 Expressive Arts Therapy  
PSY 340 Psychopharmacology  
PSY 341 Sensation and Perception  
PSY 350 Psychology of Music  
PSY 351 Psychology of Visual Arts  
PSY 360 Group Dynamics  
PSY 361 Performance Psychology

RST 101 Introduction to Religious Thought and Practice  
RST 103 Introduction to the Old Testament  
RST 104 Introduction to the New Testament  
RST 205 Women and Religion  
RST 208 Spirituality and Work  
RST 310 Catholic/Franciscan Studies

SOC 101 Principles of Sociology  
SOC 102 Contemporary Social Problems  
SOC 203 Sociology of the Family

SPA 101 College Spanish I  
SPA 102 College Spanish II

# course categories

## Art Electives

All art studio courses.

## Fine Arts Electives

ANM 103 History of Animation

ART 110 Exploration in the Fine Arts  
ART 203 History of Art I  
ART 204 History of Art II  
ART 405 Contemporary Art

ENG 340 Exploration in Cinema

FDM 303 History of Apparel Fashion

GDE 205 History of Videogames

GRA 301 History of Graphic Design

IND 205 History of Interior Architecture

MUJ 201 Jazz Theory I  
MUJ 202 Jazz Theory II  
MUJ 211 Jazz History I  
MUJ 212 Jazz History II

MUS 101 Music Theory I  
MUS 102 Music Theory II  
MUS 108 Music Appreciation  
MUS 110 History of American Popular Music  
MUS 201 Music Theory III  
MUS 202 Music Theory IV  
MUS 205 World Music  
MUS 211 Music History I  
MUS 212 Music History II  
MUS 301 Counterpoint I  
MUS 302 Counterpoint II  
MUS 315 Concert Music in Europe and the Americas  
MUS 416 Music Analysis

PHO 105 History of Photography  
PHO 307 Contemporary Photography 1945 to the Present

## Music

### Music Ensembles

MUE 101-108 Choir Ensemble I-VIII  
MUE 117-124 Chamber Choir I-VIII  
MUE 133-140 Gospel Choir I-VIII  
MUE 141-149 Gospel Choir Ensemble I-VIII  
MUE 157-164 Chamber Ensemble Guitar I-VIII  
MUE 173-180 Chamber Ensemble Percussion I-VIII  
MUE 189-196 Chamber Ensemble Strings I-VIII  
MUE 205-212 Jazz Ensemble I-VIII

MUE 213-220 Jazz Improvisation Lab I-VIII  
MUE 229-236 Hip Hop Ensemble I-VIII  
MUE 245-252 Mixed Ensemble I-VIII  
MUE 261-268 Piano Ensemble I-VIII  
MUE 277-284 Rock Ensemble I-VIII

### Music Industry Courses and Electives

MUI 107 Music Industry I  
MUI 150 Intro to Music Technology  
MUI 250 Intro to Recording  
MUI 251 Intermediate Recording  
MUI 307 Music Industry II  
MUI 350 Techniques in Advanced Recording I  
MUI 351 Techniques in Advanced Recording II  
MUI 360 Live Recording Techniques  
MUI 411 Music Industry Senior Project  
MUI 406 Music Event Production and Promotion  
MUI 420 Sound Design for Visual Media  
MUI 450 Advanced Mixing Techniques

### Music Jazz Courses

(These courses can be used to satisfy MUS or MUJ electives)

MUJ 201 Jazz Theory I  
MUJ 202 Jazz Theory II  
MUJ 201L Jazz Theory I Lab  
MUJ 202L Jazz Theory II Lab  
MUJ 211 Jazz History I  
MUJ 212 Jazz History II

### Music Courses and Electives

MUS 100 Music Fundamentals  
MUS 101 Music Theory I  
MUS 101L Music Theory I Lab  
MUS 102 Music Theory II  
MUS 102L Music Theory II Lab  
MUS 108 Music Appreciation  
MUS 110 History of American Popular Music  
MUS 371-372; 471-472 Composition Seminar I – IV  
MUS 201 Music Theory III  
MUS 201L Music Theory III Lab

MUS 202 Music Theory IV  
MUS 202L Music Theory IV Lab  
MUS 205 World Music  
MUS 211 Music History I  
MUS 212 Music History II  
MUS 215 Songwriting  
MUS 301 Counterpoint I  
MUS 302 Counterpoint II  
MUS 315 Concert Music in Europe and the Americas  
MUS 411 Senior Project  
MUS 412 Senior Recital  
MUS 416 Music Analysis  
MUS 417 Conducting

# course categories

MUJ 201 Jazz Theory I  
MUJ 202 Jazz Theory II  
MUJ 201L Jazz Theory I Lab  
MUJ 202L Jazz Theory II Lab  
MUJ 211 Jazz History I  
MUJ 212 Jazz History II

## Music Lessons

XMUJ 231-232; 331-332 Jazz Keyboard Skills  
XMUJ 233-234 Applied Jazz Music Minor  
XMUJ 321-322; 421-422 Applied Jazz Music Major  
XMUS 021-022\* Preparatory Applied Music Major  
XMUS 121-122; 221-222; 321-322; 421-422 Applied  
Music Major  
XMUS 131-132 Basic Keyboard Skills  
XMUS 231-232; 331-332; 431-432 Keyboard Skills  
XMUS 033-034\* Preparatory Applied Music Minor  
XMUS1001-1036; 2001-2036; 3001-3036; 4001-4036  
Applied Music Minor

# course categories

## Core Curriculum Requirements and Electives

A full description of the Core Curriculum can be found under "Academic Information." To fulfill the requirements of the Core Curriculum, all students must satisfy the following requirements.

In associate-degree programs, students must successfully complete ENG 101, ENG 103, COR 101, a Math elective, a Religious Studies elective, and two Liberal Arts electives. Math electives include any course with a MAT prefix, and Religious Studies electives include any course with an RST prefix, as well as IDS 205: Crisis of Belief. The complete list of Liberal Arts electives can be found on the preceding pages. Some programs require specific courses to fulfill these requirements; for example, the Physical Therapist Assistant program requires students to take PSY 203: Developmental Psychology, which fulfills one of the Liberal Arts elective requirements.

In bachelor-degree programs, students must successfully complete ENG 101, ENG 103, COR 101, and COR 401. In addition, students must fulfill the Core Perspectives requirements by choosing electives from the categories detailed below. In some programs, one or more Core Perspectives requirement is fulfilled by required courses; for example, the Photography B.F.A. program requires students to take ART 204: History of Art II, which fulfills the Aesthetic Engagement category.

Each of the Core Perspectives categories includes a range of courses from which students can choose to fulfill the requirement. However, students must adhere to course prerequisites and co-requisites and should consult with their advisor to select a course appropriate for their interests and academic backgrounds. Students cannot use one course to fulfill more than one Core Perspectives requirement.

### Quantitative Literacy

Any Mathematics (MAT) course

**3 credits**

### Scientific Understanding and Methods

Any Astronomy (AST), Biology (BIO), Chemistry (CHE), or Physics (PHY) course and its required laboratory or select Computer Software Development (CSD) courses (must be a Liberal Arts course; see listing of Liberal Arts courses in the back of the Catalog).

**4 credits**

### Religious Thought

Any Religious Studies (RST) course or IDS 205: Crisis of Belief

**3 credits**

### Philosophical Thought

Any Philosophy (PHI) course or IDS 205: Crisis of Belief

**3 credits**

### Social and Behavioral Perspectives

Any Anthropology (ANT), Economics (ECO), Political Science (PSC), Psychology (PSY), or Sociology (SOC) course or select Digital Media and Communication (DMC) courses (must be a Liberal Arts course; see listing of Liberal Arts courses in the back of the catalog)

**3 credits**

### Global and Historical Contexts

Any History (HIS), Archaeology (ARC), Global Perspectives (GLB), American Sign Language (ASL), any foreign language course, or ENG 316 World Literature.

**3 credits**

### Aesthetic Engagement

Any Fine Arts elective or PHI 310: Philosophy of the Arts

**3 credits**

### Literary Expression

Any English (ENG) literature course, including ENG 104, ENG 210, ENG 212, ENG 218, ENG 221, ENG 230, ENG 251, ENG 270, ENG 271, ENG 280-299, ENG 316, ENG 317, ENG 320, ENG 322, ENG 330, ENG 336, ENG 340, ENG 351, ENG 380, ENG 390-399, and ENG 442

**3 credits**

**Total Credits: 37**

## Villa Maria College Board of Trustees 2020-2021

### Timothy M. Rider

Chairperson  
Vice President  
Trautman Associates

### David M. Gelia

Vice Chairperson  
Executive Vice President  
United Insurance Agency

### Thomas J. Bienias

Principal  
Triex Consultants

### Sister Mary Francesca Buczkowski, CSSF

Finance Liaison  
Immaculate Heary of Mary Central Convent

### Sister Mary Therese Chmura, CSSF

Director of Faith Formation  
St. Mary of the Assumption Parish

### Catherine Grantier Cooley

Partner  
Hodgson Russ LLP

### Sister Suzanne Marie Kush, CSSF

Provincial Councilor, Felician Sisters  
Our Lady of Hope Province

### Eileen Martin

Partner  
Lippes Matthias Wexler Friedman

### Honorable Ann T. Mikoll

Retired Justice  
NYS Supreme Court Appellate Division

### Sister Mary Geralyn Mroczkowski, CSSF

Provincial Councilor, Felician Sisters  
Our Lady of Hope Province

### Natalie Neumann

Owner  
Riverside Men's Shop & S&E Jewelers

### James G. Pappas

Associate Professor  
University of Buffalo

### Joan M. Priebe

Retired Business Owner

### Carole T. Sedita

Retired School Administrator

### Dominica Sortisio

Account Executive  
Benefitfocus

### Lisa Summerour

CEO  
Summerour & Associates, Inc.

### Sister Mary Aquinas Szott, CSSF

Ministry Advisor Felician Services, Inc.

### Advisor for One Year

#### Erik DeGlopper

Vice President  
DV Brown and Associates Inc.

## College President

### Matthew Giordano

President  
B.A., Binghamton University  
M.A., Ohio State University  
Ph.D., Ohio State University

## Trustee Emeriti

James Cosentino  
Lawrence J. Gallick  
Edward C. Gelia Sr.  
Joseph A. Halizak  
Reverend Thomas Kobuszewski  
Sister Mary Francelita Machnica, CSSF

## Legal Council

### Catherine Grantier Cooley

Partner Hodgson Russ LLP



## College Administration

### **Matthew Giordano**

President  
B.A., Binghamton University  
M.A., Ohio State University  
Ph.D., Ohio State University

### **Ryan Hartnett**

Vice President for Academic Affairs  
B.A., SUNY at Buffalo  
Ph.D., SUNY at Buffalo

### **Brian Emerson**

Vice President for Enrollment Management  
and Operations  
B.A., Houghton College  
M.A., Christ the King Seminary

### **Richard Pinkowski**

Vice President for Finance  
C.P.A., Licensed in the States of Indiana and New  
York  
B.B.A., University of Notre Dame  
M.S.B.A., Indiana University

### **Mary Robinson**

Vice President for Development  
B.S., Buffalo State College  
M.Ed., Buffalo State College

### **Donald Monnin**

Vice President for Mission  
B.A., SUNY at Albany  
M.A.P.M., M.A.T., Christ the King Seminary  
D. Min., Graduate Theological Foundation

## President's Office

### **Matthew Giordano**

President  
B.A., Binghamton University  
M.A., Ohio State University  
Ph.D., Ohio State University

### **Michaelene Karpinski**

Administrative Assistant to the President  
A.A.S., Erie Community College  
A.A.S., Bryant & Stratton College

## Academic & Student Affairs

### **Ryan Hartnett**

Vice President for Academic Affairs  
B.A., SUNY at Buffalo  
Ph.D., SUNY at Buffalo

### **Susan Abel-Smith**

Reference and Information Literacy Librarian  
B.A., University at Buffalo  
M.L.I.S., University at Buffalo  
M.F.A., Goddard College

### **Jennifer Cornacchio**

Director of the Achieve Program  
B.S., Guilford College

### **Jacqueline Fluent**

Educational Technology Specialist  
B.A., St. Bonaventure University  
M.S. Ed., St. John Fisher College  
C.A.S., SUNY Brockport

### **Diane M. Handzlik**

Assistant Registrar  
A.A.S., Villa Maria College  
B.S., SUNY at Buffalo

### **Elizabeth Kerr**

Director of Student Success  
B.A., Geneseo State College  
M.S., City College, City University of New York

### **Alissa Kowalski**

Academic Coach and Student Success Coordinator  
B.S., St. John Fisher College  
M.S., Buffalo State College

### **Lisa Kraska**

Administrative Assistant for Academic Affairs  
B.S., Buffalo State College  
M.S., Buffalo State College

### **Laura Pietak**

Assistant Director of the Achieve Program  
B.A., Canisius College  
M.S., Canisius College

### **Judith A. Piskun**

Director of Career Services and Internships  
B.S., Daemen College  
M.S., Canisius College

# directory

**Maria Povlock**

Administrative Assistant to the Vice President  
of Academic Affairs  
B.A., Buffalo State College  
M.S., Buffalo State College

**Jasmine Price**

Say Yes Counselor  
B.S.W., Daemen College  
M.S.W., University at Buffalo

**Desmond Randall**

Say Yes Academic Coach and Student  
Success Coordinator/Men's Basketball Coach  
B.S., University of Maine

**Darby Ratliff**

Registrar  
B.A., Canisius College  
M.S., Canisius College

**Ann Rivera**

Dean of Faculty  
Associate Professor, English  
B.A., Hampshire College  
M.A., SUNY at Buffalo  
Ph.D., SUNY at Buffalo

**Donald Schier**

Director of Student Affairs  
B.S., SUNY Fredonia  
M.S., Buffalo State College

**Jessica Siegel**

Director of Care Center  
B.S., Medaille College  
M.A., Medaille College

**David Skolen**

Academic Coach and Student Success Coordinator  
B.A., Daemen College  
M. Ed., University at Buffalo

**Sister Mary Albertine Stachowski, CSSF**

Director of Institutional Research  
A.A.S., Villa Maria College  
B.S., D'Youville College  
M.S.Ed., Buffalo State College  
M.S.A., University of Notre Dame

**Lucy Waite**

Director of Library Services  
B.A., Niagara University  
M.S.I.S., University at Albany

**Joanna M. Zadvorney**

Administrative Assistant, Achieve Program  
B.A., State University College at Buffalo  
B.S., State University College at Buffalo

## Enrollment Management & Operations

**Brian Emerson**

Vice President for Enrollment Management  
and Operations  
B.A., Houghton College  
M.A., Christ the King Seminary

**Michael Banko**

Admissions Counselor  
B.A., SUNY Fredonia  
M.S., Duquesne University

**Jessica Bracco**

Financial Aid Counselor  
B.A., Buffalo State College

**Rebecca Detlef**

Financial Aid Counselor  
B.A., Canisius College

**Amanda Janosky**

Director of Athletics  
B.S., Canisius College  
M.S.A., Canisius College

**Aimee Murch**

Director of Financial Aid and Veterans Affairs  
B.S., Medaille College  
M.B.A., ITT Technical Institute

**Kristen Schober**

Director of Communications and Marketing  
B.A., St. Bonaventure University  
M.A., St. Bonaventure University

**Becky Strathearn**

Director of Admissions  
B.S., SUNY Geneseo  
M.B.A., ITT Technical Institute

# directory

**Nathan Straus**

Admissions Counselor  
B.B.A., Buffalo State College

**Jillian Torella**

Admissions Counselor  
B.A., St. Bonaventure University  
M.S., St. Bonaventure University

**Meghan Wienke**

Graphic Designer  
B.S., Nazareth College

**David Wisner**

Plant & Grounds Supervisor

## Business Affairs

**Richard Pinkowski**

Vice President for Finance  
C.P.A., Licensed in the States of Indiana and New York  
M.S.B.A., Indiana University  
B.B.A., University of Notre Dame

**Mary Dettelis**

Accounting Manager  
B.S.W., Buffalo State College  
M.B.A., Medaille College

**Carleen Florea**

Director of Human Resources  
B.S., Niagara University  
M.S., Nova Southeastern University  
Ph.D., Nova Southeastern University

**Mary Ellen Roche**

Student Account Manager  
A.A.S., Niagara County Community College  
B.S., Medaille College

## Development

**Mary Robinson**

Vice President for Development  
B.S., Buffalo State College  
M.Ed., Buffalo State College

**Tracy Rozler**

Special Events and Facilities Rental Coordinator  
B.A., Buffalo State College

**Rachel Tabak**

Annual Giving, Alumni Relations, and  
Database Coordinator  
B.B.A., Villa Maria College

## Mission Integration

**Donald Monnin**

Vice President for Mission  
B.A., SUNY at Albany  
M.A.P.M., M.A.T., Christ the King Seminary  
D. Min., Graduate Theological Foundation

**Reverend Augustine Ayaga**

Assistant to Vice President for Mission  
M.A., ISS of Erasmus University of Rotterdam  
Ph.D., Niagara University

**Sister Mary Michaelanne Galas**

Supervisor of the Sister Mary Josette Food Pantry  
A.A.S., Villa Maria College  
B.S. Ed., D'Youville College  
M.S. Ed., Buffalo State College

## Full-Time Faculty

**Valery Amborksi**

Instructor, Animation  
B.F.A., Villa Maria College  
M.F.A., SUNY at Buffalo

**Sister Mary Barbara Amrozowicz, CSSF**

Associate Professor, Music  
A.A.S., Villa Maria College  
B.S., D'Youville College  
B.A., SUNY at Buffalo  
M.A., SUNY at Buffalo

**Todd M. Baker**

Chair, Natural Sciences and Professional Studies  
Professor, Natural Science and Math  
B.S., SUNY at Buffalo  
M.S., SUNY at Buffalo

**Elizabeth K. Battaglia**

Professor, English  
B.S., Buffalo State College  
M.A., Buffalo State College  
M.S., Buffalo, State College

# directory

**Michael Bosworth**

Professor, Photography  
B.A., SUNY at Buffalo  
B.F.A., SUNY at Buffalo  
M.F.A., University of New Mexico

**Paul J. Brinkworth**

Instructor, Interior Design  
B.P.S., SUNY at Buffalo  
M.S. Ed., Buffalo State College

**Kyle Butler**

Assistant Professor, Fine Arts  
B.F.A., Central Michigan University  
M.F.A., SUNY at Buffalo

**Anthony Casuccio**

Chair, Music Department  
Associate Professor, Music  
Department Chair, Music  
B.S., SUNY Fredonia  
M.S., Buffalo State College

**Jennifer D'Alessandro**

Assistant Professor, Business Administration  
B.S., Medaille College  
M.A., Medaille College

**Jean Doerr**

Associate Professor, Psychology  
B.S., SUNY at Cortland  
M.A., SUNY at Buffalo  
Ph.D., SUNY at Buffalo

**Robert Grizanti**

Chair, Fine Arts & Design Department  
Assistant Professor, Graphic Design  
B.S., Buffalo State College  
M.A., Savannah College of Art and Design

**Sylvia Grmela**

Associate Professor, Music  
B.A., McGill University  
Ph.D., SUNY at Buffalo

**Amy Jamieson**

Instructor, English  
B.A., SUNY Geneseo  
B.A., SUNY Geneseo  
M.A., Niagara University  
Ph.D., Bowling Green State University

**James J. Kelley**

Associate Professor, Physical Therapist Assistant  
B.S., Boston University  
M.M.D.S., University of San Francisco

**Kim M. Kotz, P.T., D.P.T.**

Chair, Health Sciences Department  
Professor, Physical Therapist Assistant  
Academic Coordinator of Clinical Education,  
Physical Therapist Assistant  
B.S., SUNY at Buffalo  
D.P.T., Daemen College

**Will Meyer**

Chair, Humanities & Social Sciences Department  
Title III Professional Development Coordinator  
Assistant Professor, Social Sciences  
B.S., Mercyhurst University  
Ph.D., University of North Carolina at Chapel Hill

**Joshua Muntain**

Assistant Professor, Animation  
M.F.A., Savannah College of Art and Design

**Judith A. Piskun**

Associate Professor, Education  
Director of Career Services and Internships  
B.S., Daemen College  
M.S., Canisius College

**Sandra Reicis**

Professor, Interior Design  
Sp. Hons. B.A., York University, Canada  
M. Arch., SUNY at Buffalo

**Laura Snyder**

Professor, Photography  
B.F.A., Kansas City Art Institute  
M.F.A., SUNY at Buffalo

**Paula Velarde**

Fieldwork Coordinator  
Assistant Professor, Occupational Therapy Assistant  
B.A., SUNY at Buffalo  
M.S., New York University

**Jesse Walp**

Associate Professor, Art  
Art Shop Supervisor  
B.S., Mississippi State University  
M.F.A., Rochester Institute of Technology

# directory

**Mollie Ward-Crescente**

Associate Professor, Business Administration  
B.S., SUNY Fredonia  
M.B.A., Binghamton University

**Adam Weekley**

Assistant Professor, Fine Arts  
B.F.A., West Virginia University  
B.A., West Virginia University  
M.F.A., SUNY at Buffalo

**Jeffrey Werner**

Chair, Digital Media Arts Department  
Instructor, Animation and Game Design  
B.S., SUNY at Oneonta  
M.S., Florida Interactive Entertainment Academy

**Julie Zack**

Assistant Professor, Graphic Design  
B.F.A., SUNY Fredonia  
M.A., Syracuse University

## Professor Emerita/ Emeritus

**Irene Adamski**

Professor Emerita, Interior Design  
A.A., Villa Maria College  
B.A., Canisius College

**Brian Duffy**

Professor Emeritus, Fine Arts  
B.F.A., SUNY at Buffalo  
M.F.A., SUNY at Buffalo

**Sandra George**

Professor Emerita, Education  
B.A., SUNY Fredonia  
M.S.Ed., Buffalo State College

**Joyce Kessel**

Professor Emerita, English  
A.A., Erie Community College  
B.A., St. Bonaventure University  
M.A., SUNY Fredonia

**James Kurzdorfer - deceased**

Professor Emeritus, Music Business, Jazz  
B.F.A., SUNY at Buffalo  
M.A., SUNY at Buffalo

**Barbara B. Little**

Professor Emerita, Social Science, Education  
B.S., New Jersey State College at Trenton  
M.A., Teachers College, Columbia University

**JoAnn Shaw Smith**

Professor Emerita  
B.S.Ed., Buffalo State College  
M.S.Ed., Buffalo State College  
Ph.D., SUNY at Buffalo

**Carol Wells**

Professor Emerita, Interior Design  
B.S., SUNY at Buffalo  
M.A., SUNY at Buffalo

# compliances and accreditations

This catalog information represents the current academic year. The provisions of this catalog are not to be regarded as a contract between any student and Villa Maria College. Course content and regulations are under constant review and revision. Villa Maria College reserves the right to change any provisions, regulations or requirements set forth herein, and the right to withdraw or amend the content of any courses listed as may be required or desirable by circumstances.

Villa Maria College reserves the right at any time to make appropriate changes deemed advisable in the policies and procedures contained in this publication. This catalog is not intended as a listing of course offerings but rather as a reference document containing approved curricula, programs and courses which may be offered.

Villa Maria College reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment and to change times and/or instructor assignments. This catalog complies with the New York State Education Law, Section 607, Part 53, effective as of April 21, 1978. This law is in compliance with Section 493A of Title 45 of the Federal Consumer Information for Students about Villa Maria College costs, refund policies, financial aid, facilities, programs, student retention and graduate placement.

Villa Maria College does not discriminate on the basis of age, race, religion, creed, color, national or ethnic origin, gender, disability, sex, sexual orientation, domestic violence victim status, marital status, veteran status, military status, predisposed genetic carrier status, any other characteristics or protected status recognized by applicable federal, state or local law. This policy applies to admissions, all terms and conditions of employment, and any other aspect regarding the conduct of College programs and activities.

This college is authorized under Federal Law to enroll non-immigrant alien students. The information regarding the Family Education Rights and Privacy Act of 1974 is on page 40 of this catalog. Information concerning Villa Maria College's policies and regulations relating to student conduct can be found in the Villa Maria College Student Handbook. This statement can be found on-line at [www.villa.edu/non-discrimination-statement/](http://www.villa.edu/non-discrimination-statement/)

Villa Maria College is fully accredited by the Board of Regents of the University of the State of New York and the Middle States Commission on Higher Education.

Copies of Villa Maria College's accreditation and licensing documents are located in the reserve area of the library and may be reviewed by students upon request.

## **Civil Rights Compliances and Student Grievances**

The Civil Rights Compliance page can be found at <https://www.villa.edu/campus-life/campus-security/titleix>.

The College's Civil Rights Grievance Procedure is available at <http://www.villa.edu/wp-content/uploads/2018/06/VMC-Civil-Rights-Grievance-Procedure.pdf>.

Academic Grievances must be filed with Department Chairs within 10 calendar days of the end of the course in question. Further information can be found in the academic information section within the catalog.

Student Grievances are filed with the Office of the Vice President for Enrollment Management and Operations and reviewed periodically by the President's Cabinet. Additional information can be found at <http://www.villa.edu/wp-content/uploads/2017/12/Student-Complaints-Reporting-Monitoring-and-Review.pdf>.

### **Filing a Complaint About a College or University**

Students who wish to file a complaint with the New York State Department of Education may learn more and do so here: <http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university>

## **College Navigator**

Information regarding Title IV compliance with 34 CFR 602.16(a)(1)(x) is provided within the College Navigator at the following URL: <http://nces.ed.gov/collegenavigator/?s=NY&zc=14225&zd=0&of=3&ct=2&ic=1&id=197142>

## **Employment**

Villa Maria College is an equal opportunity employer. More information about Employment at Villa Maria College can be found here: <http://www.villa.edu/about-us/employment-opportunities/>

# compliances and accreditations

## Financial Aid Information

Information about Financial Aid can be found here: <http://www.villa.edu/admission/financial-aid/>

## First-to-Second Year Retention Rates

Retention rates measure the percentage of first-time students who are seeking bachelor's degrees who return to the institution to continue their studies the following fall.

Bachelor Level Programs (past three years)	Associate Level Programs (past three years)
58.8%	40.2%

Average INSTITUTIONAL Retention Rate over the last three years is 56.1%.

## Overall Graduation Rate

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree students to see if they complete a degree within 150% of "normal time" for completing the program in which they are enrolled.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution (transfers), or who began their studies on a part-time basis, are not tracked for this rate.

Information regarding Title IV compliance with 34 CFR 602.16(a)(1)(x) is provided within the College Navigator at the following URL: <http://nces.ed.gov/collegenavigator/?s=NY&zc=14225&zd=0&of=3&ct=2&ic=1&id=197142>

## Bachelor Level Programs

(cohorts: 2012, 2013, 2014 within 150% time)

**33.16%**

## Associate Level Programs

(cohort: 2015, 2016, 2017 within 150% time)

**8.79%**

## Placement/Employment Rate

A one-year, post-graduation survey of the class of 2019 yielded a 72% response rate.

Of the respondents, 63% are employed. Forty-four percent of those employed are employed in a field directly or somewhat related to their major.

## Physical Therapist Assistant Program Information

### Student Outcome Information

	2015	2016	2017	2018	2019
Licensing Exam Passing Rate	96%	96.3%	100%	100%	94.4%
Employment Rate (Six months after graduation)	100%	78%	96%	100%	100%

**To request more information or to ask questions about Villa Maria College's accreditation or HEOA Compliance, please contact:**

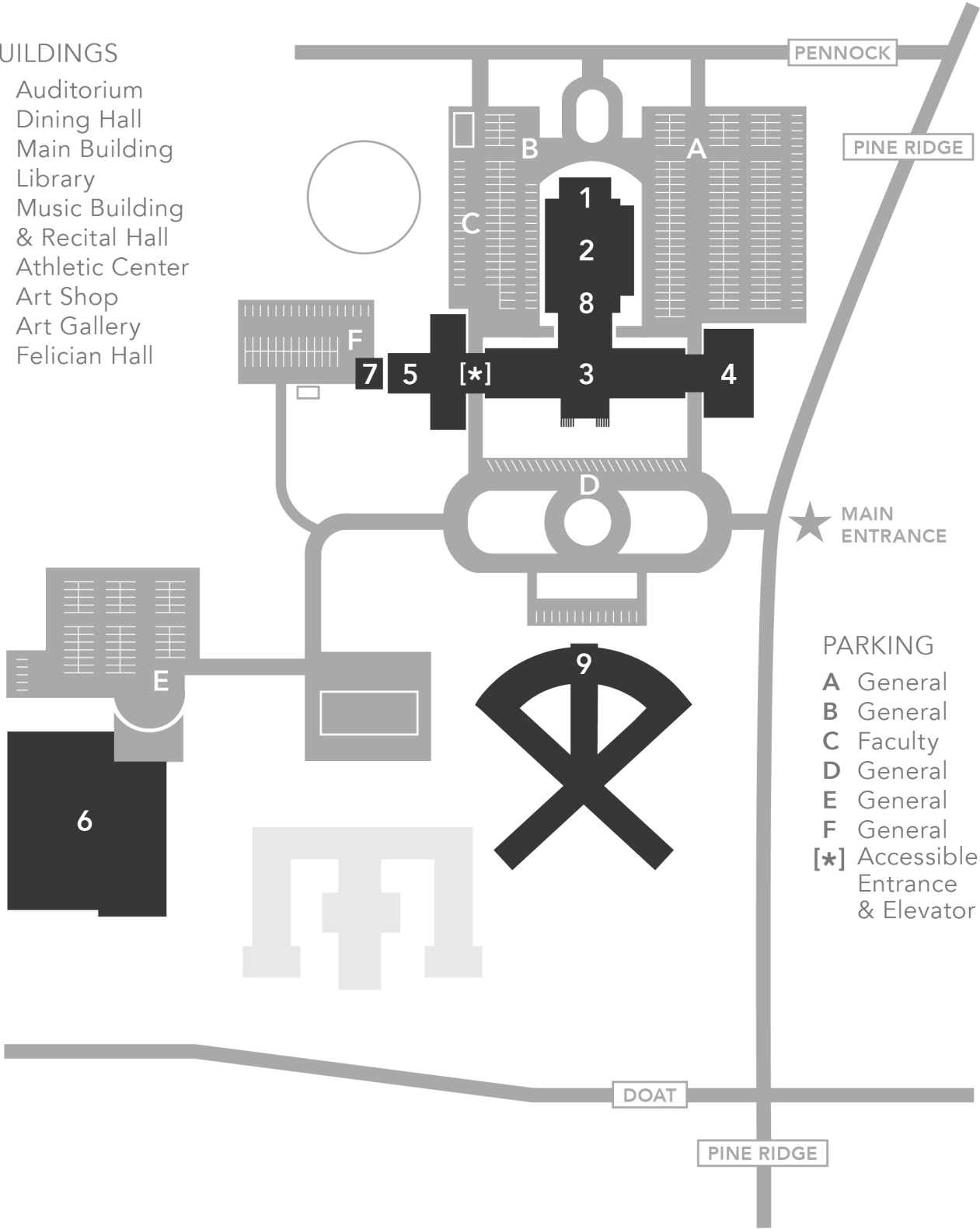
**Sr. Mary Albertine Stachowski,**  
Director of Institutional Research  
[smalbertine@villa.edu](mailto:smalbertine@villa.edu) | 716.961.1859

More information about Compliance can be found on-line at [villa.edu/accreditation-compliance](http://villa.edu/accreditation-compliance)

# campus map

**BUILDINGS**

- 1 Auditorium
- 2 Dining Hall
- 3 Main Building
- 4 Library
- 5 Music Building & Recital Hall
- 6 Athletic Center
- 7 Art Shop
- 8 Art Gallery
- 9 Felician Hall



**PARKING**

- A General
- B General
- C Faculty
- D General
- E General
- F General
- [\*] Accessible Entrance & Elevator







The seal of Villa Maria College is a graphic representation of the foundation upon which the College rests, the life-giving sources which feed it and the ideals which flow from its spirit. The Latin inscription encircling these symbols reads: "Seal of Villa Maria College of Buffalo, New York" and includes the date of the chartering of the College - 1961. The ideals found on the College Seal, are truth, charity, and unity. From the ideals flow the core values Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor and Justice and Peace. As part of its commitment to serving others, which is mirrored in the Felician spirit, and in keeping with the message of St. Francis as part of its faith-based community, Villa Maria College promotes living out its mission and values at both the organizational and individual levels. The College provides opportunities for service learning to all students, which serves to enrich the college experience; works through its Mission Integration Committee to promote its ideals and core values and provides assistance to the Western New York community through its Sister Mary Josette Food Pantry located on campus.

