



# College Catalog

2024-2025





This catalog reflects the best information available as of August, 2024. 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.

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# about the college

## Mission

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

### Accompanying The Mission Statement

**Catholic** - Recognizing the inherent dignity of each student as Jesus taught his followers, who now work for social justice, inspired by the sacramental life of the Church.

**Franciscan** - Introducing students to Saint Francis of Assisi and his ideals of serving the poor, the marginalized, the outcast, and caring for creation by reverencing the natural world.

**Felician Sisters** - A pioneering community of Catholic Sisters in the Franciscan tradition selflessly educating students since 1855, while serving all, wherever the need is greatest.

**Innovative** - Offering educational initiatives and community partnerships unique to our area, while equipping students with meaningful experiences to unleash their creativity and skill set.

**Educating** - Offering students rigorous and enriching course work in their majors along with a unique, skills-based liberal arts core curriculum promoting career readiness, taught by a dedicated, student-centered faculty.

**Empowering** - Providing students the practical tools to transform their lives by offering enhanced student services to address challenges and obstacles to learning that open doors to new possibilities and opportunities.

**Diverse** - Welcoming students from different backgrounds and viewpoints to feel they belong and to know that they are valued.

**Positively Impact** - Creating a culture of service by enabling and equipping students to prosper and thrive individually while making their communities a better place for all.

## Diversity Statement

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

## Vision

Villa Maria College will be a leader in creating a more equitable and prosperous Buffalo.

We will do so by:

1. Developing structured pathways to sustainable careers, particularly for underserved populations;
2. Serving as the hub of the creative economy in Western New York.

# about the college

## 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.

## 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.

## about the college

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 Sponsored Ministry.

### Land Acknowledgment

#### **What is a Land Acknowledgment Statement?**

A Land Acknowledgment statement is a simple, powerful way of showing respect and a step toward correcting the stories and practices that erase Indigenous people's history and culture. Acknowledgment by itself is a small gesture. It becomes meaningful when coupled with authentic relationships and informed action. But this beginning can be an opening to greater public consciousness of Native sovereignty and cultural rights, a step toward equitable relationship and reconciliation.

#### **Land Acknowledgment Statement for Villa Maria College**

Villa Maria College acknowledges that the College is situated within the traditional territory of the Haudenosaunee Confederacy, including the Seneca, Tuscarora, Cayuga, Onondaga, Oneida, and Mohawk nations. We hope to demonstrate respect for the treaties that were made on these territories, and we pledge to work toward partnership with a spirit of collaboration with our current Indigenous neighbors. Saint Francis of Assisi, the patron and inspiration to the Felician Sisters who founded our College, possessed a great love and affinity for God's creation of the natural world. We commit to continue that practice and promote those teachings to all we educate and serve.

## 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 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-6611 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.

## 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: Augmented & Virtual Reality	0799.00	<b>Bachelor of Business Administration (B.B.A.)</b>	
Certificate: Business Administration	0501.00	Business Administration	0501.00
Certificate: Computer Software Design	0704.00	Sport Management	0599.00
Certificate: Digital Media & Communications	0601.00		
Certificate: Digital Media Marketing	0509.00	<b>Bachelor of Fine Arts (B.F.A.)</b>	
Certificate: eSports Management	0599.00	Animation	1009.00
Certificate: Furniture Design	0203.00	Digital Filmmaking	1099.00
Certificate: Historic Preservation	5012.00	Fine Art	1001.00
Certificate: Human Resources	0515.00	Game Design	0799.00
Certificate: Live Sound	5008.00	Graphic Design	1009.00
Certificate: Marketing	0509.00	Integrated Arts	1001.00
Certificate: Music Production	1004.00	Interior Design	0203.00
Certificate: Social Media Influencer	0605.00	Motion Design	1009.00
Certificate: Sport Communication	0599.00	Photography	1011.00
Certificate: Sport Management	0599.00	User Experience/User Interface (UX/UI) Design	1009.00
<b>Associate in Applied Science (A.A.S.)</b>		<b>Bachelor of Science (B.S.)</b>	
Business Administration	5004.00	Composition for Visual Media	1004.10
Digital Media Design	5012.00	Computer Software Development	0704.00
Graphic Design	5012.00	Criminal Justice	2209.00
Interior Design Assistant	5012.00	Digital Media and Communications	0601.00
Occupational Therapy Assistant	5210.00	Music Industry	1004.00
Physical Therapist Assistant	5219.00		
<b>Associate in Arts (A.A.)</b>			
Liberal Arts	5649.00		
<b>Associate in Science (A.S.)</b>			
Fine Art	5610.00		
<b>Bachelor of Arts (B.A.)</b>			
Psychology	2001.00		

The information contained on this page is accurate as of July 2024. 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 2024-2025

### FALL 2024

Course Challenge Deadline	August 23
Classes Begin	August 26
Labor Day College Holiday	September 2
Drop/Add Deadline	September 3
Quarter Term Reports Due	September 20
Audit-to-Credit Change Deadline	September 20
Fall College Holiday	October 14-15
Midterm Exam Week	October 21-25
Spring 2025 Course Schedule Available on the Portal	October 28
Midterm Grades Due	October 28
Spring 2025 Registration Begins for Achieve, Honors Students, & Athletes	October 30
Spring 2025 Registration Begins for All Students	November 1
Course & College Withdrawal Deadline with No Academic Penalty	November 15
Thanksgiving/Student College Holiday	November 27 - December 1
Classes Resume	December 2
Last Day of Classes	December 9
Reading/Critique Day	December 10
Exam Week	December 11-13
Final Grades Due	December 17
Christmas Break – College Closed	December 23 - January 1
Conferral Date for Fall 2024 Graduates	January 24, 2025
Incomplete Contract Work Due	February 13, 2025
Incomplete Grades Due	February 18, 2025

### SPRING 2025

Course Challenge Deadline	January 17
Classes Begin	January 21
Drop/Add Deadline	January 28
Quarter Term Reports Due	February 14
Audit-to-Credit Change Deadline	February 14
President's Day Holiday	February 17-18
Midterm Exam Week	March 3-7
Spring Break	March 8-16
Classes Resume	March 17
Midterm Grades Due	March 18
Summer/Fall 2025 Course Schedule Available on the Portal	March 18
Summer/Fall 2025 Registration Begins for Achieve, Honors Students, & Athletes	March 20
Summer/Fall 2025 Registration Begins for All Students	March 24
Course & College Withdrawal Deadline with No Academic Penalty	April 11
Easter Holiday	April 17-20
Classes Resume	April 21
Last Day of Classes	May 9
Reading/Critique Day	May 12
Exam Week	May 13-15
Commencement	May 17
Final Grades Due	May 20
Conferral Date for Fall 2025 Graduates	May 23
Incomplete Contract Work Due	July 15
Incomplete Grades Due	July 20

# 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.
5. Complete the necessary financial aid forms if applying for financial assistance at the state, federal, and/or institutional levels.
6. 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.
7. 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:

- 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.

# admissions

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 may be eligible for transfer credit. A maximum of four courses with a passing grade below a C may be accepted as elective courses.
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. These students must complete a re-admittance application through the Admissions Office, 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.
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.

# admissions

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 Admissions 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

A portfolio review is recommended for all A.S., A.A.S., and B.F.A. art programs, but is not required.

### Music

Students entering the Music Industry program may elect to test into a higher level of music theory and lessons through an audition or placement test. If the student successfully completes the audition, he or she will be placed in level 2 lessons. If the student chooses not to participate, he or she will automatically be placed in level 1 lessons. If the student passes the placement test, he or she will be enrolled into Theory 1 and Theory 1 Lab, whereas the student who opts out of the placement test will be enrolled in Music Fundamentals.

### 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 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.

# admissions

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 and 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 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.

## Articulation Agreements

Villa Maria College maintains articulation agreements with a number of area Colleges. Approval for transfer credit is contingent upon the terms of the respective agreements. Check with the Admissions Office for further information.

## Dual Enrollment

Villa Maria College maintains dual enrollment 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, BOCES, or rigorous afterschool programs. Check with the Admissions Office or your high school guidance counselor for further information.

## High School Plus Program

The High School Plus Program provides an opportunity for high school and home-educated students to earn college credit and experience college-level coursework while completing their high school requirements. Eligible students must have a cumulative grade point average of 3.0 or 80 average and may take one class per semester for a reduced rate of \$100 per class. The following procedures apply:

1. Students must submit a completed application form for the High School Plus Program.
2. Students may enroll in general education or specialty area courses based on student interest.
3. Course offerings are based on availability.
4. A student may participate in the Plus Program a maximum of two times.

# 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.

The full cost of books and supplies is now included in the price of Villa Maria College's tuition. Books and supplies will be distributed at the book distribution center. The bulk of this distribution will occur beginning the third week of August and will extend through the end of the add/drop period. Limited distribution hours will then be offered throughout the semester.

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 Provost.

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 period. 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.....\$13,765

### TUITION PER CREDIT HOUR

Part-time and over 18 credits.....\$915

### REGISTRATION FEE

Full-time ..... \$285

Part-time .....\$105

### MUSIC PERFORMANCE FEE FOR MUSIC MAJORS

Music Industry Majors .....\$350

### MUSIC PERFORMANCE FEES FOR NON MUSIC MAJORS & ADDITIONAL LESSONS

#### Half-hour sessions

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

#### One hour sessions

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

### STUDENT ACTIVITY FEE

Full-time (per semester) ..... \$260

Part-time (per semester) .....\$185

### COLLEGE ORIENTATION FEE

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

### COURSE FEES ..... Various

### AUDIT PER CREDIT HOUR

All Courses .....\$350

### 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 .....\$8.25 - \$50\*

\*fee dependent on delivery method

\*fee range subject to change

Student Copy .....\$5

### OTHER

Advanced Placement (per course).....\$250

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

Challenge Examination.....\$50

Dual Enrollment .....\$250

PLUS (per course) .....\$100

Alumni (per credit hour) .....\$350

# 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 \$75 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 Student Accounts 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 Student Accounts 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 Student Accounts 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 online 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 add/drop 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 & 2 (Add/Drop Period)	100%	100%
Week 3	80%	0%
Week 4	60%	0%
Week 5	40%	0%
Week 6	20%	0%
No tuition refund will be given after Week 6.		

### Miscellaneous Charges

Any additional expenses incurred by the student, including but not limited to the non-refundable deposit, 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.

## Withdrawal Policy

### Tuition

If a student officially withdraws from the College, the college withdrawal form must be electronically completed using the withdrawal form available on the student portal. Tuition may not be 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 a student attends Villa Maria College during the semester.

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 emailing [financialaid@villa.edu](mailto:financialaid@villa.edu) to review the implications of withdrawal to their financial aid. The official withdrawal form requires electronic 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.

# basic financial information

This calculation determines the portion of federal funds that were earned by the student up to the last date the student attended. If a student withdraws from the college prior to the 60% point in the semester, the College must return the unearned federal funds. 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 refunds received or institutional charges that are now unpaid because 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 withdrawal calculations 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)
- 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.

# basic financial information

## 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 college's determination that the student officially or unofficially withdrew. If a student returns to Villa Maria College after 45 days, the processed return of Title IV aid calculation stands.

## 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 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.

## Leave of Absence

Students may be approved for a leave of absence from Villa Maria College. Details are found in the academic information portion of the catalog. It is important to note that federal student loan grace periods start while students are on an approved leave of absence.

## Applying for Federal and State Financial Aid

Students seeking federal financial assistance must first complete the Free Application for Federal Student Aid (FAFSA), online at [www.studentaid.gov](http://www.studentaid.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 or at <https://www.tap.hesc.ny.gov/totw/>. TAP codes are 2188 for 4-year programs and 2158 for 2-year programs.

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 Office of Financial Aid is to work with each student and family to help fund their education at Villa Maria College. Our staff provides support in submitting the FAFSA and TAP application (when applicable) and counseling 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 by emailing [financialaid@villa.edu](mailto:financialaid@villa.edu).

The maximum amount of federal aid a student may receive is calculated using the following formula: Cost of Attendance – Student Aid Index (SAI) = Student's Financial Need.

## Special Circumstances

The Office of Financial Aid recognizes that the information contained in the FAFSA is from prior years taxes. Students and/or parents who have experienced changes in the following are encouraged to reach out to financial aid:

- Changes in household income
- Change in marital status
- Change in household size
- Other extenuating circumstances

These special circumstances may allow for an adjustment to the student's financial aid.

# basic financial information

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

To be eligible for financial aid, a student must:

- Demonstrate financial need.
- 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 an eligible degree or certificate program.
- Direct Loan recipients must be enrolled in at least 6 credits.
- Be a US citizen or eligible noncitizen.
- Maintain adequate satisfactory academic progress.
- Remain in good standing on any federal loans you may have.
- Meet NY State requirements (New York State tuition assistance programs only).
- Comply with any requests for additional verification information from the Office of Financial Aid.

## 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 Office of Financial Aid must confirm certain data elements on the FAFSA before officially awarding federal financial aid. Selected students will receive a request from the Office of Financial Aid to provide additional documentation.

## College Financing Plan and Financial Aid Offer Letters

The College Financing Plan is a standardized form that Villa Maria College provides to notify students about their financial costs and financial aid awards. The College Financing Plan generates figures that may include estimates only and all tuition rates and fees are subject to change without notice.

Financial aid offers are determined by the Office of Financial Aid once the FAFSA or FAFSA renewal has been processed. Annual awards are divided into 2 payments, fall and spring. Students must be enrolled full-time both terms to qualify for the entire annual award offered. Students are encouraged to contact the Office of Financial Aid with any questions, changes in circumstances, or changes in enrollment. Students have the option to accept, decline or reduce all or part of their federal student loans through the student portal, or by emailing the Office of Financial Aid at [financialaid@villa.edu](mailto:financialaid@villa.edu).

## Renewal of Awards Process

Students seeking federal financial aid are required to renew the FAFSA and TAP application (if applicable) each academic year. The FAFSA renewal may be available beginning October 1 at [www.studentaid.gov](http://www.studentaid.gov). The FAFSA collects tax information from the tax cycle prior to the current year from the IRS. Students and parents are encouraged to contact financial aid regarding any special circumstances.

# financial aid information

## Federal Financial Aid Programs

### Pell Grant

Federal Pell Grants may be 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 student aid index (SAI) as 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 need-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 Loans

Federal Loans are a type of financial aid that must be repaid with interest. Origination fees are subtracted at the time federal loans are disbursed. Loans are disbursed in two payments. Repayment on student loans begins six months after graduation, upon termination of education or reduction of course load below half-time. Visit [studentaid.gov/types/loans](http://studentaid.gov/types/loans) for more information.

Your financial aid awards may include one or more of the loans listed below.

### Federal Direct Subsidized Loan

The Direct Subsidized Loan is a need-based loan which a student with financial need may qualify for. Interest does not accumulate on the subsidized loan while the student is in school.

### Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan is not a need-based loan. It accumulates interest upon disbursement.

## How to Apply for a Direct Loan

To receive a Federal Direct Loan, first-year students must complete the FAFSA or FAFSA renewal. Student borrowers must also complete Loan Entrance Counseling and a Master Promissory Note at [www.studentaid.gov](http://www.studentaid.gov). Upon graduation, official or unofficial withdrawal, or a change in enrollment status to less than half-time, students are required to complete loan exit counseling at [www.studentaid.gov](http://www.studentaid.gov) or with a representative from the Office of Financial Aid.

## Direct 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.studentaid.gov](http://www.studentaid.gov).

# financial aid information

## ANNUAL LOAN LIMITS

Year	Dependent Students (except student whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
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.

## Private/Alternative Education Loan

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

## New York State (NYS) Financial Aid Programs

### NYS Tuition Assistance Program (TAP)

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.

# financial aid information

## 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 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 merit, financial need, enrollment, and other criteria. Visit [www.villa.edu/admissions/financial-aid/scholarships](http://www.villa.edu/admissions/financial-aid/scholarships) for more information.

In addition to merit-based aid, Villa Maria College offers privately funded, donor-based (endowed) scholarships. Applications may be requested from the Office of Financial Aid. Application submissions do not guarantee an award.

## 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.

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

### 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.

# financial aid information

## Requirements for Satisfactory Academic Progress

- Students must successfully earn 67% of cumulative, attempted credit hours.
- Undergraduate students must maintain a minimum cumulative GPA.
  - o 0-29 hours attempted; required minimum cumulative GPA= 1.6
  - o 30-59 hours attempted; required minimum cumulative GPA= 1.8
  - o 60+ hours attempted; required minimum cumulative GPA= 2.0
- Maximum Time: Students must not exceed the specific maximum number of attempted hours to complete their degree program.

## Course Program of Study (CPoS)

CPoS is the required curriculum for awarding a degree, certificate, or other recognized credential and comprises all coursework, including electives, necessary for completing such programs. Only degree pursuant courses as prescribed by CPoS determine enrollment status. Coursework outside of a student's CPoS are not eligible for Title IV federal aid.

If a student has enough CPoS courses to be considered full-time, adding additional non-degree-pursuant courses will not affect their eligibility for financial aid. However, these courses are still considered part of the completion rate and maximum time from for Satisfactory Academic Progress for financial aid eligibility.

## Double Majors

Courses taken for a second major, minor, or certificate are considered degree pursuant. Once a student has completed the requirements for the first degree, they are considered to have earned a degree and are no longer eligible for Title IV federal grants. Accordingly, the student would then be classified as a second bachelor's degree-seeker and can only be considered for federal loans. To continue to receive Title IV federal grants, students must complete the last requirements of both programs in the same semester.

## Withdrawals

Students who have withdrawn from the College must apply for readmission. Readmitted students who have been away from the College for one calendar year or more will follow the catalog requirements in effect during their first semester of course work after readmission to the College. If the student re-admits within two semesters after leaving the College, the student can request to follow the program planner in place at the time they withdrew from the College.

## 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.

# financial aid information

## **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 Academic Recovery Specialist 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. 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 some or all 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 Satisfactory Academic Progress 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 an 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 unless the appeal is approved, and an Academic Success Plan has been created (see below). Appeals are due prior to the start of the semester.

## **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 Recovery Specialist and create an Academic Recovery 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 Satisfactory Academic 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.

# financial aid information

## 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.

## SAP Policy for Students Receiving Special Scholarships

Students receiving Tuition Remission Scholarships, Buffalo Prep Scholarships, or Say Yes Scholarships must maintain a 2.0 GPA, earn 24 credits per year, and maintain a probation free enrollment status to maintain their scholarship each in subsequent award years.

## 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	2.0	2.0	2.0

### 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>	1	2	3	4	5	6	7	8	9	10	11	12
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

# financial aid information

## 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

## 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

# financial aid information

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

<b>BEFORE</b> being Certified for This Payment	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
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

## 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	

# academic information

## 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. 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.
- Building and maintaining collaborative relationships to work effectively toward common goals, while appreciating other viewpoints and shared responsibilities.
- 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 problems.
- Providing students the experiences necessary to lead in their personal, professional, and spiritual lives.
- Providing students the opportunity to build an intellectual and ethical 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 and social skills that gives them the foundation through which to demonstrate success in the workplace and lifelong career management.

**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 through advocacy and volunteerism.
- Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and challenges, navigation of career opportunities, networking, and prudent management of resources to maintain personal financial stability.
- Employ active listening skills and communicate in a clear and organized manner to effectively exchange information, ideas, facts, and perspectives.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem and accurately summarize and interpret data to prioritize action steps.

# academic information

- Seek cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups to advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude, recognize and celebrate personal and team strengths to achieve organizational goals.
- Be present, prepared, dependable, and act equitably with integrity and accountability to self, others, and the organization.
- Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- Adapt to new or unfamiliar technologies and use technology to ethically enhance efficiencies and productivity of their work.

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 Foundations

These required courses 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 Foundations courses are:

COR 101 First Year Core Curriculum Seminar	3 credits
COR 401 Core Curriculum Senior Seminar	3 credits
ECO 220 Personal Finance	3 credits
ENG 101 English Composition I	3 credits
ENG 105 Professional Writing	3 credits
IDS 103 Information and Media Literacy	3 credits
IDS 104 Introduction to Computer Applications	3 credits
IDS 401 Career Planning and Readiness	1 credit

Additionally, students must meet requirements based upon their degree and program. Students should consult with their program planner and advisor to confirm core elective needs. Coursework in Humanities, Religion, Scientific and Quantitative Reasoning, and Social and Behavioral Perspectives may be needed.

## Core Curriculum for Associate Degree Programs

COR 101 First Year Core Curriculum Seminar	3 credits
ENG 101 English Composition I	3 credits
ENG 105 Professional Writing	3 credits
IDS 103/IDS 104/ECO 220	3 credits
IDS 401 Career Planning and Readiness	1 credit
RST Elective	3 credits

Students seeking a 2-year degree should consult with their degree and program to ensure all additional core elective requirements are being met.

# academic information

## 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.

### Scientific and Quantitative Literacy - 3 credits

Any Astronomy (AST) course  
Any Biology (BIO) course  
Any Chemistry (CHE) course  
Any Mathematics (MAT) course  
Any Physics (PHY) course

### Religious Thought - 3 credits

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

### Humanities - 6 credits

Any History (HIS) course  
Any Language course  
Any Philosophy (PHI) course  
IDS 205 Crisis of Belief  
Any Aesthetic Engagement course  
Any English (ENG) course, with the exception of ENG 101 English Composition I and ENG 105 Professional Writing

### Social/Behavioral Perspectives - 3 credits

Any Anthropology (ANT) course  
Any Economics (ECO) course  
Any Political Science (PSC) course  
Any Psychology (PSY) course  
Any Sociology (SOC) course

## Core Curriculum for Associate Degree Programs

Please see individual program planners for degree requirements.

## 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.

# academic information

## 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 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.

## Internships

### Mission Statement

Internship 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.

# academic information

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. 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 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.

## academic information

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.

### 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.

# academic information

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 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.

## 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 a number of area Colleges. Approval for transfer credit is contingent upon the terms of the respective agreements. Check with the Admissions Office for further information.

### High School Dual Enrollment and Articulations

Villa Maria College maintains dual enrollment and articulation agreements with a number of area high schools, BOCES programs, and rigorous afterschool programs, which allow students to complete courses and receive credit in specific areas. Approval for transfer credit is contingent upon the terms of the respective agreements.

### Advanced Placement (AP)

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.

### 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.

# academic information

## Prior Learning Assessment (PLA)

Students may present work experience, professional training, and military training to be accepted as college credits. Guidelines for VMC are as follows:

Students may petition for PLA portfolio credit. Credit awarded must apply toward degree requirements. Petition for credit must occur prior to the student's final semester.

VMC awards credit for undergraduate level learning that can be assessed and documented. Students may request for portfolio assessment as alternative credits for a maximum of 30 credits. Portfolio reviews are granted on a case-by-case basis and do not guarantee the maximum number of credits requested. Students seeking alternative credit portfolio review must be current VMC students and must enroll in a portfolio completion course. Such credits will not factor into a student's grade point average. Students who return to VMC who have already earned alternative credits will not be eligible for a second portfolio review. Requests for PLA credit review will take place on an individual basis.

As PLA credits are a form of transfer credit, they will not factor into a student's grade point average (GPA). A student may earn a maximum of 30 credits through PLA. VMC's PLA program, credit-granting policies, and portfolio submission criteria and procedures are aligned with national standards set by the Council of Experiential and Adult Learning (CAEL) and can be located at: [www.cael.org](http://www.cael.org). Students seeking PLA credits through portfolio submission should consult with their advisor to determine if this process is appropriate for them. If so, the student should then contact the Student Success Center or advisor to register for PLA-100.

## Independent Study

Independent study is individualized instruction in either:

1. An area of study not covered by an existing course at Villa; or
2. One-on-one instruction in a current Villa course that is not being offered in a given semester.

Independent study is generally limited to seniors needing a course to fulfill a specific graduation requirement. Instructors wishing to offer students an independent study option should make this request to the Registrar and Provost for review and approval.

## 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. Grades of C- or below may be eligible for transfer credit. A maximum of four courses with a passing grade below a C may be accepted as elective courses. Courses with grades of S (satisfactory) or P (pass) may be accepted.

Generally, courses must have the same course content and may transfer as liberal arts, art, or general electives. Students may appeal to the Provost 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.

# academic information

## 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. 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 Provost. 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 in academic jeopardy. Students who are part of this program will work with the academic support staff to develop an academic success plan.

# academic information

## Academic Jeopardy

At the end of every semester the Academic Review Committee reviews every student's academic record to determine if the student is in good standing or in academic jeopardy. Students in academic jeopardy will be given an academic status of warning, probation, final probation or dismissal.

### Warning

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

A student will be placed on probation if their cumulative grade point average is below a 2.0. Students who do not achieve a minimum 2.0 cumulative grade point average at the end of their probationary semester are subject to continuing probation, final probation or dismissal.

### Final Probation

A student will be placed on final probation if their cumulative grade point average is below a 1.0 or if they are on probation and have not improved their cumulative grade point average. Students who do not achieve a minimum of a 2.0 cumulative grade point average at the end of their probationary semester are subject to continuing probation, final probation or dismissal.

### Dismissal

A student will be dismissed from the College if they have been on probation or final probation for at least one semester and/or have not shown improvement in their cumulative grade point average.

If, after three enrollments, a student does not successfully complete a required course of the Core Curriculum (COR 101, COR 401, ECO 220, ENG 101, ENG 105, IDS 103, IDS 104, and IDS 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 Provost 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.

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## 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 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 student, completing a minimum of 9 credit hours;
- have earned a minimum of a 3.5 GPA for the semester.

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

- be a matriculated student, completing a minimum of 9 credit hours;
- have earned a minimum of a 3.0 GPA for the semester.

## Grading System

The grading system shown below is the default grading system for most college classes. Please see course syllabi for more specific grading information.

### 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	
B	83-86	3.0	Very Good
B-	80-82	2.7	
C+	77-79	2.3	
C	73-76	2.0	Average

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C-	70-72	1.7	
D+	67-69	1.3	Passing
D	63-66	1.0	
D-	60-62	0.7	
F	0-59	0.0	Failure
CR	Transfer Credit		Not calculated into GPA
I	Incomplete		Temporary grade
P/F	Pass/Fail		Not calculated into GPA
S/U	Satisfactory/Unsatisfactory		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 students, 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. At the time the incomplete is filed, the instructor must specify a default letter grade. A default grade is the letter grade the student will receive for the entire course if no additional coursework is completed and/or a grade change request is not submitted by the instructor.

# academic information

The incomplete form is filled out and submitted to the Registrar's Office by the instructor. A student seeking an incomplete for a course must initiate the process by communicating with their instructor. It is the instructor's determination if an incomplete is deemed appropriate in each case. Final approval of all incomplete grades are made by the Provost. Students are given sixty days from the last day of exam week 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. In the rare event that a student is experiencing prolonged extenuating circumstances and wishes to extend their Incomplete, they may petition in writing to the Provost, prior to the end of the 60 allotted days. Students must provide documentation of their circumstance in these instances.

## Pass/Fail Policy

Students have until the withdrawal deadline to notify the Registrar's Office to move courses to pass/fail grading if they elect to do so. There are no restrictions on which courses they may choose. Students may make the decision on a course-by-course basis.

Beginning with courses taken in the fall 2021 semester, students may only have up to two total non-internship courses as pass/fail to be applied to an Associate degree and up to four total non-internship courses as pass/fail to be applied to a Bachelor degree. This will not be applied retroactively, i.e., courses taken prior to fall 2021 will not be counted toward the total number of pass/fail courses for this purpose.

Additionally, students may only elect to take up to two non-internship courses as pass/fail in any given semester.

### Procedures for Pass/Fail:

- The decision to switch to pass/fail grading for a course is irreversible.
- Students are not required to inform instructors they are opting into pass/fail.
- All internships will continue to be graded on a pass/fail basis.
- Students earning an equivalent of "D-" or better will be awarded a grade of "P" with the following exception:
  - Courses that are required to have a specific grade or better ("C" or "C+", for example) to move on to the next course cannot convert a grade to a "P" if the grade is less than the required grade. A course that fails to convert for this reason will be given the grade assigned by the professor. These courses include but are not limited to OTA and PTA program courses, art foundation courses, and other major courses, as specified in the College Catalog.
- Any course a student elects to convert to a "P" grade is NOT computed into a student's semester or cumulative GPA.
- A grade of "F" (failing) is recorded normally and computed into a student's GPA.
- A repeated course may be converted to a "P" grade, with knowledge that the student may lose some of the benefit of improving their GPA, though the credits will still count toward major and degree requirements.
- Faculty will input their normal grades at the end of the semester (A-F). Conversion to pass/fail will take place following the guidelines above after grades are input.

## 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 only be attempted three times.

# academic information

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, COR 401, ECO 220, ENG 101, ENG 105, IDS 103, IDS 104, and IDS 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. The Director of Student Success must sign the form and submit it to the Registrar's office before the course withdrawal date indicated on the academic calendar. Withdrawing from a course or courses may impact financial aid awards, future financial aid eligibility, athletic eligibility, and time to complete academic requirements. Therefore, it is recommended that students meet with the appropriate college personnel regarding this decision. Withdrawals after the drop/add deadline count as course attempts. A student is allowed three attempts per course. If a student withdraws from a third attempt at a course, this may impact the ability to continue in their program or at the college. All attempts will be considered in Satisfactory Academic Progress calculations.

## Withdrawal From Villa Maria College

If 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 signatures from the appropriate College offices. If granted, a student will receive a W for all courses in which they were enrolled that semester. Modular courses completed in the first half of the semester will receive the grades already assigned.

Withdrawal from the College may have academic and financial consequences that could impact a student's future college admissibility and financial aid eligibility.

If extenuating circumstances occur after the twelfth week of a semester, students may petition the Provost 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 Provost.

Students who stop attending classes but who do not formally withdraw may receive an F for those courses and risk academic jeopardy. Additionally, students may jeopardize future eligibility for financial aid at Villa Maria College and at other colleges.

Students who have withdrawn from the College must apply for readmission. Readmitted students who have been away from the College for one calendar year or more will follow the catalog requirements in effect during their first semester of course work after readmission to the College. If the student re-admits within two semesters after leaving the College, the student can request to follow the program planner in place at the time they withdrew from the College.

# academic information

## Administrative Withdrawals for Non-Attendance

Recipients of federal aid who fail to officially withdraw but stop attending class may be administratively withdrawn from all courses. 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 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. Administrative withdrawals are processed within 30 days of the College determining the student was not attending. Students will receive W grades for all courses.

## 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.

## 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.

# academic information

## 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

#### Associate Degrees

Associate in Arts (A.A.)

Associate in Science (A.S.)

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

#### 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 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.

### Second Associate Degree (Dual 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 students must fulfill the requirements for both degrees. 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.

### Bachelor's Degree

A candidate for a bachelor's degree must present a minimum of 121 undergraduate credits fulfilling all program and general college requirements. Thirty of these credits must be earned at Villa Maria College.

### Double Majors

Courses taken for a second major, minor, or certificate are considered degree pursuant. Once a student has completed the requirements for the first degree, they are considered to have earned a degree and are no longer eligible for Title IV federal grants. Accordingly, the student would then be classified as a second bachelor's degree-seeker and can only be considered for federal loans. To continue to receive Title IV federal grants, students must complete the last requirements of both programs in the same semester.

### Second Bachelor's Degree (Dual 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 students must fulfill the requirements for both degrees. 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.

# academic information

## 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 may be required to complete exit surveys and other program specific requirements before degree conferral. Students must be enrolled at Villa Maria College the semester they intend to graduate; the Provost will consider, in rare cases, written appeals for exceptions to this policy.

## 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 Provost 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 Provost 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
- 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 his cabinet, based on nominations from faculty and staff. Recipients 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 Spirit Award

The Spirit Award is given annually by the Student Life Office to a graduate who has distinguished himself or herself 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 business days from when the grade is issued. 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.

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.

# students rights and responsibilities

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 Provost.

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.

## 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 Provost within 20 calendar days of the date of the original grievance. The decision of the Provost 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 Student Success Center 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 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 Student Success Center staff, 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 Student Success Center staff 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.

# student 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. Access to these facilities is provided to program students by the faculty.

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.

# student services

## 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 student portals, they can contact their faculty advisor.

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 on their student portal.

## 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 Dean of Students 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 services

## 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.

# student clubs and organizations

**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.

**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!

**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.

## student clubs and organizations

**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.

### 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 emergency notification 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/)

## campus resources

### **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.

### **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**

The Sister Mary Josette Food Pantry serves students, staff, alumni and the local community. It is a client of FeedMore WNY and is sponsored by Hope Bound Ministries, a division of Felician Services Inc.

### **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 intercollegiate men and women's basketball, women's flag football, and scholarship esports. Our cheerleading team supports the men's and women's basketball teams. 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.)  
Composition for Visual Media (B.S.)  
Computer Software Development (B.S.)  
Criminal Justice (B.S.)  
Digital Filmmaking (B.F.A.)  
Digital Media Design (A.A.S.)  
Digital Media and Communications (B.S.)  
Fine Art (B.F.A.)  
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.)  
Motion Design (B.F.A.)  
Music Industry (B.S.)  
Occupational Therapy Assistant (A.A.S.)  
Photography (B.F.A.)  
Physical Therapist Assistant (A.A.S.)  
Psychology (B.A.)  
Sport Management (B.B.A.)  
UX/UI Design (B.F.A.)

## Programs of Study – Minors

Animation  
Art Therapy  
Creative Writing & Literature  
Digital Filmmaking  
Fine Art  
Game Design  
Graphic Design  
Interior Design  
Jazz  
Journalism  
Music Performance  
Music Production for Non-Music Majors  
Music Therapy  
Photography  
Psychology  
Religious Studies

## Programs of Study – Concentrations

Fine Arts (only for students in the Art Department)  
Game Design (Computer Software Development Majors Only)  
Pre-Law (Criminal Justice Majors Only)

## Programs of Study – Certificates

Augmented & Virtual Reality  
Business Administration  
Computer Software Development  
Customer Relationship Management  
Digital Media & Communications  
Digital Media Marketing  
eSports Management  
Furniture Design  
Historic Preservation  
Human Resources  
Live Sound  
Marketing  
Music Production  
Social Media Influencer  
Sport Communication  
Sport Management

# 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:

FIRST YEAR					
FALL SEMESTER			CREDITS		
			SPRING SEMESTER		
			CREDITS		
COR101	First-Year Core Curriculum Seminar	3	ENG105	Professional Writing	3
ENG101	English Composition I	3	COR__	Core Elective	3
COR__	Core Elective	3	COR__	Core Elective	3
_____	Major Exploration	3	_____	Major Exploration	3
_____	Major Exploration	3	_____	Major Exploration	3

# programs of study

## 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.

### Track System:

After completing their Second Year in the Animation Program, students will choose one of the following tracks: Pre-Production, 2D, 3D, Writing, or Generalist. This will inform the Animation Elective courses they complete during their Third and Fourth Year.

Pre-Production	2D
a. Character Design b. Art Direction: Pre-Visual Development c. 2D Background Design & Paint d. Storyboarding, Staging & Layout	a. Character Design b. Visual Storytelling c. 2D Character Animation & Advanced Rigging d. Advanced Harmony: Elements, Effects, Compositing & Processes
3D	Writing
a. Advanced Modeling & 3D Printing b. Lighting & Rendering in the Real and Virtual World <b>Pick two of the following:</b> c. 3D Modeling with ZBrush d. Substance Painter e. Advanced 3D Character Animation f. Advanced Rigging	a. Visual Storytelling b. Digital Storytelling c. Creative Writing d. Choose one other 300-level English/Writing course
Generalist	
a. Choose four Animation electives from above	

# programs of study

## 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. 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.

## Animation Minor

### Required Courses

ART 104 Drawing I  
ANM 103 History of Animation  
ANM 105 Introduction to Animation  
ANM 201 Advanced Animation

### Choose one:

ANM 107 Introduction to Art Direction  
ANM 108 Introduction to Visual Storytelling

### Choose One:

ANM 204 3D Computer Animation I  
MDE 201 Motion Design and Editing  
ANM 301 Stop-Motion Animation

## curriculum requirements

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

### FIRST YEAR

FALL SEMESTER			SPRING SEMESTER		
		CREDITS			CREDITS
ART101	Two Dimensional Design	3	ART104	Drawing I	3
ANM103	History of Animation	3	AMM101	Film Theory and Technique	3
ANM107	Introduction to Art Direction	3	ANM105	Introduction to Animation	3
COR101	First Year Core Curriculum Seminar	3	ANM108	Introduction to Visual Storytelling	3
ENG101	English Composition I	3	ENG105	Professional Writing	3

### SECOND YEAR

FALL SEMESTER			SPRING SEMESTER		
		CREDITS			CREDITS
ANM201	Advanced Animation	3	ANM203	3D Computer Animation II	3
ANM204	3D Computer Animation I	3	ANM220	Professional Practices	3
ANM270	Life Drawing for Animation 1	1	ANM271	Life Drawing for Animation 2	1
MDE201	Motion Design and Editing	3	DFM230	Digital Film Editing	3
IDS 103	Information and Media Literacy	3	ECO 220	Personal Finance	3
IDS 104	Introduction to Computer Applications	3	_____	General Elective	3

### THIRD YEAR

FALL SEMESTER			SPRING SEMESTER		
		CREDITS			CREDITS
ANM211	Post-Production	3	ANM305	Junior Film Project II	3
ANM304	Junior Film Project I	3	ANM371	Life Drawing for Animation 4	1
ANM370	Life Drawing for Animation 3	1	ANM____	Animation Elective	3
ANM____	Animation Elective	3	COR____	Science/Quantitative Elective	3
ENG260	Acting	3	COR____	Religion Core Elective	3
COR____	Social/Behavioral Core Elective	3	COR____	Humanities Core Elective	3

### FOURTH YEAR

FALL SEMESTER			SPRING SEMESTER		
		CREDITS			CREDITS
ANM401	Senior Capstone Thesis I	3	ANM402	Senior Capstone Thesis II	6
ANM409	Internship	3	ANM471	Life Drawing for Animation	1
ANM470	Life Drawing for Animation 5	1	ANM____	Animation Elective	3
ANM____	Animation Elective	3	_____	General Elective	3
COR401	Core Curriculum Senior Seminar	3	IDS401	Career Planning and Readiness	1
_____	General Elective	3			

**Total credits: 124**

# programs of study

## **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 sports management professional, compensation and benefits specialist, human resource generalist, insurance underwriter, marketing coordinator, social media strategist, account representative, sales representative, and logistic coordinator. 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

## curriculum requirements

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

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS 114	Introduction to Business	3	IDS 104	Introduction to Computer Applications	3
BUS 208	Introduction to Human Resources	3	BUS 250	Principles of Management	3
ENG 101	English Composition I	3	ENG105	Professional Writing	3
COR 101	First Year Core Curriculum Seminar	3	MAT____	Math Elective	3
_____	General Elective	3	IDS 103	Information and Media Literacy	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS 203	Financial Accounting	3	BUS 206	Managerial Accounting	3
BUS 232	Principles of Marketing	3	BUS 251	Business Law	3
ECO 101	Principles of Macroeconomics	3	ECO 102	Principles of Microeconomics	3
PSY 101	General Psychology	3	MAT 112	Probability & Statistics	3
ECO 220	Personal Finance	3	_____	Elective/Certificate Requirement	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS340	Electronic Commerce	3	BUS307	Financial Management	3
BUS325	Organizational Behavior	3	BUS345	Introduction to International Business	3
BUS312	Professional Practices for Business Students	3	COR____	Religion Core Elective	3
_____	Elective/Certificate Requirement	3	_____	Elective/Certificate Requirement	3
COR____	Humanities Core Elective	3	_____	General Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS390	Operations Management	3	COR____	Humanities Core Elective	3
BUS____	Business Elective	3	BUS 460	Strategic Management Capstone	3
_____	Elective/Certificate Requirement	3	_____	Elective/Certificate Requirement	3
COR401	Core Curriculum Senior Seminar	3	_____	Elective/Certificate Requirement	3
BUS 409	Internship	3	BUS____	Business Elective	3
			IDS401	Career Planning and Readiness	1

**Total credits: 121**

# programs of study

## 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 customer service representative, retail buyer, billing specialist, recruiting coordinator, market research assistant, and loan processor. 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
BUS 114	Introduction to Business	3	IDS 104	Introduction to Computer Applications	3
BUS 208	Introduction to Human Resources	3	BUS 250	Principles of Management	3
ENG 101	English Composition I	3	ENG105	Professional Writing	3
COR 101	First Year Core Curriculum Seminar	3	BUS____	Business Elective	3
COR____	Religion Core	3	_____	General Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS 203	Financial Accounting	3	BUS 206	Managerial Accounting	3
BUS 232	Principles of Marketing	3	BUS 251	Business Law	3
ECO____	Economics Elective	3	_____	General Elective	3
_____	General Elective	3	MAT 112	Probability & Statistics	3
IDS 103	Information and Media Literacy	3	ECO 220	Personal Finance	3
			IDS 401	Career Readiness and Planning	1

**Total credits: 61**

# programs of study

## **Composition for Visual Media BACHELOR OF SCIENCE (B.S.)**

### **Program Description**

The BS in Composition for Visual Media program is designed to provide students with the skills and knowledge to succeed as producers, composers, and arrangers. Through major requirements and electives, students will learn the art and science of creating, recording, and producing contemporary music for visual media. This program requires 123 credits.

### **Program Learning Objectives**

- Demonstrate proficiency in contemporary music theory.
- Apply principles of music composition and arranging to produce music in a variety of genres.
- Use industry-standard software and hardware to record, edit, mix, and master high-quality music productions.
- Develop a portfolio of original music productions that demonstrates a mastery of contemporary music production techniques.

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

The BS in Composition for Visual Media prepares students for a variety of jobs in music composition. According to the Occupational Outlook Handbook (2021), jobs for composers are expected to grow at as fast as average rates (5%) while jobs for musicians are expected to grow at 4% through 2031.

# programs of study

## curriculum requirements

Bachelor of Science (B.S.) in Composition for Visual Media

### FIRST YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
MUS100	Music Fundamentals		3	MUS101	Music Theory I & Lab		4
MUS113	Recital Seminar I		0	MUS114	Recital Seminar II		0
XMUS	Applied Music Minor I		1	XMUS	Applied Music Minor II		1
XMUS131	Keyboard Skills I		1	XMUS132	Keyboard Skills II		1
MUE____	Ensemble Elective		.5	ENG105	Professional Writing		3
ENG101	English Composition I		3	MUI150	Introduction to Music Technology		3
IDS104	Introduction to Computer Applications		3	IDS103	Information and Media Literacy		3
COR101	First Year Core Curriculum Seminar		3	MUE____	Ensemble Elective		.5
MUI107	Music Industry I		3				

### SECOND YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
MUS102	Music Theory II and Lab		4	MUI251	Intermediate Recording		3
MUS292	Music for Animation		3	MUS201	Music Theory III		3
XMUS	Applied Music Minor III		1	MUS214	Recital Seminar		0
XMUS____	Keyboard Elective		1	MUE____	Ensemble Elective		.5
MUE____	Ensemble Elective		.5	XMUS____	Applied Music Minor IV		1
MUS213	Recital Seminar 3		0	_____	Religion Core Elective		3
ECO220	Personal Finance		3	_____	Science/Quantitative Core Elective		3
MUI250	Intro to Recording		3	MUS____	Music Elective		3

### THIRD YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
MUI350	Techniques in Advanced Recording I		3	MUI209	Music Industry Internship		3
MUS373	Musicianship, Songwriting, and Composition I		3	MUI351	Techniques in Advanced Recording II		3
MUS202	Music Theory IV		3	MUI201	Jazz Theory		3
MUS	Music Elective		3	MUS____	Music Elective		3
_____	Social/Behavioral Core Elective		3	MUI450	Advanced Mixing Techniques		3

### FOURTH YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
MUS401	Arranging		3	MUS/MUI411	Senior Project		3
MUS374	Musicianship, Songwriting, and Composition II		3	MUS301	Counterpoint in Popular Music		3
MUS____	Music Elective		3	MUI420	Sound Design for Visual Media		3
MUI360	Live Recording Techniques		3	_____	General Elective		3
COR401	Core Curriculum Senior Seminar		3	IDS401	Career Planning and Readiness		1

**Total Credits: 123**

# programs of study

## 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.

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

### Gaming Concentration

#### Required Courses

GDE 101 Introduction to Game Design and Development  
GDE 105 Game Pre-Production I  
GDE 106 Game Pre-Production II  
GDE 300 Game Engines I  
GDE 301 Game Engines II  
GDE 310 Professional Practices and Advanced Processes

## 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	ENG105	Professional Writing	3
CSD101	Introduction to Computer Science I	4	_____	General Elective	3
ENG101	English Composition I	3	IDS 103	Information and Media Literacy	3
IDS 104	Introduction to Computer Applications	3	_____	Liberal Arts Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
CSD200	Data Structures and Algorithms	3	CSD206	Web Design and Programming II	3
CSD205	Web Design and Programming I	3	CSD210	Computer Organization and Programming	3
ECO 220	Personal Finance	3	CSD212	Operating Systems and System Programming	3
_____	General Elective	3	COR____	Humanities Elective	3
_____	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____	Religion Elective	3	COR____	Social/Behavioral Elective	3
COR____	Humanities Elective	3	_____	Liberal Arts Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
CSD403	Senior Project I	3	CSD409	Internship	3
CSD406	Special Topics	3	CSD4__	CSD 400 level elective	3
CSD4__	CSD 400 level elective	3	_____	Liberal Arts Elective	3
COR401	Core Curriculum Senior Seminar	3	_____	Liberal Arts Elective	3
_____	Liberal Arts Elective	3	_____	General Elective	3
			IDS401	Career Planning and Readiness	1

**Total credits: 123**

# programs of study

## **Criminal Justice BACHELOR OF SCIENCE (B.S.)**

### **Program Description**

The BS in Criminal Justice program provides students with skills necessary to make for a more just society, whether through crime prevention or investigation, juvenile justice, criminal law and procedure, ethical and multicultural policing, and emerging issues in the criminal justice system. Students will gain expertise and experience in legal processes, human motivation, community relations, ethics, and investigative methods to ensure they have a well-rounded foundation for future professional success.

### **Program Learning Objectives**

Students who graduate with a BS in Criminal Justice from Villa Maria College will have achieved the following learning outcomes:

- Exhibit familiarity with field-related concepts, such as justice, crime, and criminality.
- Describe the operations and inter-relatedness of the criminal justice systems and subsystems.
- Distinguish between processes and professional roles within criminal justice organizations.
- Analyze and evaluate contemporary issues and theory in the criminal justice field and their effects on society.

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

Criminal Justice provides students with a broad range of career opportunities including Law Enforcement (Police Officer, Transportation Security Screener, CIA Operations Officer, Crime Prevention Specialist, Deputy, Detective, FBI Special Agent, Fish and Game Warden, K-9 Handler, Narcotics Officer, Park Ranger, Postal Inspectors, Public Safety Officer, Secret Service Agent, Courthouse Security); Arson Investigator; Forensic Scientist, Firearms Examiner, Crime Lab Technician, Crime Scene Technician, Evidence Technician, Fingerprint Expert, Crime Analyst; Private Security, Private Detectives and Investigators, Child Support Enforcement Investigator, Industrial Security Specialist, security Guard, Loss Prevention Specialist, Dispatcher, EMS Coordinator, Gaming Enforcement Officer, Federal Policing and Homeland Security (Bureau of Diplomatic Security Special Agent, Border Patrol Agent, Customs Agent, Drug Enforcement Agent, Federal Marshal, Federal Protective Service Officer, US Capitol Police Officer, Supreme Court Police Officer, National Security Agency Police); Court Jobs (Mediator, Bailiff, Booking Officer, Court Clerk, Paralegal Law Clerk, Victim Services Specialist, Youth Advocate, Court Reporter); Parole Officer, Probation Officer, Juvenile Specialist, Juvenile Court Counselor; Corrections Jobs (Correctional Programs Supervisor, Chief of Security, Correctional Treatment Specialist; Correctional Officer, Correctional Facility Administrator, Juvenile Detention Officer, Vocational Instructor, Prison Warden, Jailer); Corporate Investigator, and Intelligence Analysts (Occupational Outlook Handbook: Law Enforcement, Courts, and Corrections, 2021).

The Criminal Justice program at Villa Maria College prepares students for entry-level positions through a generalist curriculum paired with experiential learning through multiple internship opportunities. Students will benefit from a variety of career pathways that align with their employment interests.

### **Community Partners**

- |  |   |                                       |
|--|---|---------------------------------------|
| • Animal Control                         | • Emergency Communications (911 Dispatch) | • NYS DEC-Division of Law Enforcement |
| • Buffalo Police Department              | • Family Justice Center                   | • Ontario County Sheriff's Office     |
| • BPD Child Abuse Unit                   | • Heart Foundation                        | • Phelps Police Department            |
| • Crime Analysis Center                  | • Kenmore Police Department               | • Public Safety Units                 |
| • Erie County District Attorney's Office | • Metro Data Services                     | • SPCA                                |
| • Erie County Family Juvenile Court      | • National Grid                           | • St. Joseph's Hospital Security      |
| • Erie Family Probation Department       | • Niagara County Probation Department     | • Town of Tonawanda Courts            |

# programs of study

## curriculum requirements

Bachelor of Science (B.S.) in Criminal Justice

### FIRST YEAR

FALL SEMESTER			CREDITS			SPRING SEMESTER			CREDITS		
CRJ101	Introduction to Criminal Justice		3			CRJ160	Crime and Society		3		
ENG101	English Composition I		3			ENG105	Professional Writing		3		
COR101	First Year Core Curriculum Seminar		3				General Elective		3		
PSY101	General Psychology		3			IDS 103	Information and Media Literacy		3		
_____	General Elective		3			IDS 104	Introduction to Computer Applications		3		

### 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		
CRJ201	Introduction to Criminal Law		3			CRJ225	Juvenile Justice		3		
CRJ210	Survey of Criminology		3			CRJ240	Criminal Courts and Procedures		3		
ECO 220	Personal Financial Planning		3			CRJ309	Internship I		3		
_____	General Elective		3			COR_____	Humanities Elective		3		

### THIRD YEAR

FALL SEMESTER			CREDITS			SPRING SEMESTER			CREDITS		
CRJ340	Corrections		3			CRJ250	Emerging Issues in Criminal Justice		3		
CRJ350	Policing in a Multicultural Community		3			CRJ301	Criminal Investigations		3		
CRJ360	Victimology		3			CRJ311	Law Enforcement		3		
COR_____	Science/Quantitative Elective		3			COR_____	Humanities Elective		3		
COR_____	Religion Elective		3			_____	General Elective		3		

### FOURTH YEAR

FALL SEMESTER			CREDITS			SPRING SEMESTER			CREDITS		
CRJ401	Ethical Issues in Criminal Justice		3			CRJ361	Law and Society		3		
CRJ409	Internship II		3			CRJ410	Drugs, Crime, and the Justice System		3		
CRJ420	Policy Analysis and Professional Development		3			_____	General Elective		3		
_____	General Elective		3			_____	General Elective		3		
COR401	Core Curriculum Senior Seminar		3			IDS401	Career Planning and Career Readiness		1		

**Total Credits: 120**

# programs of study

## **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

## 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	DFM230	Digital Film Editing I	3
ENG101	English Composition I	3	ENG105	Professional Writing	3
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	IDS 104	Introduction to Computer Applications	3
COR101	First Year Core Curriculum Seminar	3	COR____	Religion Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
DFM200	Sound Design for Film	3	DFM220	Production Design	3
DFM201	Lighting for Film	3	DFM203	Techniques and Technologies in Digital Film	3
GRA103	Fundamentals of Graphic Design	3	ENG221	Introduction to Creative Writing	3
ENG260	Acting I	3	PHO201	Photo Imaging and Design	3
IDS 103	Information and Media Literacy	3	ECO220	Personal Finance	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
DFM300	Production 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
DFM231	Digital Film Editing II	3	COR____	Social/Behavioral Elective	3
_____	General Elective	3	COR____	Science/Quantitative 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
_____	General Elective	3	_____	General Elective	3
COR 401	Core Curriculum Senior Seminar	3	_____	General Elective	3
			IDS401	Career Planning and Readiness	1

**Total credits: 121**

# programs of study

## Digital Media Design

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

#### Program Description

As digital technologies advance, they continue to create innovations in the world of art. Digital media design is simply that; using computers and digital technologies to create and explore design in new ways. Examples include filmmaking and video production, visual effect, animation, motion design, game design, sculpting, and illustration. New techniques and art forms evolve as a direct result of technology improvements, pushing those medium further. In the modern age, digital technologies have become an important tool in any artists toolkit.

The Associate in Applied Science degree program in Digital Media Design is designed to integrate a background in liberal arts and sciences with intensive study of Digital Media Design. The A.A.S. program in Digital Media Design consists of a 6-credit base in traditional art: Two-Dimensional Design, and Drawing. It also includes 18-credits specifically focused on Digital Media Design. These DMD Electives gives the students the freedom to explore the many different aspects of Digital Media Design, including: Animation, Game Design, Motion Design, Visual Effects, Digital Film Making, and Graphic Design. This is all followed up by 33 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. The Capstone Thesis project will give students an opportunity to focus on an intensive piece of independent work.

The A.A.S. in Digital Media Design at Villa Maria College offers students a hands-on, practical, and focused learning experience, specifically tailored to the ever-evolving approach to art.

#### Program Facilities

The computer labs are outfitted with industry standard software such as the Autodesk Entertainment Creatin 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.

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.

## curriculum requirements

Associate in Applied Science (A.A.S.) in Digital Media Design

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART 101	Two Dimensional Design	3	COR____	Quantitative/Science Elective	3
ART 104	Drawing I	3	ENG 105	Professional Writing	3
ENG101	English Composition I	3	IDS 104	Introduction to Computer Applications	3
DMD____	DMD Elective	3	DMD____	DMD Elective	3
COR101	First Year Core Curriculum Seminar	3	COR____	Religion Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
IDS 103	Information and Media Literacy	3	DMD 210	Capstone Thesis	3
DMD____	DMD Elective	3	DMD____	DMD Elective	3
COR____	Social/Behavioral Elective	3	DMD____	DMD Elective	3
ECO 220	Personal Finance	3	DMD____	DMD Elective	3
_____	Liberal Arts Elective	3	_____	Liberal Arts Elective	3
			IDS 401	Career Readiness and Planning	1

**Total credits: 61**

# programs of study

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

### Program Description

The Digital Media and Communications 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.

### Program Learning Objectives

- Understand the nature of digital or integrated media and recognize how media and technology combine to create new media.
- Identify and analyze patterns in writing practices of organizations and communities.
- Plan and conduct research, analyze information, and create communications that are coherent and creative.
- Compose and exchange written, oral, and visual documents that are cohesive, informative, well-designed, and rhetorically effective.
- Link data, knowledge, and insight to formulate realistic problems to complex problems and foster strategic decision-making.
- Understand the ethical concepts, legal implications, considerations and practices that guide the mass media professions.
- Demonstrate the ability to apply tools and technologies appropriate for the production, editing and presentation of visual, aural, textual or other media content.
- Understand the history of journalism and mass communications, the diversity of groups in a global society in relationship to communications and define the role of journalism and mass communications in society.

### Career Potential & Employment Outlook

Graduates will be well equipped for a variety of careers that require knowledge and skill in digital media and communications. 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.

A variety of minors complement the Digital Media and Communications major and all students in the major are encouraged to take one or two minors.

Business Administration Minor  
Creative Writing Minor  
Digital Filmmaking Minor  
Graphic Design Minor  
Journalism Minor

Literary Studies Minor  
Motion Design Minor  
Photography Minor  
Pre-Law Minor  
Psychology Minor

# programs of study

## 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	ENG105	Professional Writing	3
GRA103	Fundamentals of Graphic Design	3	ENG214	Public Speaking	3
COR101	First Year Core Curriculum Seminar	3	IDS 103	Information and Media Literacy	3
IDS 104	Introduction to Computer Applications	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	Advanced Professional Writing	3	MUI150	Introduction to Music Technology	3
ECO 220	Personal Finance	3	COR____	Humanities Elective	3
_____	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____	Science/Quantitative Elective	3
ENG261	Advanced Composition & Research	3	COR____	Religion Elective	3
_____	General 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
			IDS401	Career Planning and Readiness	1

**Total credits: 121**

# programs of study

## **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
ART 101	Two Dimensional Design	3	IDS 104	Introduction to Computer Applications	3
ART 104	Drawing I	3	ENG 105	Professional Writing	3
ENG101	English Composition I	3	ART 103	Color Theory	3
ART 203	History of Art I	3	ART 204	History of Art II	3
COR101	First Year Core Curriculum Seminar	3	ART 105	Drawing II	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART 106	Painting I	3	ECO 220	Personal Finance	3
ART 208	Introduction to Printmaking	3	COR____	Religion Elective	3
PHO 101	Introduction to Photography	3	MAT____	Math Elective	3
_____	General Elective	3	ART 206	Three Dimensional Design	3
IDS 103	Information and Media Literacy	3	ART 210	Painting II	3
			IDS 401	Career Readiness and Planning	1

**Total credits: 61**

# programs of study

## **Fine Art BACHELOR OF FINE ART (B.F.A.)**

### **Program Description**

Fine Art is the traditional term used to embrace drawing, painting, sculpture and printmaking, produced for its own sake. Recently the term has come to include photography, video and the modern technologies that generate visual imagery.

As an institution with a reputation for and history of education in the arts, Villa Maria College is the perfect place to pursue a BFA in Fine Art. The Fine Art Department has traditionally provided foundational and elective courses for all other existing art programs at the college. In fact, every program within the Villa Maria College Art Department requires between three and four Fine Art classes as a required part of their curriculum. Students in these other programs also regularly take upper-level Fine Art courses as electives during their tenure at the college.

The Fine Art program at Villa begins with the same foundational ART curriculum, but builds on it further with required courses in Painting, Mixed Media, Photography, and 3D Design. The third and fourth year of the program contains many upper-division elective options where students can further tailor their experience at Villa. The program culminates in a two-course sequence senior thesis where students prepare for their final senior show, often hosted at one of the many art galleries Villa has partnered with throughout Western New York.

The strength of the work produced by students in the area of Fine Art has been a testament to the college's ability to compete with much larger institutions in the area. Our students, though small in number, have exhibited at reputable off-site galleries and spaces and produced conceptually challenging and highly skilled bodies of work. The establishment of the BFA Fine Art program further cements and strengthens Villa Maria College as institution with a strong focus on the visual arts.

### **Program Facilities**

The Fine Art Program is housed in Felician Hall within and around the former Felician Chapel, and contains both large and small studio spaces, as well as dedicated gallery space. Fine Art students can also take courses in various other art departments including Digital Film, Graphic Design, and Photography to broaden their artistic language. The Art Shop provides students with all the tools and training necessary to explore three-dimensional artmaking options. Furthermore, we provide each upper-division major in fine art with individual studio space, allowing students working on a BFA their own private studio to create in.

### **Career Potential and Employment Outlook**

A degree in Fine Arts prepares a student for three strains of employment: that which utilizes their familiarity in the institutional culture sector, that which utilizes their well-rounded ability to make things and work with tools, and as a self-employed artist.

The first strain alludes to working for art galleries, museums (art of otherwise), and cultural non-profits. Fine Art students learn about the tiered structure between museums and galleries, the difference between private and non-profit venues, the logistical tasks of putting together an exhibition, and enough art history to be able to contribute meaningful views in the environment of a cultural institution.

The second strain alludes to a piecemeal field of physical work that requires the sort of hands-on skills Fine Art students develop while in school. This includes but is not limited to Art Prep (installing exhibitions), stagehand work (event and exhibition set-up), fabrication, theater production and set building work, public art and mural painting, and framing.

The third strain alludes to the students' own career as an artist. Beyond developing their processes for making artwork, they also learn logistical tasks necessary for organizing an exhibition, how to install a show, documentation, promotion (website and print material), and sales tactics.

# programs of study

## curriculum requirements

Bachelor of Fine Art (B.F.A.) in Fine Art

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART101	Two Dimensional Design	3	ART 103	Color Theory	3
ART104	Drawing I	3	ART 105	Drawing II	3
COR101	First Year Core Curriculum Seminar	3	ENG105	Professional Writing	3
ENG101	English Composition I	3	IDS 104	Introduction to Computer Applications	3
IDS 103	Information and Media Literacy	3	_____	General Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
_____	Art Elective	3	_____	Art Elective	3
ART106	Painting I	3	ART204	History of Art II	3
ART203	History of Art I	3	ART206	3D Design	3
ECO 220	Personal Finance	3	PHO201	Photo Imaging and Design	3
_____	General Elective	3	_____	General Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
_____	Art Elective	3	_____	Art Elective	3
_____	Art History Elective	3	ART 301	Careers for Creatives	3
ART312	Mixed Media	3	ART405	Contemporary Art	3
BUS____	Business Elective	3	GRA240	Web Design	3
PHI310	Philosophy of the Arts	3	COR____	Religion Core Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ART401	Senior Pre-Thesis	3	ART403	Fine Art Senior Thesis	6
_____	Art Elective	3	ART409	Internship	3
BUS____	Business Elective	3	_____	Science/Quantitative Core Elective	3
COR____	Social/Behavioral Core Elective	3	_____	General Elective	3
COR401	Core Curriculum Senior Seminar	3	IDS401	Career Planning and Readiness	1

**Total credits: 121**

# programs of study

## 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.

## Game Design Minor

### Required Courses

GDE 105 OR ANM 108  
GDE 101 Introduction to Game Design and Development  
GDE 106 Game Pre-Production II  
GDE 210 Game Development Tools and Techniques  
GDE 205 History of Videogames

### Pick one:

CSD 101 Introduction to Computer Science I  
CSD 205 Web Design and Programming I  
ART 101 Two-Dimensional Design  
GRA 103 Fundamentals of Graphic Design

# programs of study

## 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	ENG105	Professional Writing		3
ENG101	English Composition I		3	GDE101	Introduction to Game Design and Development		3
GDE105	Game Pre-Production I		3	IDS 104	Introduction to Computer Applications		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
IDS 103	Information and Media Literacy		3	ECO220	Personal Finance		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____	Religion Core Elective		3	COR____	Science/Quantitative Core Elective		3
COR____	Humanities 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	COR____	Social/Behavioral Core Elective		3
COR401	Core Curriculum Senior Seminar		3	_____	General Elective		3
_____	General Elective		3	_____	General Elective		3
_____	General Elective		3	IDS401	Career Planning and Readiness		1

**Total credits: 121**

# programs of study

## **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, web, UX/UI, and motion 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, the employment of graphic designers is growing steadily and is a stable and lucrative career choice among creative professionals. Graphic designers continue to be employed in marketing and advertising agencies, design studios, companies with in-house design departments, and as independent freelancers. Moreover, graphic designers with web, motion design, and animation experience are in especially high demand for UX/UI, interactive, and digital media projects.

# programs of study

## 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	IDS 104	Introduction to Computer Applications	3
ENG101	English Composition I	3	ENG105	Professional Writing	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 Practices	3		Art Elective	
GRA221	Visual Communication	3	GRA222	Print and Publication Design	3
IDS 103	Information and Media Literacy	3	GRA240	Web Design	3
ART204	History of Art II	3	ECO 220	Personal Finance	3
			COR__	Social/Behavioral Core Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
MDE201	Motion Design and Editing	3	MDE310	Advanced Motion Design	3
COR__	Science/Quantitative Elective	3	GRA306	Advanced Typography	3
GRA301	History of Graphic Design	3	GRA311	Advertising Design	3
GRA321	Advanced Visual Communication	3		General Elective	3
GRA340	Advanced Web Design	3	COR__	Religion Core Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS232	Principles of Marketing	3	GRA409	Internship II	3
	Art Elective	3	GRA422	Senior Project	6
GRA415	Senior Portfolio Review	3		General Elective	3
GRA417	Business and Production Practices	3		General Elective	3
COR401	Core Curriculum Senior Seminar	3	IDS401	Career Planning and Readiness	1

**Total credits: 121**

# programs of study

## 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, the employment of graphic designers is growing steadily and is a stable and lucrative career choice among creative professionals. Graphic designers continue to be employed in marketing and advertising agencies, design studios, companies with in-house design departments, and as independent freelancers. Moreover, graphic designers with web, motion design, and animation experience are in especially high demand for UX/UI, interactive, and digital media projects.

## Graphic Design Minor

### Required Courses

ART 101 Two-Dimensional Design  
GRA 103 Fundamentals of Graphic Design  
GRA 106 Typography  
GRA 221 Visual Communications  
GRA 222 Print & Publication Design

### Select one (1) from the following:

GRA 207 Professional Practices  
GRA 240 Web Design  
GRA 306 Advanced Typography  
GRA 311 Advertising Design  
GRA 321 Advanced Visual Communication  
PHO 201 Photo Imaging & Design

# programs of study

## 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	ART103	Color Theory		3
ART104	Drawing I		3	ART 204	History of Art II		3
ENG101	English Composition I		3	ENG105	Professional Writing		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
MAT____	Math Elective		3	GRA209	Internship I		3
GRA207	Professional Practices		3	GRA222	Print and Publication Design		3
GRA221	Visual Communication		3	GRA240	Web Design		3
IDS 103	Information and Media Literacy		3	ECO 220	Personal Finance		3
IDS 104	Introduction to Computer Applications		3	COR____	Religion Elective		3
				IDS 401	Career Readiness and Planning		1

**Total credits: 61**

# programs of study

## **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.

### **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.

# programs of study

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.

## 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	ENG105	Professional Writing		3
COR101	First Year Core Curriculum Seminar		3	IDS 104	Introduction to Computer Applications		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
IDS 103	Information and Media Literacy		3	PHO201	Photo Imaging and Design		3
	General Elective		3	ECO 220	Personal Finance		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
COR__	Religion Elective		3	GRA240	Web Design		3
COR__	Social/Behavioral Elective		3	COR__	Science/Quantitative 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
COR401	Core Curriculum Senior Seminar		3		General Elective		3
				IDS401	Career Planning and Readiness		1

**Total credits: 121**

# programs of study

## **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.

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.

# programs of study

## curriculum requirements

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

### FIRST YEAR

FALL SEMESTER			SPRING SEMESTER		
		CREDITS			CREDITS
ART101	Two Dimensional Design	3	ART103	Color Theory	3
ART104	Drawing I	3	ENG105	Professional Writing	3
ENG101	English Composition I	3	IND102	Introduction to Interior Design II	3
COR101	First Year Core Curriculum Seminar	3	IND115	CAD 1	2
IND101	Introduction to Interior Design I	3	IND225	Technology and Design	3

### SECOND YEAR

FALL SEMESTER			SPRING SEMESTER		
		CREDITS			CREDITS
IDS 103	Information and Media Literacy	3	IND205	History of Interior Architecture	3
IND 215	CAD 2	3	IND209	Internship I OR General Elective	3
IND207	Materials and Surfaces	3	ECO 220	Personal Finance	3
IND208	Construction and Building Systems	3	IND211	Commercial Design Studio I	3
IND210	Residential Design Studio	3	IND216	CAD 3	2
IND212	Kitchen and Bath Design	3	IDS 104	Introduction to Computer Applications	3

### THIRD YEAR

FALL SEMESTER			SPRING SEMESTER		
		CREDITS			CREDITS
IND303	Furniture Design	3	IND306	Safety and Accessibility	3
IND310	Commercial Design Studio II	5	IND307	Introduction to Lighting and Acoustics	3
PHY101	General Physics I	3	IND311	Global Hospitality Design Studio	5
COR____	Religion Core Elective	3	COR____	Social/Behavioral Core Elective	3
ART 203	History of Art I OR	3	_____	General Elective	3
ART 204	History of II				

### FOURTH YEAR

FALL SEMESTER			SPRING SEMESTER		
		CREDITS			CREDITS
IND408	Structures for Interior Architecture	3	IND406	Professional Practices	3
IND410	Healthcare Design Studio	5	IND409	Internship II	3
IND412	Thesis Pre-Design	3	IND414	Thesis Design	5
IND415	Portfolio Design	3	IDS 401	Career Planning and Readiness	1
COR401	Core Curriculum Senior Seminar	3	_____	General Elective	3

**Total credits: 129**

# programs of study

## **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

## curriculum requirements

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

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
ENG 101	English Composition I	3	ART 103	Color Theory	3
COR 101	First Year Core Curriculum Seminar	3	ENG 105	Professional Writing	3
ART 101	Two Dimensional Design	3	IND 102	Introduction to Interior Design II	3
ART 104	Drawing I	3	IND 115	CAD I	2
IND 101	Introduction to Interior Design I	3	IND 225	Technology and Design	3
			IDS 104	Introduction to Computer Applications	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
IND 207	Materials and Surfaces	3	IND 205	History of Interior Architecture	3
IND 208	Construction and Building Systems	3	IND 209	Internship I	3
IND 210	Residential Design Studio	3	IND 211	Commercial Design Studio I	3
IND 215	CAD 2	2	IND 216	CAD 3	2
IDS 103	Information and Media Literacy	3	ECO 220	Personal Finance	3
IND 212	Kitchen and Bath Design	3	IDS 401	Career Readiness	1

**Total credits: 64**

### 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 115 CAD I or IND 225 Technology and Design  
IND 210 Residential Design Studio

#### 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

## 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
ENG 101	English Composition I	3	_____	Concentration Elective	3
COR 101	First Year Core Curriculum Seminar	3	IDS 103	Information and Media Literacy	3
_____	General Elective	3	ENG105	Professional Writing	3
IDS 104	Introduction to Computer Applications	3	COR_____	Science/Quantitative Elective	3
COR_____	Religion Elective	3	_____	Concentration Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
_____	Concentration Elective	3	_____	Liberal Arts Elective	3
_____	Concentration Elective	3	IDS 229	Liberal Arts Capstone	3
_____	General Elective	3	_____	General Elective	3
ECO 220	Personal Finance	3	_____	Concentration Elective	3
_____	Liberal Arts Elective	3	_____	Concentration Elective	3
			IDS 401	Career Readiness and Planning	1

**Total credits: 61**

# programs of study

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

### **Program Description**

As digital technologies continue to create innovations in the world of experiential graphic design, motion design is becoming an increasingly important competency. Essentially, motion design is a discipline that applies graphic design principles to filmmaking and video production through use of animation and visual effects. Examples include films, videos, animated text, and web-based animations and applications. Motion design has evolved as a direct result of technology improvements. With many traditional environmental graphic design installations now incorporating digital components, motion design becomes an important tool in the designer's toolkit. Designing type in motion is a key skill. With motion design comes the tool of time which adds a whole new dimension to graphics.

The Bachelor of Fine Arts degree program in Motion Design is designed to integrate a background in liberal arts and sciences with intensive study of Motion Design. The B.F.A. degree program in Motion Design consists of an 27-credit base in the elements of Motion Design: Animation and Graphic Design, including Pre-Production, Advanced Animation, Three-Dimensional Computer Design, Motion Graphics and Editing, Special Effects, and Typography; it also includes 24 credits specifically focused on Motion Design providing further specialization in the discipline; the curriculum is rounded out by Fine Arts, Film, and History courses; this is all 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 two capstone experiences: both an Internship and a Senior Capstone Thesis Project. The purpose of the internship is to provide an opportunity for supervised application of theory to practice in an approved setting; the Senior Project will give students an opportunity to focus on an intensive piece of independent work.

The BFA in Motion Design at Villa Maria College offers students a hands-on, practical, and focused learning experience, specifically tailored to the changing job market in Motion Design.

### **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.

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.

### **Program Requirements**

Motion Design majors must earn a grade of C or above in all MDE, ANM, ART, and 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 Motion Design. Graduates will be prepared to enter career fields such as motion design, graphic design, marketing communications, brand communication, product design, ad agency creative, web design, and VFX design, art director, animator, interactive media designer, and title sequence designer.

# programs of study

Graduates may work in a wide range of creative projects including title sequences for film and television, visual effects, commercials, user interfaces, e-cards, projection mapping, sports animations, virtual and augmented reality, medical visualizations, game design, and network branding. Every company uses motion design in some capacity, so the career opportunities are endless.

Employment of motion designers is projected to grow 4 percent from 2019 to 2029, about as fast as the average for all occupations. Projected growth will be due to increased demand for animation and visual effects in video games, movies, and television. Consumers will continue to demand more realistic video games, movie and television special effects, and three-dimensional movies. This will create demand for newer computer hardware, which will enhance the complexity of animation and visual effects. Additional multimedia artists and animators will be required to meet this increased demand. Further, an increased demand for computer graphics for mobile devices, such as smart phones, will lead to more job opportunities. Multimedia artists will be needed to create animation for games and applications for mobile devices.

## curriculum requirements

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

### FIRST YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
ART101	Two Dimensional Design		3	ART104	Drawing I		3
GRA103	Fundamentals of Graphic Design		3	ENG105	Professional Writing		3
ENG101	English Composition I		3	GRA106	Typography		3
COR101	First Year Core Curriculum Seminar		3	MDE101	Motion Design Concepts		3
IDS 104	Introduction to Computer Applications		3	COR____	Social/Behavioral Core Elective		3

### SECOND YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
ART103	Color Theory		3	ANM105	Introduction to Animation		3
ANM108	Introduction to Visual Storytelling		3	DFM230	Digital Film Editing I		3
MDE201	Motion Design & Editing		3	MDE202	History of Motion Design		3
_____	General Elective		3	ECO 220	Personal Finance		3
IDS 103	Information and Media Literacy		3	COR____	Religion Core Elective		3

### THIRD YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
ANM201	Advanced Animation		3	ART204	History of Art II		3
ANM204	Three-Dimensional Computer I		3	ANM203	Three-Dimensional Computer II		3
DFM231	Digital Film Editing II		3	MDE310	Advanced Motion Design		3
MDE307	Professional Practices		3	COR____	Science/Quantitative Elective		3
_____	General Elective		3	_____	General Elective		3

### FOURTH YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
ANM302	Special Effects: Dynamics & Particle Effects		3	MDE402	Senior Capstone Thesis II		6
MDE401	Senior Capstone Thesis I		3	MDE409	Internship		3
COR401	Core Curriculum Senior Seminar		3	_____	General Elective		3
_____	General Elective		3	_____	General Elective		3
_____	General Elective		3	IDS401	Career Planning and Readiness		1

**Total credits: 121**

# programs of study

## **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.

### **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.

# programs of study

The recording studio 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

## 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

## 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	ENG105	Professional Writing	3
ENG101	English Composition I	3	MUI150	Introduction to Music Technology	3
COR101	First Year Core Curriculum Seminar	3	IDS 104	Introduction to Computer Applications	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	4	MUI251	Intermediate Recording	3
MUS__	Music Elective	3	BUS__	Business Elective OR	3
XMUS__	Applied Music Minor III	1	MUI__	Music Industry Elective	
MUE__	Ensemble Elective III	.5		General Elective	3
	Keyboard Elective	1	XMUS__	Applied Music Minor IV	1
MUI250	Introduction to Recording	3	MUE__	Ensemble Elective IV	.5
BUS114	Introduction to Business	3	COR__	Religion Core Elective	3
IDS 103	Information and Media Literacy	3	ECO 220	Personal Finance	3
MUS213	Recital Seminar III	0	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__	Social/Behavioral Elective	3
COR__	Science/Quantitative Elective	3		General 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	MUS__	Music Elective	3
COR401	Core Curriculum Senior Seminar	3		Liberal Arts Elective	3
			IDS401	Career Planning and Readiness	1

**Total credits: 122**

# programs of study

## **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 36-credit core in Occupational Therapy courses including 10 credits of guided Level II fieldwork experience. This is accompanied by 30 credits of liberal arts and sciences. During the final semester, students will enroll in 16 weeks of Level II fieldwork experience along with an OTA Capstone and Seminar 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 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number, c/o AOTA is 301-652-6611 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://www.nbcot.org/Educators-Folder/SchoolPerformance>.

### **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

## 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. In addition, the student must have completed Chemistry, Physics, or Human Anatomy and Physiology at a high school or college level. Candidates are required to have a meet and greet 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.

## curriculum requirements

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

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BIO 103	Human Anatomy & Physiology I	3	BIO 104	Anatomy & Physiology II	3
BIO 103L	Human Anatomy & Physiology Lab	1	BIO 104L	Anatomy & Physiology II Lab	1
OTA 101	Introduction to OTA	3	OTA 103	Practice Skills II	3
ENG101	English Composition I	3	OTA 104	Fieldwork I & Seminar	2
COR101	First Year Core Curriculum Seminar	3	OTA 112	Kinesiology for OTA	3
OTA 102	OTA Practice Skills I	3	PSY 210	Abnormal Psychology	3

### SUMMER SEMESTER

PSY 203	Developmental Psychology	3
COR____	Religion Elective	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
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
ENG 105	Professional Writing	3			
COR____	IDS 103 or 104 OR ECO 220	3			
IDS 401	Career Readiness	1			

**Total credits: 66**

# programs of study

## **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 classes.

### **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

## 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	ENG105	Professional Writing	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	IDS 103	Information and Media Literacy	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PHO102	Intermediate Photography	3	ART204	History of Art II	3
PHO105	History of Photography	3	_____	General Elective	3
PHO207	Professional Practices	3	PHO202	Studio Lighting	3
ART203	History of Art I	3	PHO209	Internship OR	3
IDS 104	Introduction to Computer Applications	3	_____	Art Elective	3
			ECO 220	Personal Finance	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS232	Principles of Marketing	3	BUS211	Principles of Advertising	3
PHO104	View Camera Techniques	3	PHO301	Advanced Digital Imaging	3
PHO303	Advanced Studio Photography	3	PHO304	Documentary Photography and Photo Journalism	3
COR____	Religion Core Elective	3	PHO307	Contemporary Photography	3
COR____	Social/Behavioral Core Elective	3	_____	General Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
PHO401	Senior Seminar	3	_____	Art Elective	3
PHO445	Special Topics	3	ART405	Contemporary Art	3
COR____	Scientific/Quantitative Elective	3	PHO402	Senior Thesis	6
_____	General Elective	3	PHO409	Senior Internship	3
COR401	Core Curriculum Senior Seminar	3	IDS401	Career Planning and Readiness	1

**Total credits: 121**

# programs of study

## 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

## Photo Theory Minor

### Required Courses

ART 204 Art History II  
PHO 101 Introduction to Photography  
PHO 105 History of Photography  
PHO 307 Contemporary Photography  
ENG 340 Exploration in Cinema Or ENG 380 Literary Theory and Criticism (pre req eng 103) or Art 405 Contemporary Art  
PHO 401 Senior Seminar

## Documentary Photography Minor

### Required Courses

PHO 101 Introduction to Photography  
PHO 103 Color Photography or PHO 102 Intermediate Photography  
DMC 249 Introduction to Journalism  
PHO 105 History of Photography  
PHO 304 Documentary Photography and Photojournalism  
DMC 250 Journalism History and Film or PHO 104 View Camera Techniques

## Digital Imaging Minor

### Required Courses

ART 101 Two-Dimensional Design  
MDE 101 Motion Design Concepts or MDE 201 Motion Design and Editing  
or ANM 204 Computer Animation or GDE 105 Pre-Production I  
PHO 101 Introduction to Photography  
PHO 103 Color Photography  
PHO 201 Photo Imaging and Design  
PHO 301 Advanced Digital Imaging

# programs of study

## **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

## 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, BIO 103L, BIO 104, and BIO 104L (Anatomy and Physiology I + II 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.

## curriculum requirements

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

### PREADMISSION REQUIREMENTS

BIO 103	Human Anatomy & Physiology	3
BIO 103L	Human Anatomy & Physiology Lab	1

### FIRST YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
BIO 104	Human Anatomy & Physiology II	3		PTA 106	Principles of Exercise	2	
BIO 104L	Human Anatomy & Physiology Lab	1		PTA 108	Physical Agents	3	
PTA 104	Introduction to PTA	3		PTA 110	PTA Internship I & Seminar	3	
ENG101	English Composition I	3		PTA 112	Kinesiology	3	
COR101	First Year Core Curriculum Seminar	3		PTA 207	Clinical Neurology	4	
PTA 105	Patient Care Skills	3		COR___	IDS 103 or 104 OR ECO 220	3	

### SUMMER SEMESTER

PSY 203	Developmental Psychology	3
ENG 105	Professional Writing	3

### SECOND YEAR

FALL SEMESTER			CREDITS	SPRING SEMESTER			CREDITS
PTA 205	Clinical Orthopedics	4		PTA 215	PTA Capstone	2	
PTA 206	Clinical Cardio-Pulmonary	3		PTA 220	PTA Internship II	6	
	Integumentary & Specialty Areas			PTA 230	PTA Internship III	6	
PTA 212	Pathology	3					
COR___	Religion Elective	3					
IDS 401	Career Readiness	1					

*\*Students will only need a summer semester if they enter the program without transfer credit.*

**Total credits: 72**

# programs of study

## **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 Drugs and Behavior  
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

## 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	ENG105	Professional Writing	3
COR101	First Year Core Curriculum Seminar	3	_____	General Elective	3
IDS 103	Information and Media Literacy	3	_____	General Elective	3
IDS 104	Introduction to Computer Applications	3	MAT 111	College Algebra	3

### 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	ECO 220	Personal Finance	3
COR___	Humanities Core Elective	3	COR___	Religion Core Elective	3
			COR___	Humanities 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
PSY___	Psychology 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
			IDS401	Career Planning and Readiness	1

**Total credits: 120**

## 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

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

### **Program Description**

The BBA in Sport Management supports skill development in business, finance, marketing, sales, and management in the sports industry at recreational, collegiate, and professional levels. This program aims to equip students with ethical business and management skills in addition to collaboration, critical thinking, project management, professional communication, and leadership.

### **Program Learning Objectives**

- Use professional communication in verbal and written formats relevant to sports business needs.
- Identify relevant principles associated with the development of a high performing team and a collaborative environment.
- Recognize opportunities for mission and diversity in sport management.
- Demonstrate sport management applications in the context of operating venues and events, generating revenue, and addressing challenges and opportunities in sport.
- Evaluate the theories of management and leadership in the sports industry.
- Apply legal and ethical principles to sports marketing, sponsorship, and naming rights.

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

Those obtaining a degree in sport management can seek jobs as athletic directors, game day/event coordinators, sport marketing specialists, facility operations managers, contract analysts, guest relations managers, coaching staff, athletic and sport managers, public relations, and more. The salary varies widely based on type of role, education, and experience level. According to the Occupational Outlook Handbook (2021), the number of sports occupations is expected to rise much higher than average rates with a median wage of \$49, 470 (i.e. higher than the median wage for all occupations).

### **Community Partnerships**

- |   |  |
|---|--|
| • Buffalo Bisons                              | • Butler Mitchell Alumni               |
| • Buffalo Bandits                             | • Delevan Grider Community Center      |
| • Buffalo Bills                               | • Belle Community Center of Buffalo    |
| • Buffalo Sabres                              | • YMCA of Buffalo and Niagara          |
| • Buffalo Extreme                             | • University at Buffalo Athletics      |
| • AdPro Sports                                | • Northtown Center at Amherst          |
| • XGen Elite Sports Complex                   | • City of Buffalo Youth and Recreation |
| • Boys and Girls Clubs of Buffalo and Niagara | • Buffalo PAL                          |
| • Jordan Nwora Foundation                     | • Orchard Park Youth and Recreation    |
| • Gloria Parks Community Center               | • WNY Coaches                          |

# programs of study

## curriculum requirements

Bachelor of Business Administration (B.B.A.) in Sport Management

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS 114	Introduction to Business	3	MAT ____	Math Elective	3
IDS 104	Introduction to Computer Applications	3	BUS 212	Foundations of Sport Management	3
SPM 101	Sport and Media	3	SOC 101	Principles of Sociology	3
ENG 101	English Composition I	3	ENG105	Professional Writing	3
COR 101	First Year Core Curriculum Seminar	3	IDS 103	Information and Media Literacy	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS 203	Financial Accounting	3	BUS 206	Managerial Accounting	3
BUS 232	Principles of Marketing	3	ECO 220	Personal Finance	3
SPM 201	Sport Marketing	3	SPM 301	Legal and Ethical Issues in Sport	3
PSY 101	General Psychology	3	BUS 250	Principles of Management	3
_____	General Elective	3	_____	General Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS 310	Modern Day Sport Management	3	BUS 307	Financial Management	3
PSY 207	Sport Psychology	3	BUS 325	Organizational Behavior	3
SPM 310	Economics of Sport	3	COR ____	Religion Core Elective	3
COR ____	Humanities Core Elective	3	SPM 320	Sport Facility Management & Planning	3
SPM ____	SPM Elective	3	SPM 330	History and Philosophy of Sport	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
BUS390	Operations Management	3	SPM 410	Senior Capstone	6
_____	General Elective	3	BUS 251	Business Law	3
_____	General Elective	3	_____	General Elective	3
COR401	Core Curriculum Senior Seminar	3	_____	General Elective	3
SPM 409	Internship	3	IDS 401	Career Planning and Readiness	1

**Total credits: 121**

### Related Certificates

eSports Management (18 credits)

Sport Communication (18 credits)

Sport Management (18 credits—for non-Sport Management majors)

# programs of study

## **User Experience/User Interface (UX/UI) Design BACHELOR OF FINE ARTS (B.F.A.)**

### **Program Description**

Training in UX/UI design allows students to work creatively with technology to solve 21st century problems. The cross-disciplinary nature of the program pulls elements from art, design, and technology while focusing on human-centered experiences. The BFA in user experience/ user interface design provides students with the opportunity to produce innovative designs for enhanced experiences in a wide variety of evolving settings.

### **Program Learning Objectives**

- Identify ways to bridge the connection between digital and human interactions.
- Utilize technical skills to improve design problems related to user experience.
- Strategize ideas through digital prototyping.
- Produce design solutions that serve a variety of industry and client needs.
- Evaluate the usability of designs and products.

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

According to the Occupational Outlook Handbook (2022), the employment outlook for web designers is expected to grow at much higher-than-average rates (23%) through 2031. The median pay for those with a bachelor's degree is \$78,300 and individuals working in digital design do so in publishing, management consulting, advertising, systems design, service industries, and more. Employees working in such areas can expect to develop the functionality of websites, interfaces, and technological tools. Specifically, career opportunities may include the following: product designer; user experience (UX) designer; user interface (UI) designer; website or mobile application designer; UX/UI developer; and UX analyst/strategist (Bryan University UX/UI Design Undergraduate Certificate, 2023; SCAD Careers in UX design, 2023).

# programs of study

## curriculum requirements

Bachelor of Fine Arts (B.F.A.) in User Experience/User Interface (UX/UI) Design

### FIRST YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
UXI 101	History of UX/UI Design	3	ENG105	Professional Writing	3
ENG101	English Composition I	3	GRA 106	Typography	3
GRA103	Fundamentals of Graphic Design	3	UXI 102	Introduction to UX/UI Design	3
COR101	First Year Core Curriculum Seminar	3	IDS 104	Introduction to Computer Applications	3
ART 101	Two-Dimensional Design	3	ANM 105	Introduction to Animation	3

### SECOND YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
UXI 201	Human Factors Engineering	3	GRA 240	Web Design	3
MDE 201	Motion Design and Editing	3	ECO 220	Personal Finance	3
IDS 103	Information and Media Literacy	3	MDE 310	Advanced Motion Design and Editing	3
ART 103	Color Theory	3	UXI 210	Experience Design I	3
PSY 101	General Psychology	3	_____	General Elective	3

### THIRD YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
GRA 340	Advanced Web Design	3	UXI 320	Advanced Prototyping	3
UXI 310	Experience Design II	3	UXI 330	Design for New Media	3
_____	General Elective	3	CSD 206	Web Design and Programming	3
CSD 205	Web Design and Programming	3	ART 204	History of Art II	3
PSY 206	Social Psychology	3	COR____	Religion Elective	3

### FOURTH YEAR

FALL SEMESTER		CREDITS	SPRING SEMESTER		CREDITS
COR401	Core Curriculum Senior Seminar	3	UXI 420	Senior Project	6
UXI 401	Professional Practices in UX/UI	3	_____	General Elective	3
UXI 410	Immersive Experience Design	3	_____	General Elective	3
UXI 409	Internship	3	_____	General Elective	3
COR____	Science/Quantitative Elective	3	IDS 401	Career Planning and Readiness	1

**Total credits: 121**

# programs of study - certificates

## Augmented Reality/Virtual Reality (AR/VR) Certificate

### Description

The Certificate in Augmented and Virtual Reality (AR/VR) provides students with foundational skills for planning and designing interactive media experiences. The AR/VR certificate includes coursework in game design, computer software development, and extended reality design to allow students to leverage skills in emerging technology projects, including design, cost, legal and ethical implications, agile development, and project management.

### Certificate Learning Objectives

- Design an extended reality concept project in gaming/entertainment, education, engineering, healthcare, business, advertising, or architecture.
- Discuss the advantages and disadvantages of extended realities including cost, development, side effects, legal, and ethical implications.
- Develop project management skills using agile development methodology.
- Use design thinking to plan extended reality experiences for broad audiences and situations.

### Career Potential and Employment Outlook

This certificate option allows students to develop skills in a growing industry. According to Globe Newswire (2022), the extended reality global market is projected to grow to \$678.8 billion by 2023. Technological experiences continue to change the ways society engages with entertainment, health, education, sports, recreation, aerospace, defense, commerce, and more. Students seeking the AR/VR certificate at VMC will learn technical skills sets paired with intentional considerations of how best to integrate technologies for the greater good of society.

### Required Courses

CSD 103 Software Development for Interactive Media  
GDE 106 Game Preproduction II  
GDE 210 Game Development Tools and Techniques  
XRD 100 Introduction to Extended Reality  
XRD 205 Immersive Media Design  
XRD 206 Immersive Media Design II

## Business Administration Certificate

### Description

Study in business administration provides students with opportunities to develop knowledge and critical thinking skills that lend well to a variety of business, marketing, accounting, and management scenarios. The mission of the Certificate in Business Administration is to prepare students with fundamental knowledge and skills to support entry-level positions in business.

### Certificate Learning Objectives

- Utilize concepts and terminology related to operating a business on a local, national, and international scale.
- Identify appropriate means for accounting processes, including recording, summarizing, and reporting financial data by periodic statements.
- Apply marketing concepts related to marketing functions and research, consumer behavior, and channels of distribution.
- Discuss organizational effectiveness achieved through management strategies.

# programs of study - certificates

## Career Potential and Employment Outlook

The Occupational Outlook Handbook (2021) notes that business-related careers are expected to grow as fast as average (7%) through 2031.

## Required Courses

BUS 114 Introduction to Business  
BUS 203 Financial Accounting  
BUS 232 Principles of Marketing  
BUS 250 Principles of Management  
BUS 300 or 400 elective  
ECO 101 Principles of Microeconomics or ECO 102 Principles of Macroeconomics

## Computer Software Development Certificate

### Description

The Certificate in Computer Software Development equips students with skills necessary for employment within the field of software development. Students may find work in a wide range of environments and application areas. Students will apply appropriate tools and methods and adapt to new technologies and applications by being continuous and efficient lifelong learners.

### Certificate Learning Objectives

- Demonstrate an understanding of computer hardware and software.
- Demonstrate critical thinking in problem-solving skills.
- Apply logical skills to programming in a variety of languages.
- Construct computer programs and applications for industry.

### Career Outlook and Employment Potential

According to the National Student Clearinghouse Research Center (2023), the rate of certificate seeking is on the rise while traditional program enrollments are on the decline. For students interested in upskilling, credentials, or stackable credentials, certificate serve as an entry or completion point for those unable to commit to full-time study. TechBuffalo (2023) also reports an area need employees to fill technology positions. This certificate could position students for immediate employment without needing a complete 2-year or 4- year degree and strengthen the skill set of degree seekers.

## 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 and Algorithms  
CSD 210 Computer Organization and Programming  
CSD 301 Database Systems

# programs of study - certificates

## Digital Media and Communications Certificate

### Description

The certificate in Digital Media and Communications will provide students with skills to be dynamic communicators who use powerful analytical and creative skills to produce content in a changing media landscape. Students will complete 18 interdisciplinary credits to develop a skill set for developing a wide range of communications campaigns.

### Certificate Learning Objectives

- Apply tools and technologies appropriate for the production, editing, and presentation of visual, aural, textual, or other media content.
- Link data, knowledge, and insight during strategic decision making and realistic problem solving in communications.
- Create cohesive, informative, well-designed and rhetorically effective written, oral, and visual documents.
- Identify patterns in writing practices of organizations and communities.
- Integrate communication practices in the context of business marketing and related campaigns.

### Career Outlook and Employment Potential

According to the Occupational Outlook Handbook, media and communications jobs are expected to grow as fast as average from 2022-2032. The annual median wage for such workers was \$66,240 in May 2022, which is higher than the median wage for all occupations (\$46,310) for those with a bachelor's degree.

### Required Courses

DMC 101 Intro to Digital Media and Communication  
DMC 102 Digital Media Editing and Production  
DMC 204 Digital Storytelling  
DMC 302 Digital Communication Strategy & Planning  
**Choose two from the following:**  
BUS 211 Principles of Advertising  
BUS 232 Principles of Marketing  
BUS 301 Social Media Marketing  
GRA 103 Fundamentals of Graphic Design  
GRA 221 Visual Communication

## Digital Media Marketing Certificate

### Description

The Digital Media Marketing certificate 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 (X), Instagram, YouTube, and Linked In, as well as other video-sharing, e-commerce, and news and content aggregation technologies. Search engine marketing has become an increasingly popular method of lead generation for businesses of all sizes. Additionally, the Digital Media Marketing certificate 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.

# programs of study - certificates

This certificate option prepares students with a skill set that will help differentiate themselves in a competitive job market by enhancing skills related to digital media marketing. Those who obtain the Digital Media Marketing certificate will be able to understand and apply principles of marketing and digital/social media marketing, consumer behavior, and e-commerce, web design, and search engine marketing.

## Certificate Learning Objectives

- Apply principles of digital media marketing to a variety of business contexts.
- Describe ways social media can be used to engage consumers.
- Discuss challenges and opportunities presented by electronic commerce. strategies
- Develop basic web design skills to be used in digital media marketing
- Strategize approaches for optimal web engine use in in digital media marketing.

## Career Potential and Employment Outlook

According to the Occupational Outlook Handbook (2021), marketing jobs are expected to grow at faster than average through 2031. The Digital Media Marketing certificate allows an area of specialization for those interest in business-related degrees or provides non-degree seekers with an enhanced skill set to use digital media marketing, emerging technologies, and social media to engage with consumers, organizations, and local and global audiences.

## Required Courses

BUS 232 Principles of Marketing  
BUS 340 Electronic Commerce  
BUS 301 Social Media Marketing  
BUS 334 Search Engine Marketing  
BUS 420 Applications in Digital Media  
GRA 240 Web Design

## eSports Management Certificate

### Description

An individual working in eSports Team Management or eSports Management serves as the point person for organizing training, schedules, scouting, recruitment, branding and marketing. Competencies gained by those studying eSports Management include collaboration, critical thinking, project management, professional communication, leadership, and digital literacy. Such skills sets are valued in a variety of workplace settings, including the growing field of eSports. Further potential exists for professional involvement in technology, game design, streaming, event planning and management, stadium/arena/facility/public assembly management, and coaching.

## Certificate Learning Objectives

- Apply business fundamentals, such as marketing, finance, accounting, and project management to the eSports industry.
- Identify challenges and opportunities associated with managing eSports teams and leagues in a global environment.
- Create an eSports digital distribution market strategy including trade shows and other distribution approaches.
- Use information about the history of the gaming industry to adapt to the emerging eSports market.
- Identify and apply modern information systems a to support eSports business operations for strategic management and organizational performance.

# programs of study - certificates

## Career Outlook and Employment Potential

The area of eSports is experiencing considerable growth and financial forecasts predict revenue to approach \$1.62 billion by 2024. While gamers comprise one area of this sector, job opportunities include many roles within eSports Management. According to the New England Institute of Technology, eSports professionals focused on eSports Management can make \$95,000 depending on experience and education levels (What to expect from an eSports management degree, 2023). According to ZipRecruiter, the average salary in NY for an eSports manager is \$66,000 (ZipRecruiter eSports Management, 2023). However, positions and salaries vary widely; a TWITCH eSports Creative Production Manager salary is estimated as \$171,464 (TWITCH Salary, 2023). Careers in eSports include coach, PR/marketing, sales/partnership manager, business management, production crew, shoutcaster/host, journalist/content creator, product manager, admin/referee/community/social media manager, event manager, and professional eSports player (Careers in eSports, 2023).

## Required Courses

BUS 230 eSports Management and Industry Trends  
BUS 255 Entrepreneurship  
DMC 205 Communications for Interactive Media  
GDE 101 Introduction to Game Design and Development  
SPM 110 Foundations of eSports  
SPM 220 Competitive Gaming, Culture, Performance, and Team Development

## 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.

### Career Potential and Employment Outlook

The job outlook for furniture design is expected to grow 3% from 2018 to 2028. According to the Bureau of Labor Statistics, the average salary for a furniture designer was \$62,050 annually as of 2020. This varies by location and type of furniture design.

## Required Courses

ART 101 Two-Dimensional Design  
ART 206 Three Dimensional Design or ART 306 Sculpture  
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

# programs of study - certificates

## 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.

### Career Potential and Employment Outlook

The job outlook for historic preservationist careers is strong. The U.S. Bureau of Labor Statistics (predicts a much faster than average growth rate of 12% from 2021 to 2031. Historic preservationist salaries vary between subfields, with the median pay rate in 2021 being \$50,120 per year according to BLS. Employees with restoration experience can secure higher salaries from large or federal agencies.

### 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

## Human Resources Certificate

### Description

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. The Human Resources Certificate prepares students with knowledge and application of human resource management, labor law, benefits and compensation, and leadership development.

This certificate option prepares students with a skill set that will help them help others in the workplace. Those who obtain the certificate in Human Resources will understand how individuals behave and function in work organizations; how to interpret and apply laws and labor relations; benefits and compensation management, conflict management and negotiation; and leadership and employee development.

### Certificate Learning Objectives

- Discuss fair and equitable compensation and benefit programs.
- Compare organizational issues related to groups and individuals, motivation, leadership, organizational structure, morale, power, labor-management, and organizational change.
- Apply employment law and labor relations issues to particular organizational needs.
- Describe challenges and opportunities in benefits and compensation management.
- Identify optimal leadership skills for various employment scenarios.

# programs of study - certificates

## Career Potential and Employment Outlook

The Occupational Outlook Handbook (2021) notes that business-related careers are expected to grow as fast as average (7%) through 2031. Human Resources skills are useful for a variety of employment scenarios.

## Required Courses

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

## Live Sound Certificate

### Description

The certificate in Live Sound is designed to prepare students for entry to mid-level careers in live sound production in a variety of settings, such as small venues, concert halls, places of worship, and corporate meetings. Coursework in this certificate provides students with recording, equipment set-up, practical application, and troubleshooting for live sound. Certificate options align with VMC's mission to be student-centered while preparing graduates for a varied workforce; certificate options also highlight a skill set which can be advantageous when applying for positions.

### Certificate Learning Objectives

- Apply components and settings to implement functional systems for various live events.
- Identify professional applications of live sound systems.
- Utilize professional practice strategies to maximize live sound recordings.
- Demonstrate proper live sound etiquette.
- Demonstrate proficiency of running a live event from setup, sound check to breakdown.

### Career Outlook and Employment Potential

According to the Occupational Outlook Handbook (2021) live sound musician/technician jobs are expected to grow at a faster than average rate (10%) through 2031. Employment can be found in radio, television, movie and recording studios and in hotels, arenas, office, or school settings.

## Required Courses

MUI 250 Introduction to Recording  
MUI 251 Intermediate Recording  
MUI 252 Introduction to Live Sound  
MUI 253 Intermediate Live Sounds Techniques  
MUI 353 Advanced Live Sound Techniques I  
MUI 354 Advanced Live Sound Techniques II

# programs of study - certificates

## Marketing Certificate

### Description

The Marketing Certificate (18 credits) 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. This certificate option prepares students with a skill set that will help them help leverage marketing skills to an organizational advantage. Those who obtain the Marketing Certificate will understand and apply the principles of marketing and marketing management, marketing research, advertising, and social media marketing. According to the National Student Clearinghouse Research Center (2023), the rate of certificate seeking is on the rise while traditional program enrollments are on the decline. For students interested in upskilling, credentials, or stackable credentials, the certificate can also serve as an entry or completion point for those unable to commit to full-time study. The Marketing certificate allows an area of specialization for those interest in business-related degrees or provides non-degree seekers with a specialized skill set in this area.

### Certificate Learning Objectives

- Apply principles of digital media marketing to a variety of business contexts.
- Describe consumer behavior as it relates to products, services, and consumption activities.
- Conduct marketing research using research methodologies to inform marketing decision making.
- Produce an advertising portfolio based upon principles of consumer behavior, persuasion, and advertising copy.
- Strategize ways to implement social media tools to maximize advertising effectiveness.

### Career Potential and Employment Outlook

According to the Occupational Outlook Handbook (2021), marketing jobs are expected to grow at faster than average through 2031.

### Required Courses

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

## Music Production Certificate

### Description

The certificate in Music Production is an 18-credit program designed to prepare students with knowledge and practical skills needed to work in the music production industry. Students will learn about the business of the music industry, process and techniques of recording, and music in broader contexts through music appreciation or history. Students in the Music Production certificate will benefit from the practical application of recording techniques for professional readiness.

The certificate in Music Production aims to provide students with advanced practical application of music production techniques. There is a bright outlook for audio technicians with projected growth faster than average (5% to 8%) from 2022-2032.

# programs of study - certificates

## Certificate Learning Objectives

- Use industry-standard recording equipment to for music production.
- Implement proper recording techniques to capture high-quality audio.
- Integrate use of MIDI for programming and controlling virtual instruments.
- Evaluate historical and contemporary music productions across genres.
- Create a portfolio showcasing a variety of music production work.
- Career Potential and Employment Outlook

## 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 Elective

## Social Media Influencer Certificate

### Description

The Social Media Influencer Certificate is an interdisciplinary collection of courses curated for undergraduate students at Villa Maria College to develop skills in business, psychology, and digital media and communications while interacting with a global, digital audience. This certificate program is designed for students who are seeking to develop an online presence to promote any variety of business, entrepreneurial, motivational, educational, philanthropic, and /or social justice platforms. This certificate prepares students to connect with diverse audiences and enhances social media content creation and influence.

The purpose of this certificate aims to create a value-added curricular enhancement by curating courses in business, psychology, and digital media communications to allow interested students to develop a skill set in an area seeking tremendous growth and interest (Gagliese, 2022). When paired with VMC's undergraduate offerings, this certificate may particularly benefit students who are preparing to launch their artistic careers, strategically grow an online presence, and develop their brand. When taken as a stand-alone certificate, students can leverage their skill set in current or future roles.

### Certificate Learning Objectives

- Use strategies from business and marketing to optimize content delivery related to online communication
- Optimize communication skills for a variety of social media platforms
- Apply targeted content using consumer behavior strategies
- Use data analytics to adjust content delivery to maximize audience and engagement
- Consider psychological theories as it relates to human behavior in individuals, groups, and as related to bias and persuasion.

### Career Potential and Employment Outlook

This certificate program is designed for degree and non-degree seeking students who are seeking to develop an online presence to promote any variety of business, entrepreneurial, motivational, educational, philanthropic, and / or social justice platforms.

# programs of study - certificates

Because social media platforms of this nature offer a way to experience and create visual content, in addition to serving as a means for personal and professional promotion, the social media influencer certificate at VMC can position its student population with skills that can benefit their displays of creativity, communication, and entrepreneurialism. With social media usage and influencing trends on the rise and with \$5 billion invested into the online creator space in 2021, the growth for social media influencers has strong momentum (Gagliese, 2022).

## Required Courses

BUS 232 Principles of Marketing  
BUS 301 Social Media Marketing  
DMC 102 Multimedia Production  
DMC 209 Digital Storytelling  
DMC 302 Digital Communication Strategy and Planning  
PSY 206 Social Psychology

## Sport Communication Certificate

### Description

A Certificate in Sport Communication offers students the opportunity to develop professional communication skills, critical thinking, innovative delivery, project management, and media and design skills appropriate for work in the sport communication and media industry as well as other related fields. This certificate combines coursework from sport and communication fields to offer an interdisciplinary skill set well suited for 21st century careers. Villa Maria College's Certificate in Sport Communication prepares students with ethical and professional communication skills, information and digital literacy, and the ability to consider and integrate mission and diversity throughout the sports industry.

### Certificate Learning Objectives

- Apply analytical methods to be active, critical consumers of sports communication messages
- Analyze ethical issues relevant to the production and distribution of sports communication messages
- Consider the role of mission and diversity when communicating information throughout the sport industry.
- Demonstrate project management skills for creating sports communication and media related productions, promotions, or events.

### Career Outlook and Employment Potential

According to the Occupational Outlook Handbook (2021), the number of sports occupations is expected to rise much higher than average rates with a median wage of \$49, 470 (i.e. higher than the median wage for all occupations). Job opportunities in media and communications are expected to grow at as fast as average rates (6%) with a median annual wage of \$62,340. Jobs include sports announcers, interviewers, editors, analysts, reporters, journalists, public relations specialists, communications directors, etc.

## Required Courses

DFM 101 Introduction to Digital Filmmaking  
DMC 202 Public Relations for All  
DMC 204 Digital Storytelling  
GRA 103 Fundamentals of Graphic Design  
SPM 101 Sport and Media  
SPM 201 Sport Marketing

# programs of study - certificates

## Sport Management Certificate

### Description

The Sport Management Certificate equips students with effective management strategies for various levels of athletics as well as marketing skills; leadership development; communication techniques including conflict management and negotiation; and group dynamics, motivation, and performance. This certificate option prepares students with a skill set that will help them help leverage sport management skills from recreational to professional sports. Those who obtain the certificate in Sport Management will be able to apply principles of management, marketing, and performance to work in a variety of sport settings.

### Certificate Learning Objectives

- Explore characteristics and diversity of the sport management industry in youth and community sports, intercollegiate athletics and professional sports.
- Develop a coaching philosophy and coaching style rooted in coaching theories and principles.
- Apply marketing functions and research, consumer behavior, and channels of distribution to a variety of scenarios.
- Describe the significance of sports in both sport and business industries.
- Apply appropriate conflict management and negotiation strategies to a variety of scenarios related to multiple levels of sports.

### Career Outlook and Employment Potential

This certificate option prepares students with a skill set that will help them help leverage sport management skills from recreational to professional sports. Those who obtain the certificate in Sport Management will be able to apply principles of management, marketing, and performance to work in a variety of sport settings. Sports industry jobs are expected to grow at a faster than average rate through 2031 (13%) (Occupational Outlook Handbook: Entertainment and Sports Occupations, 2021).

### Required Courses

BUS 212 Foundations of Sport Management  
BUS 219 Principles of Effective Coaching  
BUS 310 Modern Day Sport Management  
PSY 207 Sport Psychology  
SPM 201 Sport Marketing  
SPM 320 Sport Facility Management and Planning

# programs of study - additional 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 & Literature

### Required Courses

ENG 221 Introduction to Creative Writing  
Five (5) Creative Writing Workshops and/or  
Literature Electives

Students may take a combination of creative writing and literature courses to complete the minor. For example, a student might decide to take three creative writing workshops and two literature electives.

## 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

## 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>IND</b> Interior Design
<b>ANT</b> Anthropology	<b>JPN</b> Japanese
<b>ART</b> Art	<b>MAT</b> Mathematics
<b>ASL</b> American Sign Language	<b>MDE</b> Motion Design
<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>CMH</b> Community Health	<b>OTA</b> Occupational Therapy Assistant
<b>COR</b> Core Curriculum Seminar	<b>PHI</b> Philosophy
<b>CSD</b> Computer Software Development	<b>PHO</b> Photography
<b>DFM</b> Digital Filmmaking	<b>PHY</b> Physics
<b>DMC</b> Digital Media and Communications	<b>PSC</b> Political Science
<b>DMD</b> Digital Media Design	<b>PSY</b> Psychology
<b>ECO</b> Economics	<b>PTA</b> Physical Therapist Assistant
<b>ENG</b> English	<b>RST</b> Religious Studies
<b>FRE</b> French	<b>SOC</b> Sociology
<b>GDE</b> Game Design	<b>SSC</b> Student Success Center
<b>GRA</b> Graphic Design	<b>SPA</b> Spanish
<b>HON</b> Honors	<b>SWK</b> Social Work
<b>HIS</b> History	<b>XMUJ</b> Applied Jazz
<b>IDS</b> Interdisciplinary Studies	<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

## **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

## **ANM 105 – Introduction to 2D Animation**

This course offers a brief survey of traditional hand-drawn animation that introduces the challenges of creating a moving image. The majority of the course is a study of the tools and processes of digitally drawn 2D animation and an application of the 12 Principles of Animation. Project topics progress from simple well-timed movement to informed depiction of weight and character; mechanics of bipedal walk cycles, simple rigging and VFX animation are also examined. A grade of C or above is required for successful completion of program major or minor requirements. A studio course. 3 credits

## **ANM 107 – Introduction to Art Direction**

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

## **ANM 108 – Introduction to Visual Storytelling**

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

## **ANM 201 – Advanced 2D Animation**

Builds on the concepts and skills introduced in ANM105, reinforces the 12 Principles of Animation and offers a more robust exploration of digitally-drawn 2D animation. Course content focuses on the tools and processes used to create and animate rigged "2.5D" characters and objects; different rigging styles, deformation tools and the use of substitutions for lip sync performance are examined. Rubber hose animation, bipedal run mechanics, lifting heavy objects and character reactions are among the topics examined. Prerequisite: ANM105, must earn a C or above in all prerequisites for this course. A studio course. 3 credits

## **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. Prerequisite: ANM 204, must earn C or above in prerequisites for this course. A studio course. 3 credits

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

Industry-standard software is used to learn the fundamental tools and techniques of asset creation for three-dimensional animation. Students become familiar with the 3D production pipeline and translate knowledge and skills regarding traditional animation to a more highly technical software package. Emphasis is placed on polygonal modeling to create both hard surface and organic forms from simple still life to complex characters. Basic techniques in texturing, lighting, and rendering are also introduced. For program major or minor requirements, a C or above is required for successful completion. A studio course. 3 credits

# course descriptions

## **ANM 211 – Post-Production**

Students are exposed to advanced concepts, processes and experiences associated with animation post production. A range of topics such as color correcting and grading, audio acquisition/recording/editing and mixing and creating titles & credits are part of the coursework. The semester culminates in a long-form client project; students interpret client briefs and create and pitch concepts, animation and finished edits for the client. For program major or minor requirements, a C or above is required for successful completion. Prerequisite: MDE 201 Motion Design and Editing, must earn C or above in prerequisite for this course. A studio course. 3 credits

## **ANM 220 – 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

## **ANM 270, 271, 370, 371, 470, 471 – Life Drawing for Animation 1-6**

Life Drawing for Animation (1-6) will cover basic, fundamental, and advanced life drawing concepts. Short and long poses using the drawing theories of modeling form, analysis of the old masters - composition and drawing techniques. With lectures, demos, and personal attention. We will cover the following: quick sketches, line of action, gesture drawing, structure, observing and organizing form, procedures and approaches, line and contour, figure construction and anatomy, measuring the figure, key anatomical landmarks, figure lay-in/compositional sketches, tone, understanding and describing difficult parts, the draped figure, as well as the nude figure. Class meets once a week on Friday mornings for 2.5 hours. Prerequisite for ANM 270: ART 101 & ART 104. Prerequisite for ANM 271: ANM 270. Prerequisite for ANM 370: ANM 271. Prerequisite for ANM 371: ANM 370. Prerequisite for ANM 470: ANM 371. Prerequisite for ANM 471: ANM 470. 1 credit each

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

The fundamentals of stop motion animation are explored, beginning with a survey of animating differing physical media: sand, paint on glass, found objects, pixilation and paper cut-outs. The course culminates in a long-form clay animation character project. Students will work in the college's art shop to construct wire armatures, props and sets; staging of lights, set and characters is explored before filming in the stop motion studio. Prerequisite: ANM105, must earn C or above in all prerequisites for this course. A studio course. 3 credits

## **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. Prerequisite: ANM 203; must earn C or above in the prerequisite for this course. 3 credits

## **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 is required for successful completion. Prerequisite: ANM 220. Must earn C or above in the prerequisite for this course. A studio course. 3 credits

# course descriptions

## **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. Prerequisites: ANM 204 and ANM 304. A studio course. 3 credits

## **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

## **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

## **ANM 372 – 2D Background Design and Paint**

2D Background Design and Paint will focus on what it takes to set the scene and create a compelling environment from the ground up. We will explore fundamentals such as perspective, drawing, storytelling, staging, creating atmosphere, establishing lighting, color and painting. The class will also explore traditional as well as digital finishing techniques. For program major or minor requirements, a grade of C or above is required for successful completion. 3 credits

## **ANM 374 – Storyboarding, Staging, and Layout**

Students will explore advanced storyboarding principles that expand their knowledge of shot-composition, staging, blocking, acting, pacing, timing, and cinematography. Creative problem-solving techniques are used to generate a compelling original Storyboard for a short-animated film. Students will focus on strengthening their scriptwriting and storyboarding skills using industry standard software as well as craft a full animatic (including scratch audio and timed editing). This course builds upon the skills introduced in ANM 104: Animation Pre-Production 1. Prerequisite: ANM 104. Must earn a C or above in all prerequisites for this course. A studio course, 3 credits.

## **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

## **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

# course descriptions

## **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 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

## **ANM 422 – Visual Storytelling**

Students will examine and apply the fundamental elements of clear visual communication and storytelling. Students develop their ability to communicate concepts, mood and emotion without words with special attention paid to understanding and creating visual structure that directs the viewer's eye and guides focus through single and sequential animated shots. Prerequisite: ANM 201. A studio course. 3 credits.

## **ANM 423 – 2D Character Animation & Advanced Rigging**

Students explore advanced rigging techniques and solutions and when their applications are appropriate. Special attention is paid to the use of these tools expanding what can be created in 2D animation; students will develop sophisticated secondary movement and overlapping action by focusing on the acting and physicality inherent in everyday scenarios; the animation that is produced will evoke believable character movement, thought, and emotion. Students are expected to display a high degree of skill in applying the 12 Principles of Animation, in the editing of animation curves and creative problem solving when building rigging solutions into their 2D characters. Prerequisite: ANM 201. A studio course. 3 credits.

## **ANM 424 – Advanced Harmony: Elements, Effects, Compositing & Processes**

Students explore a variety of topics that advance their knowledge of Toon Boom Harmony as a production tool: using Harmony's camera as an active element in effective visual storytelling, the creation and use of 2D digital particles and effects, interactive lighting, shading and textures to enhance production value and paying attention to Harmony's roles in a multi-application production workflow. Prerequisite: ANM 201. A studio course. 3 credits.

## **ANM 425 – Advanced 3D Rigging**

This course builds upon knowledge and skills in ANM203 3D Computer Animation II. Advanced character rigging techniques for biped and quadruped models are explored. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: ANM 203. A studio course. 3 credits

## **ANM 426 – Advanced 3D Character Animation**

This course builds upon knowledge and skills in ANM203 3D Computer Animation II. Creation of advanced character animations using pre-rigged models is emphasized. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: ANM 203. A studio course. 3 credits

## **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

## **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

## **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

# course descriptions

## **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 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

## **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

## **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

## **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

## **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

## **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

# course descriptions

## **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

## **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

## **ART 206 – Three-Dimensional Design**

A technical exploration of three-dimensional design with an introduction to conceptual thinking. Studio work in various media and in representational and abstract forms. Students will apply the principles and elements of design to their work. For program major or minor requirements, a grade of C or above is required for successful completion. Prerequisite: None. A studio course. 3 credits

## **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

## **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

## **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

## **ART 212 – Independent Study in Fine Arts**

A studio art course where the student selects a focus discipline or media and develops a body of work within that discipline. The emphasis will be on developing continuity among individual works through deliberate employment of process and style techniques. A rationale will be developed through writing and discussion, identifying defining characteristics of the artworks, themes, cultural & historical precedents, contemporary parallels, and a working language for explaining the work. Instruction is provided as it relates to the students chosen discipline, with the instructor developing material advice, process & logistical suggestions, relevant cultural research, and exhibition tactics. By the end of this course, the student will have developed a small body of related artworks and a presentation on its form and context. A studio course. 3 credits

## **ART 302 – Fine Art NYC Field Trip**

The purpose of this course is to introduce students to the vibrant and diverse gallery and museum offerings available in New York City. Over the course of an intense three day itinerary students will visit major institutional venues and smaller alternative sites as they explore canonical artworks and emerging contemporary exhibitions in more experimental gallery spaces. The trip also includes guided periods of city exploration balanced with spans of time devoted to self-determined exploration of city sites. Opportunities for theatre and/or performance attendance are available. Sites visited include the Metropolitan Museum of Art, the Museum of Modern Art, The Whitney Museum of American Art, Chelsea galleries, and the High-Line. Prerequisite: students must be junior or senior level to attend. 0 credits. Graded on P/F basis.

# course descriptions

## **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 or IND 303. 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

## **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 103 and ART 104. 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 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 required for successful completion. Prerequisites: ART 103 and ART 104. A studio course. 3 credits

## **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

## **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

# course descriptions

## **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

## **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

## **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

## **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

## **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

## **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

## **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

## **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

# course descriptions

## **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

## **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

## **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

## **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

## **BIO 151L – General Biology Laboratory**

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

## **BIO 161 – Ecology**

An introduction to the study of ecology. Topics will include the physical environment, organisms in the environment, interactions of populations and species, the ecology of communities and ecosystems, and ecological biogeography. Co-requisite: BIO 161 L Ecology Lab. 3 credits

## **BIO 161L – Ecology Laboratory**

A supplement to the lecture, which provides practical experience with ecological principles. Laboratory topics include population studies, particularly with respect to population size, genetics, and growth rate; competition and predator-prey relationships; the community concept and succession; biogeography; and biodiversity. Co-requisite: BIO 161 Ecology. 1 credit

## **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

## **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

## **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

# course descriptions

## **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

## **BUS 115 – Customer Relationship Management I**

This course teaches students principles, strategies, and technologies involved in managing and enhancing customer relationships. This course explores technological tools and best practices that help businesses build meaningful connections with their customers and optimize overall customer satisfaction. 3 credits

## **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

## **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

## **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

## **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

## **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

## **BUS 212 – Foundations of Sport Management**

Covers the nature and scope of sport management and the historical phases of the commercialization of sports both within the United States and internationally. Explores the characteristics and diversity of the sport management industry including youth and community sports, intercollegiate athletics, and professional sports. Prerequisite: ENG 101. 3 credits

## **BUS 215 – Customer Relationship Management II**

This course builds upon the foundational principles in Customer Relations Management I to provide students with knowledge and skills needed to implement sophisticated CRM practices, optimize customer interactions, and drive strategic business outcomes. Students will use current technologies for strategic CRM decision-making. Prerequisites: BUS 115. 3 credits

# course descriptions

## **BUS 219 – Principles of Effective Coaching**

This course teaches coaching theories and principles and applies them to the rewarding field of sport coaching. Key concepts discussed are coaching ideology, sports training and nutrition, and technical and tactical skill instruction. Students will develop a coaching philosophy and coaching style, learn how to maintain productive relationships, understand legal obligations, and manage risks. 3 credits

## **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

## **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

## **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

## **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

## **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

## **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: ENG 101. 3 credits

## **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: ENG 101. 3 credits

# course descriptions

## **BUS 307 – 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

## **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 counter-productively, 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: ENG 101. 3 credits

## **BUS 310 – Modern Day Sport Management**

Students will examine the multifaceted, multi-billion-dollar sports industry incorporating many different organizations. The social significance of sports and its role in society plus the decision making and actions of sport consumers are explored. Topics include sport agency, facility and event management, sponsorship, analytics, broadcasting, licensed product industries, and golf club management. Prerequisite: BUS 212. 3 credits

## **BUS 311 – Small Business Operations**

This course is designed for individuals with an authentic desire to start and run a business venture. Students will gain confidence in their ability to establish and operate their own firms. Practical aspects of operations are covered, including how to launch a business, fulfilling annual IRS and legal obligations, and managing a business's finances. Prerequisite: ENG 101. 3 credits

## **BUS 312 – Professional Practices for Business**

This course prepares students for entering and thriving in the business environment. Students will gain the tools needed to launch their careers including job search, resume', cover letters, interviewing and follow up. Students will explore a full spectrum of career building skills including marketing and interviewing strategies, networking, and career options. The course teaches students how to navigate and manage office politics, social situations, and communicate in a professional manner. Students will tighten their knowledge of office technology. Students will perfect how to prepare and present a professional presentation. Upon completion of this course students will be equipped to secure an internship or a professional position. A grade of C or above is required for successful completion. 3 credits

## **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

## **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

## **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.

# course descriptions

## **BUS 340 – 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

## **BUS 345 – 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

## **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.

## **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: ENG 101. 3 credits

## **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 130 hours of work at their internship site and a write a final project. 3 credits

## **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

## **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

# course descriptions

## **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

## **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 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

## **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

## **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

## **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

## **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

## **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

## **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

## **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

# course descriptions

## **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

## **CMH 101 – Introduction to Public & Community Health**

This course introduces students to the fields of public and community health including community health organizations, epidemiology, and professionals in these fields; and provides an overview of the nation's health populations, environments, policies, and infrastructures. Students explore theoretical concepts that are key to understanding public and community health, such as the meaning of health, the concept of community, the ways that public and community health problems are analyzed and framed, and the principles that shape interventions. The social determinants of health are a key focus of this class. Students also learn about the responsibilities, competencies, and skills of the community health professional. 3 credits

## **CMH 201 – Environmental Health**

This course examines how elements of the environment affect the health of a community. Students study how the human body reacts to physical, chemical, and biological agents of environmental contamination; vectors for the dissemination of such pollutants (e.g., air, water, and soil); solid and hazardous waste; vulnerable populations; biomarkers and risk analysis; the scientific basis for policy decisions; and emerging environmental health problems at several spatial scales (i.e., local, regional, national, and global). A critical concept in this course is the idea that place and location influence health. Consequently, students are expected to develop a familiarity and comfort with geography. Prerequisite: Any BIO. 3 credits

## **CMH 301 – Epidemiology**

This course introduces epidemiology: the study of the distribution of health and disease in different human populations and the application of methods to improve disease outcomes. Students learn about the background, basic principles, and methods of public health epidemiology, as well as the biological, behavioral, sociocultural, and environmental factors associated with the etiology and distribution of health and disease. Topics covered include epidemiologic study designs; screening; measures of disease frequency; causality; confounding factors; outbreak investigation; bias and cultural sensitivity; and ethical issues in epidemiological research. Examining "real world" health problems and research, students develop skills to read, interpret, and evaluate health information from published epidemiologic studies. Prerequisites: SOC 215 and one MAT course. 3 credits

## **CMH 350 – Health Communication & Education**

This course explores health communication research, theory, and practice. It demonstrates the powerful influence of communication on the delivery of care and the promotion of health. Students examine health communication across a variety of care and promotional contexts, considering physician-patient communication, mass communication, health journalism, corporate communication, communication by non-profit health organizations and government health agencies, and public health education campaigns. The course considers how health communication and education might be used to address such issues as health disparities, health literacy, patient safety, and healthcare reform; and how strategically designed and culturally sensitive communication programs, practices, and policies can be used to enhance community health outcomes. A writing intensive course. Prerequisites: CMH 101, CMH 201. 3 credits

## **CMH 360 – Community Health Interventions**

This course examines how public and community health professionals take action to solve community health problems. Students discuss the philosophies, ethics, and policies that guide community health interventions, as they investigate interventions used to prevent and treat infectious and chronic diseases, change health behaviors, and address environmental health hazards. The course introduces the stages of community health project implementation, including needs assessment, intervention planning and application, and program evaluation. A particular focus is placed on culturally sensitive and relevant intervention strategies that can be used at the population level to improve health for groups and communities. Prerequisites: CMH 101, CMH 201. 3 credits

# course descriptions

## **CMH 401 – Professional Practice in Community Health**

This course is dedicated to the professional development of students in the Community Health program. Students synthesize their knowledge and skills to address current public health challenges, discussing the geographical, contextual, cultural, political, legal, and ethical frameworks that shape community health work. The course provides opportunities to engage with public health agencies and stakeholders in order to prepare them for roles as researchers, community partners, and community health practitioners. Students are guided to reflect upon their professional goals and establish their professional identities. A portion of the semester is dedicated to selecting a senior capstone experience. A writing intensive course. Prerequisites: CMH 101, CMH 201. 3 credits

## **CMH 409 – Community Health Internship & Seminar**

In this senior capstone option, students gain hands-on experience of the work performed by community health professionals through an extended period of participant-observation in a social service or public health organization. Each student is required to work for 135 hours (i.e., 9 hours per week) in a professional setting under close supervision. The student's internship supervisor helps to evaluate their practical competencies and provides feedback for professional growth. An additional hour of each week is spent in a professionalization seminar led by a member of the faculty. Prerequisite: CMH 401. This course is graded Pass (P) / Fail (F). 3 credits.

## **CMH 411 – Community Health Senior Portfolio**

This capstone option provides Community Health students with an opportunity to work independently with a faculty mentor to create work that will showcase skills and talents developed during their studies at Villa. This work should be integrative, designed to be posted online, and published (if possible). It can provide exemplars to show future employers as part of a job application and/or outside faculty as part of an application for graduate studies. Students are guided to further refine and cultivate their identities as community health professionals. A writing intensive course. Prerequisite: CMH 401. 3 credits

## **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

## **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

## **CRJ 101 – Introduction to Criminal Justice**

An overview of the criminal justice system in the United States. The history of law enforcement; the political, sociological, and philosophic background of police functions, the courts and corrections system; constitutional problems as they relate to the police function; and the use of recent technology in criminal justice is explored. 3 credits

## **CRJ 160 – Crime and Society**

This course is designed to heighten the student's awareness of the theoretical explanations for criminal behavior and resulting ideas for prevention, treatment, and punishment which may be implemented by the government. The perspectives of the originators of criminological thought will be discussed as well as contemporary approaches to understanding the nature, causes, and prevention of crime. 3 credits

# course descriptions

## **CRJ 201 – Introduction to Criminal Law**

This course is a comprehensive introduction to the substantive law of crimes. Topics include constitutional limits on behavior control, elements of crimes, offenses against people, property, public morality, public health and the environment, national security, criminal responsibility and defenses. Prerequisite: CRJ 101. 3 credits

## **CRJ 210 – Survey of Criminology**

This course explores the theoretical approaches to criminal behavior and the controversies arising from them. Modern criminal justice policies and the ideologies that lie behind them are applied to the problems of crime control and the sentencing of criminal offenders. Prerequisite: CRJ 101. 3 credits

## **CRJ 225 – Juvenile Justice**

This course provides coverage of theories of causation and prevention of delinquency; role of the courts, policy prevention programs, institutions in the control, and prevention of juvenile delinquency. Prerequisite: CRJ 101. 3 credits

## **CRJ 240 – Criminal Courts and Procedures**

The primary purpose of this course is to create for the student an understanding of the Criminal Courts System in both the State and Federal application. The role of the actors in the courtroom: defense, prosecution and the bench, plus ancillary participants will be discussed. An in-depth look at the jurisdiction of cases, as well as the trials and the pleas entertained will be highlighted. Sentencing philosophies and the appeals process will also be defined. Prerequisite: CRJ 101. 3 credits

## **CRJ 250 – Emerging Issues in Criminal Justice**

This course provides an examination of contemporary issues, problems, present status, future development, and the criminal justice response to a specific problem in law enforcement, courts, corrections, and broader criminal justice policy. Prerequisite: CRJ 101. 3 credits

## **CRJ 301 – Criminal Investigations**

An introduction to the criminal justice system with a special focus on basic criminal investigations. The significance and application of investigative techniques and procedures for criminal and non-criminal investigators will be examined. Prerequisite: CRJ 101. 3 credits

## **CRJ 309 – Internship I**

The internship offers the opportunity to put learned theory to practical application in a supervised work environment. Internship learning objectives are developed by the student and advisor. Prerequisite: CRJ 101. 3 credits

## **CRJ 311 – Law Enforcement**

This course will chronicle the history, development, philosophy and current status of law enforcement. Topics will include an examination of law enforcement agencies, identifying most important characteristics of city, state, and federal police work. Analysis of police problems, and the processes of justice and constitutional limitations on law enforcement will also be discussed in the course. Prerequisite: CRJ 101. 3 credits

## **CRJ 340 – Corrections**

A study of the field of corrections. The course will cover the history of corrections in the U.S., as well as the management of these facilities. The course will include an examination of the correctional client, the increase in gangs and gang violence and alternatives to incarceration. Prerequisite: CRJ 101. 3 credits

## **CRJ 350 – Policing in a Multicultural Community**

This course is designed to convey a philosophy of policing which includes the beliefs that the police and the community work cooperatively to resolve problems. Students will examine the challenges, dynamics, and best practices associated with policing within communities of diverse racial, ethnic, religious, linguistic, and socioeconomic backgrounds. Further, an emphasis will be placed on a service orientation towards those the police have sworn to protect while enabling students to develop their interpersonal skills. Prerequisite: CRJ 101. 3 credits

# course descriptions

## **CRJ 360 – Victimology**

This course will examine victim-offender relationships, the interactions between the victim and the criminal justice system, and the individual as a victim. Prerequisite: CRJ 101. 3 credits

## **CRJ 361 – Law and Society**

This course is an interdisciplinary approach to the study of the relationship between law and society. Our initial task is to examine the diverse and conflicting ways scholars theorize, analyze and evaluate the relationship of law and society. From there we will look at the organization of law, the role of the legal profession, the courts, legislature, and law enforcement. The course's main goal will be to understanding how the "law" is not just an abstract concept only to be found on the pages of legal texts, but also an active instrument that, to a large part, shapes and defines our lives. Prerequisite: CRJ 101. 3 credits

## **CRJ 401 – Ethical Issues in Criminal Justice**

This course provides an examination of the multitude of ethical dilemmas encountered in the criminal justice system. Ethical issues inherent in a variety of practical situations identified and discussed. Focus on problem solving strategies, interpersonal skills, and professional considerations relevant to criminal justice practitioners. Course discussions and group work provide a foundation for ethical decision-making related to policing, the courts, corrections, interpersonal relations, and diversity. Prerequisite: CRJ 101. 3 credits

## **CRJ 403 – Constitutional Law**

This course covers topics in American Constitutional law including structures of government, separation of power, political developments and eras that shaped the Constitution, and the roles of Congress, the President, party agendas, Constitutional agendas, Constitutional traditions, and public opinion in shaping Constitutional doctrine. 3 credits.

## **CRJ 409 – Internship II**

The internship offers the opportunity to put learned theory to practical application in a supervised work environment. Internship learning objectives are developed by the student and advisor. Prerequisite: CRJ 309. 3 credits

## **CRJ 410 – Drugs, Crime, and the Justice System**

This course provides coverage of issues and problems relating to drug and alcohol abuse, impact of substance use on individual health and societal progress, identification and classification of abused drugs, problems faced by law enforcement efforts to control. Prerequisite: CRJ 101. 3 credits

## **CRJ 420 – Policy Analysis and Professional Development**

This capstone course is designed to provide students with a comprehensive understanding of policy analysis within the context of the criminal justice system. This course emphasizes critical thinking, research skills, and professional development to prepare students to make informed decisions in their future careers. 3 credits

## **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

# course descriptions

## **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 103 – Software Development for Interactive Media**

Provides an intensive introduction to developing computer programs using a contemporary, high level programming language and environment specific to industry standard game engines. Topics include; data types, variables, operations, artificial intelligence, interactive data, inputs and response to input. 3 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

## **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

# course descriptions

## **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

## **CSD 403 – CSD Senior Project**

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. Prerequisite: Senior Status. A studio course. 3 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, hands-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

# course descriptions

## **CSD 410 – Introduction to Cloud Computing**

This course introduces you to the core concepts of cloud computing. You gain the foundational knowledge required for understanding cloud computing from a business perspective as also for becoming a cloud practitioner. You will learn and understand the definition and essential characteristics of cloud computing, its history, the business case for cloud computing, and emerging technology, and use cases enabled by cloud. We introduce you to some of the prominent service providers of our times (e.g. AWS, Google, IBM, Microsoft, etc.) the services they offer, and look at some case studies of cloud computing across industry verticals. 3 credits

## **CSD 411 – Data Science Fundamentals**

The course introduces students to fundamentals about data methods for organizing, managing, curating, preserving, and using data. Students will explore key concepts related to data science, including applied statistics, information visualization, text mining and machine learning using “R”, an open source analytical and visualization system. This tool is considered most popular choice among data analysts worldwide; having knowledge and skill with using it is considered a valuable and marketable job skill for most data scientists. 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 230. A studio course. 3 credits

## **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 230. 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 201. 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. 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

# course descriptions

## **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

## **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 Communications**

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

# course descriptions

## **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

## **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 205 – Communication for Interactive Media**

This course provides students with principles and practices of effective communication in the context of interactive digital media across various industries, including web design, video games, social media, mobile apps, and interactive art. Effective communication is essential from both those creating and consuming the digital media. This course provides students with the opportunity to practice communication for a variety of these contexts. 3 credits

# course descriptions

## **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 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.

# course descriptions

## **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. Prerequisite: 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, 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 Communications 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

# course descriptions

## **DMC 409 – Internship**

This course offers students a structured opportunity to apply learned skills and knowledge in the digital media and communications 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

## **DMD 210 – Capstone Thesis**

This course is taken by students enrolled in the Spring semester of their second year of the Digital Media Arts program. Students will complete assignments related to the production of a digital art portfolio and capstone project. Students will design their project based on their desired medium, to be used as the focal point of their portfolio. A studio course. 3 credits

## **DMD 301 & 302 – Digital Media Arts Trip 1 & 2**

The purpose of this course is to create a structure of preparedness for and reflection upon a departmental trip to a selected Animation industry event (i.e. festival, conference, or expo). Students will be exposed to a diverse array of contemporary films and content, attend industry talks, software demonstrations, networking events, portfolio reviews, and social gatherings. Additionally, students will practice their self-promotion skills and immerse themselves in the vibrant global Animation community. 1 credit.

## **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 natural income, and the basic principles of employment, inflation, business cycles and growth. 3 credits

## **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

## **ECO 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. 3 credits

## **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

## **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

## **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

# course descriptions

## **ENG 105 – 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.

## **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

# course descriptions

## **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 to 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

## **ENG 255 – Technical Writing for Helping Professions**

This course introduces students in pre-professional majors (e.g. social work, psychology, OTA, and PTA) to technical writing: the art and craft of writing practical, instructive, reader-centered materials. Students entering these professions are often tasked with making technical or otherwise specialized information available and accessible to a variety of audiences. This course will give students the opportunity to participate in a range of activities focused on analyzing and producing technical communications. It will teach them to identify and explore the discourses practiced and valued in disciplinary, institutional, and professional communities, and help them to navigate and deploy those discourses effectively in their own written work. They will learn and experiment with just some of the many writing strategies and tactics (including rhetorical analysis, collaborative writing, usability testing, and document design) that professionals in specialized fields need in order to write successfully for their jobs. A writing-intensive course. Prerequisite: ENG 103. 3 credits

## **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

# course descriptions

## **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 280-289 – Selected Topics in Literature**

Writing intensive. Prerequisite: ENG 103. 3 credits

## **ENG 290 – Heroic Women in Popular Culture**

Images and representations of the female hero of pop culture have evolved over the last nine decades. Women in heroic roles are now found in novels, comic books and graphic novels, video games, television shows, and films. Students will examine popular portrayals of women, their sources and impacts, and what they reveal about women's roles in society. Prerequisite: ENG 103. A writing intensive course. 3 credits

## **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 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

# course descriptions

## **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 342 – Dramatic Literature**

An introduction to dramatic literature through study of the development of drama and its various genres, focusing on the cultural, literary, and political contexts of works by diverse playwrights. Students will read and discuss plays as literature intended for theatrical performance, often dealing with the translation of the written page onto the stage. The plays will be examined in terms of history, cultural context, structure, genre, and form. 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 360 – Mystery Writing**

This course is a study of the history and nature of the mystery story from the works of Edgar Allan Poe to present day writers. The course will focus on developing students’ understanding of texts that fall within the genre of mystery and detective fiction. Students will examine both the relationship of mystery fiction to the culture of its time and also the changing role of the detective hero. Students will also study the techniques of the mystery writer and the relationship between mystery fiction and other genres of literature. A writing intensive course. Prerequisite: ENG 103. 3 credits

## **ENG 370 – Writing About Place**

This course is a writing workshop focused on place. For the purposes of this course, place includes both global and local, national and international, natural and human-made landscapes in wilderness, rural, suburban, and urban contexts. Students will explore the relationships between the human and non-human in these settings. They also will examine the personal experiences associated with the places in their lives. A writing intensive course. Prerequisite: ENG 103. 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

# course descriptions

## **ENG 390-399 – Selected Topics in Literature**

A writing intensive course. Prerequisite: ENG 103. 3 credits

## **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

## **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

## **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

## **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

# course descriptions

## **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

## **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. 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 106. 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

## **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

# course descriptions

## **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

## **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

## **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

## **GDE 403 – GDE Senior Project I**

The student, together with the rest of their cohort, will plan and design a significant, student-selected game project under faculty supervision. Students will be required to work together as a team to complete the pre-production phase of development. The Project Plan Documentation that must be completed includes a detailed schedule with Milestones and a full design document. The students will select and justify an appropriate implementation methodology, game engine or development environment, and create a vertical slice or playable demo for the project. A studio course. 3 credits

## **GDE 404 – GDE Senior Project II**

This is the completion of the project begun in GDE 403. Students will be required to work together as a team to complete the Production phase of development. The students will create all art, animation, coding, level design, menu design, and UI. Students are also expected to perform appropriate playtesting and present the functionality of the 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 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

# course descriptions

## **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

## **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

## **GRA 207 – Professional Practices**

This course will provide students with a strategy for creating differentiated brand-based print and digital portfolios, as well as, a professional resume 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 preparation for effective acquisition and management of freelance design work. Prerequisites: Grade C or above in GRA 103 and GRA 106. A studio course. 3 credits

## **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. 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

# course descriptions

## **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

## **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

## **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

## **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

## **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

# 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

## **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

## **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

## **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

## **GRA 415 – Senior Portfolio Review**

Students will curate successful pieces from previous semesters along with expanded, independent, and new work to create a differentiated senior-level portfolio. The freelance process, online presence, and broadened connections, along with an advanced résumé and outreach materials will be developed or refined. Each student will prepare initial concepts and visuals for the subsequent senior 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 GRA 207. 3 credits

## **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, 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

# course descriptions

## **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 321. A studio course. 6 credits

## **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

## **HON 300 – Honors Seminar in Selected Topics**

This honors seminar will focus on a topic drawn from the arts, music, the humanities, or the social, physical, or biological sciences. The selected topic must count as a Liberal Arts course and the course will fulfill one of the upper-level Liberal Arts requirements for the Honors Program. A Writing Intensive Course. Prerequisite: ENG 103; Must be enrolled in the Honors Program or receive permission of the instructor. 3 credits

## **IDS 103 – Information and Media Literacy**

This course is designed to equip students with the tools needed to properly analyze and assess the mass amount of published information they encounter daily. We will explore the goals and methods of various media industries, identify the effects media has on us, understand benefits and potential negative effects of media content, and identify techniques to become more media literate as individuals and a society. 3 credits.

## **IDS 104 – Introduction to Computer Applications**

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

## **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: 2.0 GPA and permission of the Internship Coordinator. 3 credits

## **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

## **IDS 401 – Career Planning and Career Readiness**

This course focuses on professionalism and career preparedness. The course emphasizes goal setting, professional branding, and integration of effective employment search techniques. Career planning and research skills will be cultivated to help students obtain employment in their career field and facilitate the transition to the world of work. Special attention will be given to writing effective resumes/cover letters, developing interviewing skills, strengthening networking skills with industry professionals, and evaluating a job offer. Prerequisite: None. 1 credit

# course descriptions

## **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

## **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

## **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. A studio course. 2 credits

## **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

## **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

## **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

## **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

# course descriptions

## **IND 210 – Residential Design Studio**

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 101. A studio course. 3 credits

## **IND 211 – Commercial Design Studio 1**

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 C+ or above is required for successful completion. Prerequisites: IND 210, IND 215. A studio course. 3 credits

## **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 101. A studio course. 3 credits

## **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

## **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

## **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

# course descriptions

## **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

## **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

## **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

## **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

## **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

## **IND 310 – Commercial Design Studio 2**

This course emphasizes design standards and requirements for complex commercial design. Exploration of project types may include retail, museum, education, library or recreational facilities and may vary by semester. Emphasis shall be placed on status, ergonomics, privacy, lighting and acoustics. In-depth programming techniques, client interaction, ADA requirements and professional ethics will be studied. Graphic standards and conventional office procedures will be employed. For program major or minor requirements, a grade of C+ or above is required or successful completion. Prerequisite: IND 211. A studio course. 5 credits

## **IND 311 – Global Hospitality Design Studio**

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

# course descriptions

## **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

## **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

## **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. Prerequisites: IND 208, MAT 122. 3 credits

## **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

## **IND 410 – Healthcare Design Studio**

This course emphasizes the research, planning, co-ordination, and evidence-based design development of a healthcare interior(facility). Special attention will be placed on code and regulation 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 or successful completion. Prerequisite: IND 311. A studio course. 5 credits

## **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

## **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

## **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

# course descriptions

## **JPN 101 – Introduction to Japanese Language & Culture**

This course introduces the Japanese language and the cultures of Japanese-speaking societies. It is designed for students with no previous Japanese study. During the course, students develop basic communication skills through participation in activities that require them to use Japanese in conversation, reading, and writing. The class develops students' familiarity with elements of the Japanese writing system, including hiragana, katakana, and several common kanji characters. A number of traditional and popular cultural themes are explored. This course is interactive with a focus on learner participation and basic practice in Japanese. 3 credits

## **MDE 101 – Motion Design Concepts**

Motion design plays an influential and expanding role in the communication and imagery of visual media. In this course, students explore the key aspects, foundational concepts and primary uses of motion design. The needs of both the producer and viewer and the method of use will be considered as students discuss and evaluate motivation, perception, (brand) identity, and the nature of component elements and the resulting construct. 3 credits

## **MDE 201 – 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. A studio course. Prerequisite: Grade C or above in ART 101. 3 credits

## **MDE 202 – History of Motion Design**

Explores the history of motion design media beginning with experimental films of the early 20th century, through ground-breaking movie title sequences of the 1950s & 60s, MTV's birth in the 1980s, the influence of new technologies and media artists in the 1990s and early 2000s and culminating in a survey of the prevalent uses and current trends that define the field today. 3 credits

## **MDE 307 – Professional Practices**

Explores the business, career opportunities and work environments of motion design; students examine prevalent industry structures and requirements. Issues of intellectual property, employment markets, project quotes, contracts, marketing, studio organization and overlap with other areas of study are considered. A resume, cover letter, demo reel, digital portfolio, LinkedIn profile, and website are produced. For program major or minor requirements, a grade of C or above is required for successful completion. A studio course. Prerequisite: Grade C or above in MDE 201. 3 credits

## **MDE 310 – Advanced Motion Design & Editing**

This interdisciplinary course builds on the essential vocabularies and concepts of motion design, examining processes, tools and issues central to motion design. This course teaches advanced motion techniques in industry-standard software giving students the ability to realize and complete individual and group concepts and ideas; the course culminates in projects that introduce students to working with clients. A studio course. Prerequisite: Grade C or above in MDE 201. 3 credits

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

This course is taken by students enrolled in the fall semester of the senior year of the Motion Design program. Students employ the methods and practices of motion design studios to complete multiple projects that represent some of the primary uses of motion design media: brand awareness, title sequences, concept/process communication and product promotion. Students collaborate from concept brainstorming through aesthetic design and animation to complete short animated films. A studio course. Prerequisite: Grade C or above in MDE 310. 3 credits

# course descriptions

## **MDE 401 – Senior Capstone Thesis II**

This course is taken by students enrolled in the spring semester of the senior year of the Motion Design program. Advanced production techniques and principles are used to complete multiple animation projects that replicate the expectations of the motion design production studio or alternately those of a freelance motion designer. Students select projects from client briefs and must manage project deadlines and client expectations/relationships. A studio course. Prerequisite: Grade C or above in MDE 401. 3 credits

## **MDE 409 – 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 140 hours of work at their internship site, write a final report, and do a final presentation. Senior Status. Prerequisite: Grade C or above in MDE 310 or permission of Internship Coordinator. 6 credits

## **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

## **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

## **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

## **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

## **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

## **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. 3 credits

## **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

## course descriptions

### **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

### **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

### **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

### **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

### **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

### **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

### **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

### **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

### **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

### **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

### **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

# course descriptions

## **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

## **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

## **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

## **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

## **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

## **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

## **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

## **MUI 252 – Introduction to Live Sound**

Introduction to Live Sound gives students a basic understanding on the equipment that is used in a live sound installment. Students will learn how the equipment is setup and utilized. Practical application of skills acquired will be used during live events throughout the semester. Prerequisite: MUI 250. Corequisite: MUI 251. 3 credits

## **MUI 253 – Intermediate Live Sound Techniques**

This course will give students the understanding of additional professional equipment that is used in larger sound reinforcement installments and how it is utilized. Students will spend more time on the mixing board on an individual basis. Practical application of skills acquired will be used during live events throughout the semester. Prerequisite: MUI 252. 3 credits

## **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. 3 credits

# course descriptions

## **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

## **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

## **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

## **MUI 353 – Advanced Live Sound Techniques I**

This course gives students the opportunity to gain hands-on experience setting up and mixing live concerts. Students will learn how to tune a live sound system and trouble shoot acoustical issues that may arise during live events. Practical application of skills acquired will be used during live events throughout the semester.

Prerequisite: MUI 252. 3 credits

## **MUI 354 – Advanced Live Sound Techniques II**

This is the course where students implement the techniques that they have learned use them having extensive hands-on training throughout the semester. Recording and broadcast sound will be introduced into the live sound experience. Practical application of skills acquired will be used during live events throughout the semester.

Prerequisite: MUI 253. 3 credits

## **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

## **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

## **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

# 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

## **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

## **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

## **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

## **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

## **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

## **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

## **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

## **MUS 100 – Music Fundamentals**

This course is a theory and composition class where the student will gain a solid understanding of music fundamentals while building their own musical language. An understanding of basic music theory will support the student in all of their musical endeavors, whether they are writing beats or full songs or recording and mastering in a studio. This course covers a range of topics, from rhythm and phrasing to scales and keys, intervals and finally chords and chord progressions. This course also covers notational systems and the specifics of notating music, giving the student the tools to transfer their own music into a form that will be meaningful to others in the field. Required for music industry majors and also open to non-music majors needing to fill a Liberal Arts credit. 3 credits

# course descriptions

## **MUS 101 – Music Theory I**

In this course, the focus turns to chords, diatonic triads and seventh chords in both major and harmonic minor, harmonic function, the II V I chord progression and its variations, some additional chord types, as well as melodic and harmonic tensions. The student learns to hear, recognize and understand different harmonic chord progressions used in different styles of music and then incorporates them creatively into their own writing and playing. The insight into the world of harmony and chord progressions also broadens the student's range of contemporary styles. Understanding how harmony works helps the students learn songs more easily and equips them with the tools to make informed choices for arranging and improvising. Mastering the mechanics of harmonic chord progressions in all styles of tonal music is an indispensable tool for players, writers, improvisers, and arrangers. Prerequisite: Grade of C or above in MUS 100. 3 credits

## **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

## **MUS 102 – Music Theory II**

A continuation of the study of harmony and harmonic chord progressions, moving beyond the standard chord patterns and progressions typically found in most popular music, and studying more advanced principles including chord substitution and chromatically altered chords. The chromatic chords covered in this course include secondary dominants, diminished seventh chords, the variation on standard chord patterns that result from the use of these chromatic chords and modulations to closely related keys as well as to more distant keys. Through keyboard chord voicings and voice-leading exercises, students will develop an understanding of the musical tools that go beyond the demands of a particular musical style and develop a greater sense of control in their own writing. Prerequisite: Grade of C or above in MUS 101. 3 credits

## **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

## **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

## **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

## **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

## **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

# course descriptions

## **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

## **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

## **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

## **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

## **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

## **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

## **MUS 215 – Songwriting**

A seminar on basic songwriting techniques and concepts. The craft of developing a well-written, memorable, and appealing song in any style is explored and practiced with regard to lyrical, melodic, rhythmic, harmonic, and structural considerations. Past and current songs from various genres are analyzed with regard to the same considerations. Emphasis is placed on harmonic progressions and form. Examples of notation practices through lead sheets and/or traditional scores are explored as are laws for filing for copyright registration. 3 credits

## **MUS 290 – Special Topics**

Special Topics is a course that allows professors to offer a music elective that is particularly well-suited to the current junior and senior music industry class. Possible topics include game music, film music, writing music for animation, understanding and writing the atonal music soundtracks often used for horror visual media. 3 credits

## **MUS 301 – Counterpoint in Popular Music**

Counterpoint refers to the practice of writing independent melodic lines that work together to create a musical work. After introducing the principles of voice-leading and the relationships between consonance and dissonance involved in writing a counterpoint to a cantus firmus in all five species, the focus turns to popular music employing a contrapuntal approach. This linear perspective on composition has influenced some of the most popular songs and artists in the 20th and 21st centuries, including the music of the Beatles, Beach Boys, Pink Floyd, David Bowie, Brian Eno, Green Day, Tupac, Beyonce, Daft Punk, Radiohead and many more. Counterpoint writing is an essential skill for songwriters, composers, and musicians who want to strengthen and broaden their compositional techniques. Prerequisite: MUS 100. 3 credits

# course descriptions

## **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

## **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

## **MUS 373/374 – Musicianship, Songwriting and Composition I-II**

This seminar introduces composition techniques in a stylistically open way, designed to help students expand their individual writing styles. The focus involves problems and solutions in the composition of acoustic and electronic media. Each student focuses on the style they are most comfortable with and used to composing in. Since students are able to register for the seminar two times, they are encouraged to experiment with other styles the second time. Issues pertaining to music theory, ear training, orchestration, instrumentation and sound design are emphasized. Each student registered for this seminar is also registered for applied Lessons (private 30-minute lesson once a week.) Prerequisite: MUS 101. 3 credits

## **MUS 401 – Arranging**

This course is designed to introduce students to the art and craft of music arranging. Students will learn the principles of arranging music for various ensembles and genres, including orchestral, jazz, pop, and more. Through a combination of lectures, listening assignments, and hands-on arranging projects, students will develop the skills needed to create compelling and effective musical arrangements. Prerequisites: MUS 102 Theory II and MUJ 201 Jazz Theory I. 3 credits

## **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

## **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

## **MUS 416 – Music Analysis**

Decomposing songs and other musical works, unveiling the secrets of the compositional process. This class is intended to be cycled with "Musicianship, songwriting and composition I-II." After analyzing songs and compositions of different styles, the students gain an understanding of how musical works of different styles are structured and composed, focusing on the styles that inspire the particular group of students. Prerequisite: MUS 101. 3 credits

## **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

## **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

# course descriptions

## **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

## **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

## **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

## **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

## **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

## **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

## **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

## **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, 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

## **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

## **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

## **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

## course descriptions

### **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

### **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

### **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

### **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

### **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

### **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

### **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, and medical terminology. Utilizing one's occupation in the promotion of health and wellness will be examined through readings, video viewing, discussions, and class activities. 3 credits

### **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 three lab hours per week. 3 credits

### **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 three lab hours per week. Prerequisite: OTA 102. 3 credits

### **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. Prerequisites: OTA 101, OTA 102. 2 credits

# course descriptions

## **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 two lecture hours and three laboratory hours per week. Prerequisites: Grade of C or higher in BIO 103 and BIO103L. 3 credits

## **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 three lab hours per week. 3 credits

## **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 three lab hours per week. Prerequisites: BIO 104, BIO 104L, OTA 103, OTA 112. 3 credits

## **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 three lab hours per week. Prerequisites: BIO 104, BIO 104L, OTA 103, OTA 112, PSY 203. 3 credits

## **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. Prerequisites: OTA 201, OTA 202, OTA 203. 3 credits

## **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. Prerequisites: OTA 201, OTA 202, OTA 203. Corequisite: OTA 204. 5 credits

# course descriptions

## **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.

Prerequisites: OTA 201, OTA 202, OTA 203. Corequisite: OTA 204. 5 credits

## **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

## **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

## **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

## **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

## **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

# course descriptions

## **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

## **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

## **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

## **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

## **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

## **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

## **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

## **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

# course descriptions

## **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. A studio course. 3 credits

## **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

## **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. A studio course. 3 credits

## **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. 3 credits

## **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. A studio course. 3 credits

## **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

## **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

# course descriptions

## **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

## **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

## **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

## **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

## **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

## **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

## **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

# course descriptions

## **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. Prerequisite: PSY 101. 3 credits

## **PSY 207 – Sport Psychology**

This course introduces the latest research and practices in applied sport and performance psychology. Topics include ethics, goal setting and cognitive techniques for building confidence. In addition, there is a focus on enhancing performance, concentration and attention control training. Team building, cohesion strategies, motivation concepts and strategies are reviewed. Mental toughness, imagery and skill acquisition are explored. 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

## **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. Prerequisites: PSY 101 and a grade of C or better in PSY 215. 4 credits

# course descriptions

## **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 – Drugs and Behavior**

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 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

# course descriptions

## **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

## **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

# course descriptions

## **PTA 110 – 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). 3 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 110. 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 110. 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 104 and PTA 105. A minimum grade of C+ is required. 4 credits

## **PTA 210 – 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 110. 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 110. 3 credits

## **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 210. Co-requisites: PTA 207, PTA 220, PTA 230. 2 credits

# course descriptions

## **PTA 220 – 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 210. Co-requisite: PTA 215. 6 credits

## **PTA 230 – 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 220. 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

## **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

# course descriptions

## **RST 320 – Justice & Peace**

This course provides an in-depth exploration of “Justice and Peace.” Students will consider the importance of forging and maintaining “right relationships,” of recreating a sustainable environment, and of promoting the common good, all in pursuit of peace. The class will reflect upon the relationship of “Justice and Peace” to the other Felician core values and examine how these principles cross religious, spiritual, and secular traditions. Students will reflect upon how they might work to foster peace and justice in their own communities and around the world. A writing intensive course. Prerequisite: ENG 103. 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 250 – Health, Medicine, & Society**

This interdisciplinary course offers a broad understanding of the relationship between culture, health, and healing. Student will explore how conceptions of health, illness, and healing methods vary over time and across cultures; and learn how social, political, and ecological factors shape health outcomes in a variety of human contexts. A sustained focus of the course will be on the relationship of health and medicine to social forces in the 21st-century United States. 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

## **SPM 101 – Sport and Media**

This course will cover program content and delivery in sports media. Students will learn the inner workings of the sports media including programming decisions about live events, news and opinion. Emphasis will be placed on how the sports media delivers content to the public. 3 credits

# course descriptions

## **SPM 201 – Sport Marketing**

This course is designed to provide students with an understanding of the fundamental marketing and promotional principles utilized in sport organizations, sport facilities, and sport events. Additionally, sport sponsorship is discussed as a sport marketing and promotional tool. The role of computer and internet applications in sport marketing and promotions is emphasized. 3 credits

## **SPM 216 – Foundations of Human Performance**

This course is designed to explore the foundations of human performance. A review of applications and techniques of physical training for sport will guide the course content. Health-related physical fitness, sport skills and motor abilities will be explored. Concepts contained in the content are intended to span across all human performance topical areas including but not limited to athlete-development, sport specific strength and conditioning, wellness programming and age and gender considerations. 3 credits.

## **SPM 220 – Competitive Gaming, Culture, Performance, and Team Development**

This course integrates group dynamics in sports and competitive gaming domains of performance and motivation. Building team culture is emphasized. Additional focus includes training components for eSports and ethical issues in Gaming. 3 credits

## **SPM 230 – eSports Management and Industry Trends**

This course cultivates a foundation of ideas and solutions that teach planning, scheduling, controlling, resource allocation, and management of the eSports industry. Activity will include examining the computer from a historical perspective and analyzing technologies specific to computer gaming. Also, included are reviews of eSports from a legal and global perspective. 3 credits

## **SPM 301 – Legal and Ethical Issues in Sport**

This course provides an exploration into the legal aspects of sports including but not limited to tort law, contract law, risk management procedures, constitutional law and product liability. Limitations of the legal system will be addressed, as will the role and limitations of ethics. Students will discuss both the law and ethics and how each affects sports and recreation administration. Prerequisite: BUS 212. 3 credits

## **SPM 310 – Economics of Sport**

This course applies basic economic theory to the analysis of several challenges and issues in sports and recreation. Topics covered include: the history of the development of sports markets and the role of economics and accounting in the analysis of these markets; the demand for activities, facilities, equipment, travel and leisure. Challenges affecting the recreation manager, such as pricing, investment, and budgeting, are investigated in detail. Prerequisite: BUS 212. 3 credits

## **SPM 316 – Theory and Techniques of Coaching**

This course is an investigation of athletic coaching as a vocation. A review of select theories and techniques of coaching will serve as the foundation. Current research will be explored in areas including but not limited to sport specific coaching and leadership behavior in sport. The demand for inquiry on measuring coaching effectiveness and performance is clearly evidenced by the increasing number of sports participants. A rapidly expanding global market, the rise of women's sports, eSports and the addition of alternative sports such as the X games have all significantly contributed to this growth. 3 credits

## **SPM 320 – Sport Facility Management and Planning**

This course is designed as a comprehensive look at the planning and management of major sport facilities and complexes. A step by step exploration of facility planning, promotions and operations will be the focus. Topics include planning and design, contracting, image, risk and crowd management. Prerequisite: BUS 212. 3 credits

# course descriptions

## **SPM 330 – History and Philosophy of Sport**

This course involves a series of readings on the history of sport in the western world. The nature and definition of sport is investigated followed by a review of Ancient Greece (800 B.C to 400 A.D.) and the birth of the Olympic Games. Selected readings are reviewed on the development of sport in early America. Students learn how various cultures throughout Western civilization have influenced the development of sport and physical education in America. Further readings on Sport Organizations during the nineteenth and twentieth centuries address the beginnings of intercollegiate and professional sport along with pertinent topics such as gender and technological advancements affecting sport. A research requirement will allow students to identify a topic from the course and conduct an investigation culminating in a final research paper. Prerequisite: BUS 212. 3 credits

## **SPM 409 – Internship**

The internship offers the opportunity to put learned theory to practical application in a supervised work environment. Internship learning objectives are developed by the student and advisor. 3 credits

## **SPM 410 – Senior Capstone**

This seminar course gives the students the opportunity to integrate their course work with individual research projects. Each student is responsible for the production, presentation and defense of a research paper which addresses a specific academic topic related to the Sports Management core. Research projects must demonstrate significant knowledge within the selected topic area, an understanding of its place in an integrated, intellectual framework, and a high level of skill development. Prerequisite: Senior Standing. 6 credits

## **SSC 101 – Application of Academic Skills**

This course teaches and provides time for students to practice skills that lead to academic success. This includes strategies in reading, note-taking, studying, and managing time. Classroom instruction will focus on the introduction, application, and practice of academic success skills. 3 credits

## **SWK 101 – Introduction to Social Work**

This course provides overview of the history and development of social work as a profession. Students will study the various roles, functions, and tasks social workers perform in a variety of settings and explore the primary skills and practices of generalist social work. The class presents social work practice as a multi-level and multi-method approach to influencing change in problem situations, guiding students to consider the core values and ethics of the discipline, as well as broader issues of environment, diversity, oppression, and social justice. 3 credits

## **UXI 101 – History of UX/UI**

This course provides an in-depth exploration of the history of the field of User Experience (UX) and User Interface (UI) design. Students will delve into the key milestones, influential designers, and groundbreaking technologies that have shaped the field. Through a combination of lectures, discussions, readings, and hands-on activities, students will gain an understanding of how UX/UI design has transformed the way we interact with digital interfaces. Lecture course. 3 credits

## **UXI 102 – Introduction to User Experience/User Interface (UX/UI) Design**

This course provides students with an introduction to User Experience (UX) and User Interface (UI) design principles. Students will explain the significance of key terms and concepts related to UX/UI design and learn to apply design methodologies to create functional and visually appealing prototypes. Further, students will develop collaboration skills to work with their peers in design teams to ideate and solve UX/UI challenges. Lecture. 3 credits

## **UXI 201 – Human Factors Engineering**

This course provides students with a foundation in Human Factors Engineering by focusing on the interaction between humans and technology. Students will learn ways cognitive, physical, and social factors influence the design of products, systems, and interfaces. By gaining insights into user-centered design principles and ergonomics, students will be equipped with knowledge to create safer, more efficient, and more user-friendly technologies. Studio class. 3 credits

# course descriptions

## **UXI 210 – Experience Design I**

Experience design draws upon users' needs, feelings, contexts and mindsets to design experiences that center on them. These experiences can range from transactional purchases to customer support or an interactive display at a clothing store for a new product. User Experience (UX) Design focuses on shaping the way the customer feels about a product to influence how they interact with it. Students will use market research and user demographics to design an entire user experience for a product from product design, UI, branding, and package design to store layout for marketing and sales. Studio course. 3 credits

## **UXI 310 – Experience Design II**

This course expands on the principles learned in UXI 3xx: Experience Design I to focus more on market research and understanding the user. Students will perform market research, compile user profiles, and create design strategies based upon those profiles. Students will practice UX design principles through hands-on projects, team projects, and design presentations. During these projects, students will perform usability testing based upon their design choices to identify and improve usability issues. Prerequisite: UXI 3xx: Experience Design I. Studio course. 3 credits

## **UXI 320 – Advanced Prototyping**

This course explores a broad range of advanced UX/UI prototyping skills and techniques. Through a series of exercises and projects, students will apply advanced methods of market research, design thinking, rapid prototyping, and the use of virtual reality (VR) and augmented reality (AR) technology for both digital and material fabrication. Technical sophistication, conceptual thinking, critical analysis, written communication, and presentation skills will be emphasized. Studio course. 3 credits

## **UXI 330 – Design for New Media**

This course focuses and explores the dynamic digital and visual aspects of new media design. Students will combine and apply their skills in research, marketing, project management, graphic and UX/UI design to create captivating digital media. Students will explore and create animation, motion graphics, website prototyping, mobile apps, social media, and video games using industry-standard software. The relationship between technology and culture along with the appropriate application of technology will be explored. Studio course. 3 credits.

## **UXI 401 – Professional Practices**

This course explores career opportunities available to UX/UI designers. The business aspects of the industry including studio production pipeline and organization, project management, professional organizations and memberships, and ethical conduct are elaborated. Career options and work environments are explored. A resume, business card, demo, and portfolio are produced, and a promotional website design is examined and explored. Studio course. 3 credits

## **UXI 409 – Internship**

The internship offers the opportunity to put learned theory to practical application in a supervised work environment. Internship learning objectives are developed by the student and advisor. 3 credits

## **UXI 410 – Immersive Experience Design**

This course provides students with a foundation in Immersive Experience Design by focusing on using UX Design principles in Immersive environments. Student projects will include all forums of story-driven media, from film and interactive media to live audience environments. Students will work with a range of interaction levels that will lead users to be fully absorbed in an experience through the use of VR, AR, and MR. Throughout this class students will learn how UX Design principles can greatly benefit how immersive design can improve the future of technology. This is a Studio Course. 3 credits.

## **UXI 420 – Senior Project**

Students will create a fully integrated new media campaign from the concepts marketing analysis, narrative, and design brief. Students may choose to use a variety of production techniques and/or software applications for their campaigns. Production values, technical sophistication, conceptual thinking, critical analysis, written communication, and presentation skills will be emphasized and used as grading criteria. Studio course. 6 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

All ANT Courses

All ARC Courses

ART 110 Exploration in the Fine Arts

ART 203 History of Art I

ART 204 History of Art II

ART 405 Contemporary Art

All ASL Courses

All AST Courses

All BIO Courses

All CHE Courses

All CRJ courses with the exception of CRJ 309, CRJ 403, CRJ 409, and CRJ 420

CSD 101 Introduction to Computer Science I

CSD 102 Introduction to Computer Science II

CSD 103 – Software Development for Interactive Media

CSD 200 Data Structures and Algorithms

CSD 210 Computer Organizations and Programming

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

All ECO Courses

All ENG Courses with the exception of ENG 101, ENG 103, and ENG 105

All FRE Courses

GDE 205 History of Videogames

All GLB Courses

GRA 301 History of Graphic Design

All HIS Courses

IDS 205 Crisis of Belief

IND 205 History of Interior Architecture

All JPN Courses

All MAT Courses

# course categories

MUJ 201 Jazz Theory I  
MUJ 202 Jazz Theory II  
MUJ 211 Jazz History I  
MUJ 212 Jazz History II

MUS 100 Music Fundamentals  
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

All PHI Courses

PHO 105 History of Photography  
PHO 307 Contemporary Photography 1945 to the Present

All PHY Courses

All PSC Courses

All PSY Courses

All RST Courses

All SOC Courses

All SPA Courses

## Art Electives

All art studio courses.

## Digital Media Design Electives

Any ANM Course  
Any DFM Course  
Any GDE Course  
Any GRA Course  
Any IND Course  
Any MDE Course  
Any PHO Course

## 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

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 100 Music Fundamentals  
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

# course categories

## 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  
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

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# 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 Dean of Students and reviewed periodically by the President's Cabinet. Additional information can be found at <https://www.villa.edu/wp-content/uploads/2024/08/Student-Complaints-Reporting-Monitoring-and-Review-Memo.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 seeking bachelor's degrees who return to the institution to continue their studies the following fall.

Bachelor Level Programs (Fall 21–Fall 22)

61.5%

Associate Level Programs (Fall 21–Fall 22)

40.0%

Average INSTITUTIONAL Retention Rate: 56.3%.

## 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&zcd=0&of=3&ct=2&ic=1&id=197142>

## Bachelor Level Programs

(cohorts: 2015, 2016, 2017 within 150% time)

**34.7%**

## Associate Level Programs

(cohort: 2018, 2019, 2020 within 150% time)

**19.5%**

## Placement/Employment Rate

A one-year, post-graduation survey of the class of 2022 yielded a 68% response rate.

Of the respondents, 82% are employed. Sixty-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

	2016	2017	2018	2019	2020	2021	2022
Licensing Exam Passing Rate	96.3%	100%	100%	94.4%	81.8%	87.5%	81.8%
Employment Rate (Six months after graduation)	78%	96%	100%	100%	87%	94%	100%

**To request more information or to ask questions about Villa Maria College's accreditation or HEOA Compliance, please contact:**

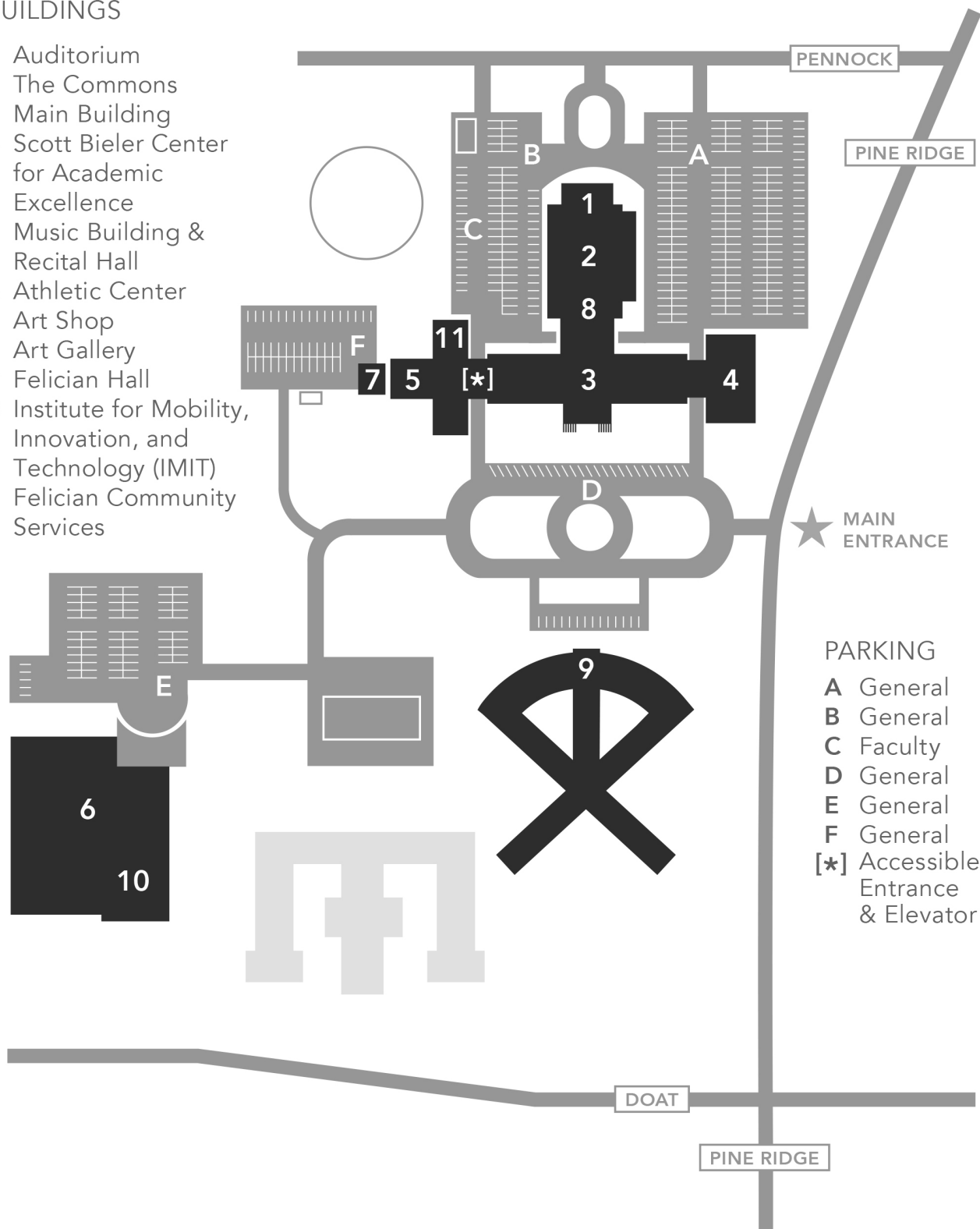
**Sr. Mary Albertine Stachowski,**  
Director of Institutional Research  
[smalbertine@villa.edu](mailto:smalbertine@villa.edu) | 716.961.1859

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 The Commons
- 3 Main Building
- 4 Scott Bieler Center for Academic Excellence
- 5 Music Building & Recital Hall
- 6 Athletic Center
- 7 Art Shop
- 8 Art Gallery
- 9 Felician Hall
- 10 Institute for Mobility, Innovation, and Technology (IMIT)
- 11 Felician Community Services



## 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.



*Villa Maria College is a Felician Sponsored Ministry*

240 Pine Ridge Road, Buffalo, NY 14225 | [VILLA.EDU](http://VILLA.EDU) | 716.961.1805