

# ACADEMIC LIFE

## *Academic Resource Center (ARC)*

The **John C. Ford Academic Resource Center (ARC)** offers academic services and resources to assist all students in their pursuit of academic and personal success. Located on the ground floor of the Bachmann Main Building, the ARC is staffed by trained professionals and students who provide a wide range of services, including peer and professional tutoring, organized study groups, study skills workshops, academic counseling, and disabilities services.

The ARC staff works closely with faculty and administrators to provide programmatic support to all Neumann students, beginning with their First-Year Experience and overall orientation to the University and lasting throughout their years at Neumann University and beyond. The ARC is home to the following offices and programs:

- Academic Resources
- Disabilities Services (See *Admissions Information* section)
- OPEN and PACE Programs (See *Admissions Information* section)
- Placement Testing (See *Admissions Information* section)
- Professional and peer tutoring
- Writing support
- Moderated study groups
- Study skills workshops
- Computers and tutorial software

These resources are available to all students and are free of charge. While some services are available on a “drop-in basis,” students are strongly encouraged to make appointments.

## *Career Development Office*

The mission of the **Career Development Office** is to promote a values-based approach to career and life planning with opportunities for career exploration through Experiential Education programs, as well as Service-Learning, internship, and cooperative education experiences.

Career planning is viewed as a developmental process that begins with the first year of college and continues throughout the student’s educational program at Neumann. As they begin their studies, students become familiar with all aspects of the career planning process as part of their First-Year Experience. An integral part of that process is an introduction to SIGI PLUS, a computerized career-planning program, supported by the Office, that assesses a student’s values, skills, and interests. Students are also provided with current information on career possibilities and assisted in their decision-making process pertaining to career options. The Office houses a library of career-related publications, and its web site also contains links to career planning information. These resources, along with the opportunity for individual career counseling by appointment, provide a basis for educational and career planning.

Students are encouraged to utilize the resources of the Career Development Office to learn about full- and part-time job opportunities, obtain career and graduate school information, and establish credential files. Workshops are held each semester on career exploration, résumé writing, interviewing skills, and job search strategies. In addition, employment opportunities are posted both internally and on the Office’s web site at [www.collegecentral.com/neumann](http://www.collegecentral.com/neumann). The Career Development Office annually participates in an Intercollegiate Career Fair with other local colleges in the spring and hosts a Career Fair for Nursing majors each fall. As a member of the Delaware Valley Education Consortium, the Career Development Office assists in the planning

and implementation of the annual Greater Philadelphia Teacher Job Fair. Experiential education programs (Co-Ops, Internships, and Service-Learning) are coordinated through the Career Development Office by the Coordinator of Experiential Education programs.

## Cooperative Education and Internship Placement Programs

The **Cooperative Education Program (Co-Op)** allows undergraduate students to combine the world of academics with the world of work. Co-Op provides students with paid work experiences under the supervision of faculty and experienced professionals. All Co-Op placements must be related to the student's academic major, minor, or concentration and must provide experiences which augment the student's theoretical knowledge. To qualify for Co-Op experiences, the student must have successfully completed 60 credits and must have satisfied both University and Division criteria for participation in the Cooperative Education Program.

Cooperative Education experiences can be taken for 3 credits or in increments of 3 credits up to 6 credits per semester with a maximum of 12 credits during a student's undergraduate experience. Each 3 credits of Co-Op require 195 hours of supervised work experience; for Sport Management majors, a total of 6 Co-Op credits is required, with each credit equating to 70 hours of supervised work experience.

The **Internship Placement Program** offers students non-paid, career-related work opportunities. These experiences are subject to the same policies and procedures that govern Co-Op placements.

When registering for either Cooperative Education experiences or Internships, the following course numbers should be used, prefaced by the major course abbreviated prefix. For example, a placement in Management in the Fall semester of a student's junior year of study would be MGT 395. Listed below is the complete numbering system for either placement option.

|     |            |        |     |            |        |
|-----|------------|--------|-----|------------|--------|
| 394 | Pre-Junior | Summer | 494 | Pre-Senior | Summer |
| 395 | Junior     | Fall   | 495 | Senior     | Fall   |
| 396 | Junior     | Spring | 496 | Senior     | Spring |

For both Co-Op or Internship experiences, the student is responsible for his/her own transportation to and from the worksite. **In addition, the student must register for either a Co-Op or Internship in the same semester during which the Co-Op or Internship occurs. Credit will not be awarded retroactively if a student successfully completes either a Co-Op or Internship experience without first registering for the course.**

## Service-Learning Experience

The **Service-Learning Experience** at Neumann University combines theoretical classroom learning with service-based learning in the community. A Service-Learning Experience serves as a valuable and integral part of the student's total learning experience for a specific course or can be pursued as an Independent Study. This type of experience supports the student's intellectual, moral, career, and personal development as well as enhances a sense of civic and social responsibility. Service placements are established to address unmet needs in the community. Examples of such Service-Learning Experiences are: outreach to Native American children in New Mexico, participation in schoolyard labs, tutoring of elementary school children, and foreign language instruction at the Child Development Center of Neumann University.

Service-Learning Experiences are available to the student under the guidance of the Coordinator of Experiential Education Programs.

Community Service opportunities are also available to students on a non-credit basis and constitute another means of learning through experience while, at the same time, making a difference in the community.

## *Computer Facilities and Media Services*

Computing and media services are managed by Neumann University's **Office of Information Technology and Resources (ITR)**. The Academic Computing Center is located on the ground floor of the Bachmann Main Building and consists of four state-of-the-art computer classrooms and the ITR administrative offices. The ITR staff views computers as tools which support all fields of study, the *Mission* of the University, and all members of the College community. Neumann University has a high-speed network which connects academic and administrative users, as well as residents in the Living and Learning Centers, to College resources and to the Internet. All network services, such as printing, electronic mail, and instructional programs, are available throughout the campus. Wireless connection to the network is available in many locations. Information about connecting to the Neumann network can be found on the University's web site.

In the various computer labs, Neumann University has more than 100 computers available for students. These computers run a variety of Windows software, with Microsoft Office (Word, Excel, Access, and PowerPoint) as the standard productivity suite. Software related to various disciplines, such as SPSS statistical software, is also housed in the Academic Computing Center for use by students and faculty. The computer labs and "smart" classrooms throughout the University are equipped with instructor computer stations and video projectors for presentation of electronic slide shows and other local and distance computer-based resources. Computer Lab hours are posted at the beginning of each semester.

Distance learning technologies (primarily the WebCT Course Management System) are supported and maintained by ITR's Academic Technology Group. This group also provides training for Neumann University faculty on advanced instructional delivery systems and related academic software.

The Media Services component of ITR manages the University's audiovisual resources, including instructional and presentational equipment for ongoing academic use and for special events. In addition, a full-service studio provides students with the opportunity to produce, edit, and screen videos in private areas. For additional information, please call the ITR office at 610-558-5620.

## *Library Services*

Neumann University's Library plays a crucial role in the learning experience of students as well as in the teaching and research needs of the faculty. The Library contains a balanced collection of more than 100,000 items and a periodical collection of more than 10,000 subscriptions, many of which are in both print and online full-text databases. In addition, the Library also houses a video/DVD and film collection of more than 2,000 materials. All library materials and services are carefully selected to meet the needs of Neumann University curricula.

The Library is fully automated with access to both the Internet and Neumann's online catalog, *FRANCIS*, on 24 computers. The Library's home page ([www.neumann.edu/academics/library.asp](http://www.neumann.edu/academics/library.asp)) provides access to *FRANCIS* as well as several online databases, including *MEDLINE*, *ERIC*, *EBSCOhost*, *LexisNexis*, *JSTOR*, *ProQuest Religion*, *Wilson Education*, *Sports Business Research Network*, *CIAO*, *NetLibrary*, *Oxford English Dictionary*, *Faulkner's*, and *STAT-USA*. In addition, individual and class instruction on the usage of all databases as well as general reference workshops are provided by Library staff.

To supplement its resources, the Library is a member of several academic and health consortia. As a founding member of SEPCHE (The SouthEastern Pennsylvania Consortium for Higher

Education), the University shares library resources and expertise with its seven other partners. SEPCHE member libraries offer equal access including borrowing privileges to the students, faculty, and staff of all eight SEPCHE institutions: Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy College, Holy Family University, Immaculata University, Neumann University, and Rosemont College. The SEPCHE collaboration makes available nearly a million volumes, scores of electronic databases, and several special collections on various subjects. Library hours at SEPCHE schools vary, and professional librarians are available to assist users. The materials and services of more than 42 area libraries are also made available through the Library's membership in the Tri-State College Library Consortium. The Library has access to more than 1,600 health-related videos/DVDs through its membership in the Consortium for Health Information and Library Services. As an active member of OCLC (Online Computer Library Center), the Library is able to provide interlibrary loan service to both students and staff. Our Internet connection enables the Neumann community to have access to the catalogs of all the major libraries in the United States.

Individual carrels and reading tables provide room for group study and private research. The Library's circulating collection and the Neumann University Archives are located on the third floor. Neumann University is also the repository of *The Betty Neuman Papers*. The personal collection of this internationally acclaimed nurse theoretician is currently being processed in the Archives and, when completed, will be available to scholars and researchers.

The Library also houses the Neumann Institute for Franciscan Studies, which was founded by the University on August 26, 1998. Designed to strengthen the vision and charism of Francis and Clare of Assisi within a context of contemporary experiences in higher education, the purpose of the Institute is to integrate teaching experience and student learning, both of which are part of the embodiment of Neumann University's higher standards and response to future challenges that foster educational excellence. The Institute includes The Sr. Clare Immaculate McDonnell Franciscan Resource Room and The Assisi Room. The Resource Room, founded in 1994 through the inspiration and guidance of Dr. Rosalie Mirenda, President of Neumann University, is open to the public and offers visitors and scholars alike the opportunity to learn more about the Franciscan mission and its values. The Institute fosters the collaborative interchange and integration of Franciscan values and Catholic education at Neumann University.

For faculty, the Institute provides opportunities to design and expand professional and interdisciplinary programs. For students, it maximizes opportunities to demonstrate the practical application of knowledge, especially in its ethical implications. Through academic events, seminars, lectures, programs, and newsletters, the Institute seeks to advance Catholic and Franciscan intellectual tradition, mission, and values, thereby enhancing Neumann University's identity as a Catholic Franciscan higher education institution of renown.

The Library is open seven days a week, and the staff is always available to offer professional assistance as well as formal and informal instruction in traditional library resources and the latest technology. Even as the Library expands its technological resources, the primary focus continues to be its excellent personalized service and the maintenance of a warm atmosphere that has always characterized relations between the Library and its patrons.