



Learning Opportunities and Resources

ACADEMIC SKILLS CENTER

Rebecca Moses, Director

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The Academic Skills Center (ASC) operates as an Independent Study Skills Class (ASC 099) and offers self-paced classes in Communications (COM 094), Basic Mathematics (ASC 096), Elementary Algebra (MAT 096), and Intermediate Algebra (MAT 0970). ASC 099 is also a corequisite for the Elementary Algebra (MAT 096) and Intermediate Algebra (MAT 097) classes. Students receive one credit hour for every 15 hours of work in the ASC and may enroll for up to three credit hours. (Hours earned at the Academic Skills Center do not count towards graduation.)

The ASC has a highly qualified staff of math and English instructors who offer tutorial assistance to individuals and study groups. The ASC also has test preparation materials for the GRE, LSAT, NCLEX, PPST, ACT and SAT. Students work with computers, videos, and other learning tools to build basic academic skills and refresh existing skills. *Discover*, a computer-based career planning program, is also available. *Discover* offers detailed lists of occupations and identifies majors based on the individual student's interests, abilities, experiences, and values. This planning program also includes financial aid information as well as information about how to prepare a resume and cover letter and how to prepare for an interview.

Hours: Monday-Thursday 8:00 a.m. - 8:00 p.m.,
 Friday 8:00 a.m. - 3:00 p.m.
 Saturday 9:00 a.m. - 1:00 p.m.

ACADEMIC SUPPORT CENTER

Katherine Hetzer, Coordinator

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The Academic Support Center brings together three academic support services. Through these three units, the center provides students with free programs and services to help them succeed in college and beyond. The center offers a supportive atmosphere in which you can obtain individualized tutoring in a variety of subjects as well as help with writing assignments. The Academic Support Center staff is always available to answer questions, provide materials and generally guide students to academic success. The center

also serves as a clearinghouse of information about the various academic opportunities at Marshall.

- **Advising Center:** The staff of the Advising Center helps students who are Undecided in their major to develop an appropriate schedule at course registration times.
- **Tutoring Services:** If you are struggling in a class, or know you will be struggling soon, you can get help by signing up for a Peer Tutor. Tutors are Marshall students who have demonstrated expertise in their subject areas. Tutors will meet with you individually, work with you at your own pace and give you help in the specific areas you need most. As a Marshall student, you can receive up to 4 hours a week of tutoring at no charge. You and your tutor will decide when to meet and every attempt will be made to work around your schedule. To sign up for a tutor, come by the Academic Support Center to fill out an application form.
- **Writing Center Tutors:** The Writing Center provides free writing consultation to students. You can drop in without an appointment to receive help with your writing, but a “draft copy” is necessary. The Writing Center tutoring staff, which consists of English graduate students and undergraduate peer tutors of all majors, can help students through the entire writing process, from discussing initial ideas to revising and editing their work. (See also **Writing Center.**)

CAREER SERVICES CENTER

Sue Edmonds Wright, Director

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http://career.marshall.edu

The Career Services Center assists students in all phases of career development and job placement. Whether you are an entering freshman trying to choose a major or a graduating senior seeking an entry-level job, the center's staff of trained career professionals can help prepare you to succeed in today's dynamic workplace.

The services include:

Career Counseling and Testing – The center offers career planning assistance, both individual and/or computer-based. This service is especially helpful for students who are undecided or are in doubt about their major.

Part-Time and Summer Jobs – The center operates a comprehensive student jobs program to help students who need to work while in school in order to help pay college expenses, or desire “hands-on” experience.

Credential File Service – Seniors and alumni may establish a credential file (reference letters, resumes, transcripts, etc.) with the Center. The credential file is used to provide information to employers seeking job candidates.

Internships - The center works in conjunction with colleges to assist their students in procuring internships. All students can avail themselves of this service and are strongly encouraged to do so.

Resume Development - Experienced staff will assist in preparing effective and professional resumes. The center provides computers and laser printers for resume preparation.

Interview Skills Seminars – Mock interviews, videos, and individual interview assistance help students gain confidence and success in employment interviews.

Career and Job Fairs – The center sponsors six major job fairs each year: business, education, health and social services, part-time jobs, summer jobs, and community college. Contact the Career Office for more information.

On-Campus Recruiting – The center hosts visiting employers interested in hiring Marshall University graduates. Local, regional, national, and global companies visit campus each year to conduct employment interviews.

Computerized Job Matching – When employers contact the Center seeking job applicants, our computer program matches qualified candidates with the job opening.

Newsletter, Jobs Hotline, And Job Board – The center posts available jobs using several methods. *The Career Link*, a twice monthly newsletter; automated phone hotline, (304) 696-JOBS; and job bulletin board located in the Center.

Web site – *career.marshall.edu* provides information concerning all career-related services available to students, including job bank links, on-line registration, recruiting calendar, job fairs, and much more.

CENTER FOR ACADEMIC EXCELLENCE

Martha Woodward, Executive Director

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The Center for Academic Excellence houses the University Honors program, the John Marshall Scholars program, the Society of Yeager Scholars program, the Hedrick Scholars, the Erma Byrd Scholars, and the National Student Exchange.

UNIVERSITY HONORS PROGRAM

The Marshall University Honors Program was established in the early 1960's to provide maximum educational opportunities for students of high ability. Honors students are encouraged to raise their expectations of themselves by pursuing enriched courses both within and beyond the regular curriculum. The program supports intellectual excellence and creativity by bringing together outstanding students and stimulating professors.

The mission of the Honors Program is:

- to offer an enhanced educational experience to academically talented and highly motivated students;
- to design, in collaboration with faculty recognized for excellence in teaching, an innovative, interdisciplinary, and multidisciplinary curriculum that emphasizes critical thinking, communications skills, and collaborative learning;
- to supplement that curriculum with enriched academic opportunities consisting of outside lectures, field work, or course-related travel.

To this end, students participating in the Honors Program will:

- develop confidence in their abilities to understand and discuss complex ideas and texts, as well as engage in problem solving and research design;
- learn to apply this new knowledge in meaningful ways that will help them succeed in their professional and personal lives following college;
- strengthen their written and oral communication skills;
- master an ability to work effectively in groups of diverse people;
- make connections between disciplines;

- enjoy a range of supplemental experiences of an academic and social nature with similarly motivated and talented students.
- *Admission Requirements:* Students may begin Honors work at any stage in their college careers, although many begin as freshmen. Entering freshmen with an ACT composite of 26 (or SAT equivalent) and a 3.3 GPA are eligible to enroll in any Honors course. Transfer students or already enrolled students with a minimum 3.3 GPA are eligible to enroll in any Honors course.
- *The Program:* The Honors Program consists of three separate but interconnected components:
 1. Entering freshmen should register for HON 101: Introduction to Honors. This is an enriched, Honors section of the New Student Seminar for freshmen. This one-credit course meets for the first eight weeks of the semester. It offers Honors students a chance to meet others like themselves, to become familiar with the Honors Program, and to learn through small group discussion about college life and about planning their academic futures.
 2. Each semester University Honors provides several team-taught, small, interdisciplinary seminars for freshmen and upperclass students. Led by two professors from different disciplines, the 4 credit seminars enable students to study in depth a special topic outside and beyond the regular curriculum. Past seminars have covered such areas as War in the Twentieth Century, Primatology and Human Evolution, America in the Sixties, and Plagues and Epidemics. Seminar titles appear in the official schedule of courses which is published each semester.

HON 150:	Critical Issues
HON 195:	Science and the Arts
HON 196:	American Experience
HON 197:	Ideas in Social Science
HON 294:	Interdisciplinary Honors
HON 295:	Interdisciplinary Honors
HON 296:	Interdisciplinary Honors
HON 395-396:	Interdisciplinary Honors
HON 480-483:	Interdisciplinary Honors

NOTE: Students can use Honors Seminar credits to fulfill department major or college general education requirements. See the Executive Director, CAE (Old Main 230), for instructions and forms.

3. In addition to University Honors seminars, individual departments offer Honors-enriched versions of regular courses. While the prerequisites for department Honors courses vary, they normally require at least a 3.0 GPA. The prerequisites for these courses are stated in each department's course listing in the Marshall University Undergraduate Catalog.

CHM 190-191H:	Honors in Chemistry
CHM 290-291H:	Honors in Chemistry
CHM 390-391H:	Honors in Chemistry
CMM 104H:	Honors in Speech Communication
ENG 201H:	English Composition Honors
HST 103H:	The Twentieth Century World-Honors
HST 230H:	American History to 1877-Honors
HST 231H:	American History Since 1877-Honors

(continued)

PHL 200H:	Introduction to Philosophy: Ancient Period-Honors
PSY 201H:	General Psychology-Honors
SOS 208H:	Social Problems in a Global Context - Honors

The Honors Option allows an Honors student (3.3 GPA) enrolled in a regular course to make it an Honors course and to receive Honors credit. The student and instructor, in advance of the semester in which the course is offered, arrange to do a part of the work of the course as Honors caliber. H-option instructions and forms are available in the CAE (Old Main 230).

NOTE: Many departments also offer individualized programs of study for Honors credit called Readings for Honors.

- Graduation in University Honors: Students who wish to become Honors Scholars in the University Honors Program must maintain a cumulative 3.3 GPA in all courses and a cumulative 3.3 GPA in Honors courses. In addition to their college and department major requirements, they must complete 24 semester hours of:

HON 101:	Introduction to Honors	1 hr.
Choose 1:		4 hrs.
HON 150:	Critical Issues	
HON 195:	Science and the Arts	
HON 196:	The American Experience	
HON 197:	Ideas in Social Science	
HON 294:	Ideas in Social Science	
HON 295:	Ideas in Science	
HON 296:	Ideas in the Humanities	
Choose 2:		
HON 395:	Interdisciplinary Honors	8 hrs.
HON 396:	Interdisciplinary Honors	
HON 480:	Interdisciplinary Honors	
HON 481:	Interdisciplinary Honors	
Any combination of Department Honors Courses, Readings for Honors, or H-Option Courses		11 hrs.
	TOTAL:	24 hrs.

- Recognition:
 1. The official transcript will state that the University Honors Program has been successfully completed.
 2. The diploma will note graduation in University Honors.

JOHN MARSHALL SCHOLARS PROGRAM

Students accepted each year as John Marshall Scholars will receive tuition, fees, and a stipend for four years (as long as they maintain a 3.5 GPA).

Admission Requirements

Students with ACT composites of 30 or higher will be invited to apply. Recipients are selected by the Financial Aid Advisory Council. Priority is given to residents of West Virginia; Lawrence and Gallia Counties in Ohio; and Boyd, Greenup, Carter, and Lawrence Counties in Kentucky.

Program

The academic program consists of an introductory seminar, a core of interdisciplinary seminars, and course requirements of the student's major department and college.

Core Curriculum

HON 101:	Introduction to Honors	1 hr.
Choose one from:		
HON 150:	Critical Issues	4 hrs.
HON 195:	Science and the Arts	
HON 196:	American Experience	
HON 197:	Ideas in Social Science	
HON 294:	Ideas in Social Science	
HON 295:	Ideas in Science	
HON 296:	Ideas in the Humanities	
Choose one from:		
HON 395-396:	Interdisciplinary Honors	4 hrs.
HON 480-483:	Interdisciplinary Honors	
	TOTAL	9 hrs.

Other Services

The Executive Director of the CAE will work closely with John Marshall Scholars, aiding each student in the development of an academic program, and providing group programming and special services.

SOCIETY OF YEAGER SCHOLARS PROGRAM

The Marshall University Society of Yeager Scholars is named for United States Air Force Brigadier General (Retired) Charles E. "Chuck" Yeager, the first man to break the "sound barrier" in his historic 1947 flight of the Bell-X-1 aircraft. The purpose of the Society of Yeager Scholars is to provide an outstanding education for outstanding students. The Society desires to provide the Scholars with opportunities to expand intellectual abilities, to develop leadership potential, to become effective communicators, and to gain the skills and knowledge necessary for successful careers. The men and women accepted into the Society each year will receive tuition, fees, a textbook allowance, the use of a personal computer while enrolled in the program, a stipend, and education-related travel expenses.

Mission

The mission of the Society of Yeager Scholars is to seek out and attract to Marshall University students with outstanding leadership potential, as demonstrated by their intellect, breadth of interests, imagination, personal drive, and commitment to excellence; provide at Marshall for those elected to the Society an environment which will enhance and develop that leadership potential; follow the Yeager Scholar after graduation, counseling and supporting the Scholar to the ultimate goal of becoming a leader with that “right stuff” who will make a difference in the world.

Academic Program

The academic program provided for Yeager Scholars consists of a number of elements:

1. A core of four interdisciplinary seminars, one each semester for the first two years. The seminars will cover communication and computers; humanities; theories of science and statistics; arts and history.
2. The development of proficiency in a modern language through a series of specially integrated courses, leading to opportunities to utilize the language in study or travel abroad.
3. Summer study program of one month at Oxford University after the sophomore year.
4. Additional courses in the natural and social sciences, and in literature, to round out the core curriculum of a Scholar’s program.
5. Independent study, guided by a mentor professor, leading to a senior project.
6. Through the core curriculum, assistance to each Yeager Scholar in developing skills in analysis, synthesis, and critical thinking. Each Scholar will be expected to demonstrate superior skills in written and oral communication. In order to remain in the Yeager Scholar program, each student must maintain a cumulative 3.5 Grade Point Average.

Core Curriculum

- Seminars: there are four interdisciplinary seminars, one each semester of the first two years of study, each carries 5 credit hours for a total of 20 hours.

YGS 161 Seminar in Communication and Computers

YGS 162 Seminar in Humanities, Texts, and Values

YGS 271 Seminar in Theories of the Natural and Social Sciences and Statistics

YGS 272 Seminar in Arts and History

- Language Study: development of a proficiency in a foreign language in preparation for travel and study abroad. The purpose of the language program, therefore, is to insure that the Scholars achieve a level of competence in a foreign language high enough for them to communicate effectively and to succeed in classes at a foreign university. For those Scholars who have completed at least two years of high school foreign language instruction, and who wish to continue study in that language, a maximum of 12 hours will be required. For those Scholars who have no foreign language experience, or who decide to start another language, a maximum of 18 hours will be required.
- Literature: two three credit-hour classes for a total of 6 credit hours. Each Yeager Scholar will take two literature courses to be selected with the approval of the Director or mentor. Courses will be chosen for the depth and breadth they will provide the individual student’s education. They may be selected to extend a student’s previous work or to fill gaps in the student’s background. Not all literature courses currently

offered may be used to fulfill this requirement. Permission must be obtained from the Chair of the Yeager Steering Committee.

- Social Sciences: six credit hours chosen from the following:
 1. History or culture course. The requirement for a history or culture course can be met by taking courses in the Department of History or by taking French 405, 406, Spanish 405, 406, German 405-406, or Classics 435, 436.
 2. One course from the following:
 - Communication Studies 303, 308, 409
 - Economics
 - Political Science
 - Psychology (201H or another)
 - Sociology-Anthropology (except SOC 108)
 - Geography 100, 203
- Mathematics: three to five credit hours.

Scholars with a Math ACT of 27 or better will take MTH 229 or higher;
Scholars with a Math ACT of 26 or below will take MTH 130.

NOTE: Additional Mathematics courses may be required by the college in which the Yeager Scholar is a major.
- Natural Sciences: **Eight to ten credit hours chosen from the following:**
 - Biological Sciences
 - Geology
 - Chemistry
 - Physics

The core curriculum will total 58-66 credit hours. Some of the hours in Literature, Social and Natural Sciences may also apply to the student's major.

Advising

The Executive Director of the CAE will work closely with a mentor/advisor from each Scholar's major field in developing the program of study for each Scholar. Both the Director and the mentor/advisor must approve each Scholar's schedule and program of study.

CENTER FOR AFRICAN AMERICAN STUDENTS PROGRAM

Ernest E. Middleton, Coordinator
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The major activities of the center are designed to identify, facilitate and implement services to enhance the academic and social needs of African American students. The following are highlighted:

New Student Reception (Harambee)

This event is held at the beginning of the year for new freshman students. The program's purpose is to provide new students an opportunity to meet some of the significant campus personnel, such as deans, chairpersons, faculty, etc.

Student Leadership Retreat

A group of African American students are identified by their organizations and the Center for African American Students program to attend a two-day leadership training session at one of West Virginia's state parks. The purpose of the retreat is for students to gain and/or enhance their skills for continued or future participation in campus leadership. Training is conducted by university faculty, staff, student leaders and/or special trainers.

The Outstanding Black High School Students' Weekend

The weekend is one of the university's valuable recruiting activities which is in its 14th year. Eleventh grade high school students, selected by their high school principals and/or counselors, are invited to campus to receive a flavor of university life by residing in residence halls, meeting faculty and college deans, discussing campus issues with college students and experiencing campus social life.

The Mentoring Program

This program is specifically designed for incoming freshmen students. It provides, through a diverse group of faculty, staff, and upper class students, mentors who develop a personal relationship with students and become their confidants for the academic year. The supportive relationship that is developed assists students in their academic, social and personal growth. Activities for the program involve workshops, group gatherings; such as Thanksgiving dinner, pizza parties, off campus activities, and a banquet at the end of the academic year to recognize all who participate in the program.

Black Faculty Forum

Each term, at least one forum is initiated to explore a critical subject that impacts African American life. The forum provides an opportunity for African American faculty and staff to share expertise and knowledge with the university and local community.

Women of Color Day

Women of Color is a day long program highlighting the many issues affecting the lives of women of color. The program is coordinated through the Center for African American Students Programs and planned by a committee composed of a diverse group of women whose goal is to bring into focus the importance of women of color in this multifaceted society.

Black History Month

Takes place in February. Activities, programs, lectures, speakers and social events are presented to celebrate and educate others as to the accomplishments of African American people. The program format provides the planners an opportunity to invite nationally known speakers, theatrical productions, musical groups to Marshall University as well as to present films, etc.

Black United Students (BUS)

This student organization was established in 1969 to serve as a voice for African American students. Over the years, BUS has been involved in a variety of activities, programs and efforts to enlighten the university and broader community, eliminate barriers and to perpetuate personal cultural pride.

Annual Diversity Breakfast

The Annual Diversity Breakfast is sponsored by the Center for African American Students Programs under the auspices of Marshall University Black United Students Organization in conjunction with the Student Government Association, Pan Hellenic Association, and Student Activities/Programming Board. The Diversity Breakfast is designed with the intent to promote campus harmony and unity. Members of the University and Huntington community are invited to participate in the Breakfast in an effort to build a sense of community on campus.

CENTER FOR ENVIRONMENTAL, GEOTECHNICAL, AND APPLIED SCIENCES

James Hooper, Director
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www.marshall.edu/cegas

The Center for Environmental, Geotechnical, and Applied Sciences was established in May 1993 through the cooperative effort of the presidents of Marshall University and West Virginia Graduate College (now the Marshall University Graduate College). The goal of the center is to forge close working relationships among the business community, higher education institutions, and government agencies, in technology related endeavors. The center has been involved since its inception with educational offerings, research, service, and long-term planning for regional development.

CENTER FOR INSTRUCTIONAL TECHNOLOGY

Randolph B. Cullum, Director
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The Marshall University Center for Instructional Technology was created to bring information technology to bear on the educational mission of the university by providing support for faculty in designing courseware, in using technology-enhanced classrooms, and in applying computer-based communication to extend classroom discussion. The CIT represents a comprehensive and collaborative model for instructional innovation on Marshall University campuses.

- Through training, support, and a commitment to excellence, CIT fosters and nurtures continual learning and innovative ideas to enhance the quality of education for a diverse population.
- CIT provides leadership, training, and resources for faculty and adjunct development and instructional design and instructional technology through one-on-one consultation, faculty development workshops, and by providing state-of-the-art technological resources in the faculty development suites, located on both the South Charleston and Huntington campuses. The CIT also assists faculty and adjuncts in CD-ROM or web-based development, assists in the development of new or revised instructional materials, and provides assistance in the areas of multimedia and digital content production.

CHILD DEVELOPMENT ACADEMY

22nd Street and Fifth Avenue/696-6478

Mary Jo Graham, President of CDA Board of Directors

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www.marshall.edu/coe/childdevelopment/

The Child Development Academy at Marshall University provides child care services to children of Marshall University students, faculty, staff and the greater community. It serves as a location for Marshall University undergraduate and graduate students participating in various clinical experiences as part of their academic program. The programs currently placing university students at the Child Development Academy are Early Education, Psychology, and Communication Disorders. The facility was opened in August of 1999 and the construction was a joint venture of Marshall University and the City of Huntington.

COMPUTING SERVICES

Arnold R. Miller

Executive Director, Computing Services

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www.marshall.edu/computing/

Facilities

The Marshall University Computing Services (UCS) administrative offices are located on the fourth floor of the Drinko Library on the Huntington Campus and the second floor of the Administration Building in South Charleston. UCS manages a number of computing facilities (UCF) which provide access to MUnet connected terminals, Windows personal computers, and Apple Macintoshes for the campus community. Facilities are currently available in Corbly Hall, Harris Hall, Smith Hall, Gullickson Hall, the Memorial Student Center, and the Drinko Library and Information Center in Huntington, and in the Administration Building and Library Buildings on the South Charleston campus, the Library at the Mid-Ohio Valley Center in Point Pleasant, and the computing lab at the Larry J. Harless Center in Gilbert. All UCS sites provide printing and scanning facilities. Other specialized facilities are available at selected sites.

Accounts

As a Marshall student you are automatically entitled to a computer account on MUnet at no extra cost. You should pick up the information you need to activate your account as soon as you have registered. Just follow these steps:

- Take your Marshall University ID to one of these University Computing Facilities: the Drinko Library and Information Center, 4th floor; or to the 24 Hour Study Center located in the Drinko Library.
- Tell one of the assistants that you would like your Computer Account;
- The assistant will print an account sheet that activates your account. The account sheet will contain details about your MUnet Account, which will consist of your last name followed by a number [e.g., SMITH12, JONES1, or HENDERSON1 (the first account assigned to a student with the last name of HENDERSON)]. The pre-assigned user-id and password contained on the account sheet will give you access to everything you need to make full use of the campus network and the Internet.

Technical Assistance Line (“Help Desk”)

UCS provides a Help Desk for MUnet account holders, which is available by calling 696-3200 or 746-2068; or by e-mail at helpdesk@marshall.edu. Help is available to MUnet and dial-up account holders on a variety of subjects ranging from network connection to application software assistance.

Internet Access Off Campus

UCS, in conjunction with WVNET (the West Virginia Network for Educational Telecommuting) sponsors an Internet service. There is a charge for this service. The service is managed jointly by Marshall University and WVNET and is available to all students, faculty, staff or individuals. For information call the Help Desk: 696-2350.

MUnet

MUnet is a fiberoptic Gigabit Ethernet and ATM-based network providing ethernet connections to every campus building, office desktop, and campus computing labs, meeting rooms, residence hall rooms, and classrooms. Currently, every faculty member has network access via a desktop computer or laptop computer. MUnet is linked to the Internet via high-speed digital ATM service. A number of classrooms also support networked labs and two-way video capabilities.

Servers and Systems

Central timeshare and server facilities include more than fifty servers and systems consisting of a mix of Digital/CompaqALPHA processors running Open VMS and Digital UNIX, and Intel-based processors running Microsoft Windows NT and 2000. These systems provide timeshare, file, print, database, CD-ROM, mail, Library, and web services to personal computers and workstations. A wide variety of software products is available to MUnet users including administrative software based on SCT corporation's BANNER products, office automation products (word processors, spreadsheets, electronic mail, document production, electronic filing, calendar/ time management, and other groupware functions), computer based instruction, programming languages, query/ data base packages, CD-ROM databases, graphical/presentation products, courseware delivery, and electronic publishing packages.

DRINKO ACADEMY

Alan Gould, Executive Director

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www.marshall.edu/drinko/

The John Deaver Drinko Academy is devoted to enhancing public understanding of American institutions and the responsibilities of citizens to their society, particularly our sense of shared values and common purpose. The efforts of the Center are designed to counteract the erosion of our civil culture, evident in the steady decline of citizens' participation in voting and jury duty, despite an expansion of the franchise in the 20th Century and federal laws protecting voting rights. The Center is named for Dr. John Deaver Drinko, a 1942 Marshall graduate and senior managing partner of Baker & Hostetler, one of the nation's largest law firms. He and his wife, Elizabeth Gibson Drinko, have been long-time significant supporters of academic programs at Marshall.

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The heart of the Drinko Center is a core of several distinguished visiting professors who are given a great deal of latitude to create courses and engage in other educational and scholarly activities that address the mission of the Drinko Center. Along with the Distinguished Visiting Professors, faculty from various departments are appointed on a rotating basis as Drinko Academy Fellows.

HIGHER EDUCATION FOR LEARNING PROBLEMS (H.E.L.P.)

Barbara Guyer, Director

Myers Hall/696-6317

help@marshall.edu

www.marshall.edu/help/

Higher Education for Learning Problems (H.E.L.P.) Program was established in 1981. H.E.L.P. provides qualified college students who have Learning Disabilities and/or Attention Deficit Disorder (ADD) the rights they are guaranteed under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The program offers these services:

- Assessment to determine presence of LD and/or ADD.
- Tutoring by Graduate Assistants in coursework, note-taking, study skills, organization and memory improvement.
- Remediation in reading, spelling and written language skills by Learning Disabilities Specialists.
- Liaison among professors, H.E.L.P., and students.
- Arrangement for accommodations in testing.
- Counseling for problems with self esteem and severe test anxiety.

Application to H.E.L.P. must be made separately from application to the university and should be completed no fewer than six months in advance.

HONORARY SOCIETIES

The following honorary and professional societies maintain active chapters on the Marshall campus. For contact information, call the Office of Student Organizations at 696-2283.

Alpha Delta Sigma (advertising)
Alpha Epsilon Delta (pre-medicine)
Alpha Epsilon Rho (broadcasting)
Alpha Kappa Delta (sociology)
Alpha Phi Sigma (criminal justice)
Alpha Psi Omega (theater)
Delta Epsilon Chi (marketing education)
Eta Sigma Phi (classical studies)
Gamma Beta Phi (honor, service)
Gamma Theta Upsilon (geography)
Kappa Delta Pi (education)
Kappa Kappa Psi (band)
Kappa Omicron Nu (family and consumer science)
Kappa Omicron Phi (home economics)

Lambda Alpha Epsilon (criminal justice)
Lambda Pi Eta (communication studies)
Omicron Delta Epsilon (economics)
Omicron Delta Kappa (leadership, scholarship)
Phi Alpha Theta (history)
Phi Eta Sigma (national freshman honorary)
Pi Kappa Delta (forensics)
Phi Theta Kappa (Community and Technical college)
Pi Mu Epsilon (mathematics)
Pi Omega Pi (office technology)
Pi Sigma Alpha (political science)
Psi Chi (psychology)
Scabbard and Blade (military science)
Sigma Delta Pi (Spanish)
Sigma Theta Tau (Nursing)
Sigma Tau Delta (English)
Upsilon Pi Epsilon (computer science)

INFORMATION TECHNOLOGY OFFICE

Jan I. Fox, Vice President
305 Drinko Library/696-6706
it@marshall.edu
www.marshall.edu/it

The Marshall University Information Technology Office is located in the third floor administrative suite of the Drinko Library. Information technology is committed to improve the efficiency and effectiveness of every aspect of technology throughout Marshall University by promoting and supporting Information Technology applications as a means of enhancing teaching/learning and administrative operations. The IT Office integrates instructional technology, web delivery methods, distance education, library and computing resources for all Marshall University campuses and leads the development of an integrated information technology environment. By actively aiding and enhancing the academic and support activities of the University, IT delivers support and services that help faculty, staff, and students achieve Marshall University technology goals.

INSTRUCTIONAL TELEVISION AND VIDEO SERVICES

Adrian Lawson, General Manager
Communications Building 219/696-3150
ITVS@marshall.edu
www.marshall.edu/itvs

ITVS provides a wide variety of media services to both the university and local business groups. ITVS services include delivery of interactive distance education courses; training videos; television commercials; satellite uplinks and downlinks; video teleconferencing; digital video (AVI, MPEG, JPEG); digital editing; CD-ROM duplication and creation; the production of instructional modules; video and radio equipment maintenance; media engineering services; a six-channel, campus-wide playback network; video taping and copying; location shots; post-production editing/packaging; technical support facilities (JMC classes/labs)

Marshall provides three programming services utilizing television delivery. ***Interactive video courses*** provide regular, live, on-campus courses delivered to and from seven

sites in Southern West Virginia. The courses take place in special classrooms with state-of-the-art technology providing two-way video and two-way audio communication via high-speed telephone lines. As a member of the West Virginia Higher Education Instructional TeleVision consortium, Marshall academic departments offer several *telecourses* each semester broadcast by WPBY (channel 33) and other public television stations in West Virginia. Students view the courses at home and then meet on campus a few times each semester for discussions and examinations. Marshall is a member of the *Satellite Network of West Virginia (SatNet)* consortium which allows MU academic departments to both originate graduate and undergraduate courses for the Network and receive courses from other institutions. Course delivery features live one-way video via satellite and two-way telephone communications. Some courses include E-mail and other Internet components.

JUDICIAL AFFAIRS

Linda P. Rowe, Director
2W38 Memorial Student Center/696-2495
rowe@marshall.edu
www.marshall.edu/judicial-affairs/

The faculty and administration recognize the rights and responsibilities of students. These include the privilege and obligation of maintaining high standards of social and personal conduct. While encouraging students to develop independence, the university embraces the concept that liberty and license are not synonymous and it therefore accepts the obligation to maintain standards which will provide for the welfare of the individual and the campus community at large. For Marshall University to function effectively as an educational institution, students must assume full responsibility for their actions and behavior. Students are expected to respect the rights of others, to respect public and private property, and to obey constituted authority. A student's admission to the university constitutes acceptance of these responsibilities and standards; thus registration serves as an agreement between the student and the university. Failure to adhere to the policies and conduct regulations of the university places the student in violation of the Marshall University Code of Student Rights and Responsibilities and may, therefore, subject the student to disciplinary action such as disciplinary warning, a period and degree of probation, suspension, or expulsion. All admitted students are subject to the code at all times while on or about university-owned property, or at university-sponsored events. Anyone may refer a student or student organization suspected of violating the Code of Student Rights and Responsibilities to the Office of Judicial Affairs. The *Student Code of Conduct*, *Student Academic Rights and Responsibilities*, and the judicial processes are printed in the *Student Handbook*, published by the Department of Student Affairs. The *Student Academic Rights and Responsibilities* are also printed in this catalog.

LIBRARIES

Drinko Library
University Libraries
Barbara Winters, Dean
library@marshall.edu
www.marshall.edu/library

The John Deaver Drinko Library (opened October 1998) is a \$31 million, 118,000 square foot state-of-the-art facility. It is the main academic library for Marshall University. The library has 180,000 print volumes and over 2,000 journal titles, many available

electronically; nearly 300 computerized workstations and notebooks available to patrons; more than 200 open laptop ports and 800 ports throughout the building; a reading room/ computer lab open 24 hours a day; individual study areas, multimedia preparation rooms, open stacks, and an attached cafe. The Drinko Library is linked via the Internet to the Library of Congress, other libraries, schools, colleges and universities, government resources, databases, and businesses worldwide.

James E. Morrow Library

Stack Tower: 696-2852

morrowstacks@marshall.edu

Government Documents: 696-2343

Special Collections: 696-2342

speccoll@marshall.edu

www.marshall.edu/library/morrow.htm

Situated between Smith Hall and the Science Building, the Morrow Library houses Special Collections, Government Documents, and stacks for approximately 200,000 less frequently used volumes. The Special Collections Department houses the West Virginia Collection (a regional collection of books, serials, documents and ephemera), manuscripts, the university archives, and rare books. It includes two special libraries: the Hoffman Library of the History of the Medical Sciences, and the Blake Library of Confederate History. The Government Documents Department, the second largest federal depository in the state, contains more than one million items and provides materials in electronic and paper formats.

Health Sciences Library

Edward Dzierzak, Director

1600 Medical Center Drive/691-1750

http://musom.marshall.edu/library.htm

The Health Sciences Library is located in the Center for Rural Health, adjacent to Cabell-Huntington Hospital. Its primary mission is to serve the informational needs of the students, faculty, and staff at Marshall University. The Library also plays an important role in providing information services to hospitals and health care professionals in the Huntington and Tri-State area. The Library subscribes to approximately 325 journals in the biomedical and nursing fields. A fifteen year run is kept on site for most journals. Older journals are in off-site storage and accessible through the HSL. The monographic collection contains approximately 16,500 volumes.

Music Library

Kay Wildman, Music Librarian

Smith Music Hall 121

696-2509

library@marshall.edu

www.marshall.edu/library/music.html

The Music Library is the primary source for music and music literature in the Marshall University Libraries. It provides resources and information services to support the University's programs in music and music education, as well as serving music reference and research needs for the University and local community. The collection includes more than 10,000 sound recordings (tape, LP & CD format), 10,000 scores, music education materials and a sizeable reference collection. Although its primary focus is classical, a growing number of jazz, folk, and popular materials are acquired as well. Turntables, CD players, and cassette players are available for individual listening. The music computer lab

area contains Macintosh machines with attached keyboards and provides educational programs and music software.

Marshall University Graduate College Library

Celene Seymour, Associate Director

746-8901

library@marshall.edu

www.marshall.edu/library/mugc.htm

The Marshall University Graduate College Library, opened in the Spring Semester 1998, is located on the first floor of the new Robert C. Byrd Academic Building in South Charleston. The library holds a core collection of 6,500 volumes and 420 journal subscriptions. The libraries on the Huntington campus share resources including several databases through Marshall's web gateway. A daily courier service delivers materials between the two campuses.

NATIONAL STUDENT EXCHANGE

Martha Woodward, Executive Director, Center for Academic Excellence

Old Main 230/696-2476

woodward@marshall.edu

The National Student Exchange is a consortium of four-year colleges and universities in the United States, its territories and two universities in Canada which have joined together for the purpose of exchanging students. The NSE is the only program of its kind in the country and serves as a national resource for inter-institutional study throughout the United States. NSE offers study opportunities at diverse university settings and provides access to a wide array of courses and programs; field experiences, co-op, and internship options; and resident assistant, honors, and study abroad opportunities. The program features a tuition reciprocity system which allows students to attend their host institution by paying either the in-state tuition/fees of their host institution or the normal tuition/fees of their home campus.

Work completed while on exchange at the host campus is brought back to the home institution and credited to the student's degree program. Students may choose a semester or year exchange. The deadline for application is March 1 of every year. There is a \$75 application fee.

ORIENTATION

Linda Templeton, Director

Old Main 119/696-2354; (1-800-438-5392)

templeto@marshall.edu

New Student Orientation Programs are conducted during the summer and immediately preceding the fall, spring, and summer terms to help freshmen, transfer students, and their parents learn more about Marshall and meet students, staff, faculty, and administrators. During the Orientation programs, students and parents will learn about campus services, extracurricular activities, and community life. Most important, new students will meet with an academic advisor, plan their course schedules, and register for classes. All newly admitted students will automatically receive an Orientation reservation form. All students are expected to attend this important first step into college life at Marshall University.

PSYCHOLOGY CLINIC

Joe Wyatt, Director

Harris Hall 449/ 696-2772

psychology@marshall.edu

www.marshall.edu/Psych/Clinic/Homepage.html

The Marshall University Psychology Clinic has been established by the Department of Psychology to serve as a training facility for advanced graduate students enrolled in the clinical psychology program at the university and to provide high quality, low cost, confidential psychological services to individuals on the campus and from the local community. The student clinicians are graduate students in the Marshall University Clinical Psychology Master of Arts program. Student clinicians provide services under the supervision of qualified clinical faculty selected by the Department of Psychology to fulfill supervisory and teaching functions. A variety of services is offered by the clinic. These include individual psychotherapy, psychological assessment, group psychotherapy, as well as educational workshops and other events. Some faculty also provide services. Although the clinic is not a for-profit venture, nominal fees are charged for services.

PUBLIC SERVICE INTERNSHIP

Cheryl Brown, Political Science

Smith Hall 741/696-2761

brownca@marshall.edu

The Public Service Internship Program places qualified students in state government agencies for an off-campus learning period of one semester. Students enrolled in this program work a forty-hour week with an executive agency in a supervised intern program. They also attend a weekly seminar conducted by the state program coordinator and have a directed studies program conducted by their major department at Marshall. Participants must be full-time Juniors or Seniors. They also must have the approval of their department chairperson and the university selection committee. The state program coordinator makes the final placement. Students receive 12 hours of academic credit and an educational stipend for their participation in the program. Academic credit for the program is offered in these courses:

488	Directed Studies	3 hours
489	Seminar in Public Service	3 hours
490	Public Service Internship	6 hours

These courses carry the sponsoring department's designator. The student's major department will determine how the credit is to be allocated to meet departmental requirements. All courses must be taken in order to receive credit. Students interested in this program should contact the Department of Political Science early in the semester preceding the one in which they wish to participate.

SCHOOL OF EXTENDED EDUCATION

Donovan Combs, Interim Dean

Prichard Hall 224/696-4723; 1-800-696-4723

see@marshall.edu

www.marshall.edu/see

The School of Extended Education (SEE) was established in 1993 to help:
· adult students (see Regents B.A. Degree program under separate listing);

(continued)

- students who live beyond normal commuting distances from campus in order to gain access to college courses;
- military personnel throughout the state (*seemilitary@marshall.edu*; 304/696-4723);
- high school students who meet specific requirements to take college courses in their high school before graduation, in order to begin college; (*campbelp@marshall.edu*; 304/696-6649);
- as the “gatekeeper” for electronic on-line courses (*thill@marshall.edu*; 304/696-6679)

SEE provides evening office hours to 6:30 p.m. during registration periods, as well as courses taught via telecommunications, evening and weekend courses, programs with accelerated schedules, and off-campus courses. Currently, SEE maintains off-campus centers at these sites:

- Mid-Ohio Valley Center, Point Pleasant
(304) 674-7200; *movc@marshall.edu*
- Southern Mountain Center (on Southern West Virginia Community and Technical College campuses-Logan and Williamson)
(304) 792-7098 EXT. 303 *burgraff@marshall.edu*
- Teays Valley Regional Center, Teays Valley
(304) 757-7223 *prisk@marshall.edu*

SPEECH AND HEARING CENTER

Beverly Miller, Director

Smith Hall 143/696-3640

commdis@marshall.edu

www.marshall.edu/commdis/mushc

The Department of Communication Disorders in the College of Nursing and Health Professions operates the Speech and Hearing Center which provides quality evaluation and treatment services for people of all ages with speech and hearing problems. The center also provides special training for individuals who would like assistance with dialect change. Services are available for Marshall students, faculty and staff, and the general public and reduced fees are available. For scheduling call the number above.

STUDENT AFFAIRS

Stephen Hensley, Dean of Student Affairs

2W40B Memorial Student Center/696-6422

student-affairs@marshall.edu

www.marshall.edu/student-affairs

Student Activities

The student as a planner, participant, leader, and presenter is best exemplified in the area called Student Affairs. Staff strives to create environments for students where they can practice leadership skills and responsible citizenship, clarify their values, and generally become full participants in the learning process. Staff provides advising, leadership development, support services in a variety of settings including but not limited to student social-cultural events, student governance, fraternities and sororities, legal aid, judicial affairs, and off-campus and commuting students.

The various units within the dean's office are:

1. Student Activities
2. Recognized Student Organizations
3. Judicial Affairs
4. Student Governance
5. Student Legal Aid
6. Greek Affairs (fraternities and sororities)
7. Student leadership and volunteer activities

Student Development

The Student Development Center is best described as the educational support service area of the Division of Student Affairs. Its major goal is to enhance and support a student's personal and academic development. This assistance is accomplished through developmental, remedial, and preventive programs, activities, services which include, but are not limited to personal and social counseling; educational and career counseling; study skills development; tutorial services; health education; returning students and disabled student services.

All units of the Student Development Center are located on the first floor of Prichard Hall (696-3111):

1. Counseling Services: assists students in the resolution of personal or emotional concerns; the center is staffed by mental health professionals and provides comprehensive services; call 696-3111 for information.
2. Women and Returning Students Programs, 696-3112
3. Student Health Education/Substance Abuse Prevention, 696-4800
4. Disabled Student Services, 696-2271

Student Health Service

The Student Health Service (SHS) is located at the Marshall Medical Center at Cabell-Huntington Hospital. The SHS is designed to treat acute illnesses, although treatment of chronic conditions is available on a limited basis. Services are delivered by the Department of Family and Community Medicine, a division of the School of Medicine. Operating hours are from 8 a.m.-4:30 p.m., and it is closed Saturdays, Sundays, and on school holidays. The Student Health Clinic works both on an appointment and a walk-in basis. Same-day appointments are normally made. To make an appointment, or for more information on the Student Health clinic call 691-1106.

Marshall University recommends that all students carry medical insurance. For information on health insurance call Student Health Education at 696-4800.

STUDY ABROAD

Clair Matz, Study Abroad Advisor

Old Main 320/696-6265

cip@marshall.edu

www.marshall.edu/cip

Undergraduate students can experience life in a different culture while pursuing an approved course of study toward the baccalaureate degree. (See information on transfer of credit and grades below.) This international experience will serve as excellent preparation for whatever career you choose. Marshall students have enrolled in programs of study in

such countries as England, Spain, Mexico, Australia, Japan, France, Germany, and China. You can arrange for study abroad in several ways:

- study abroad for one or more semesters or during the summer;
- enroll in another American institution's study abroad program (see Marshall Students Visiting Other Institutions);
- enroll in an International Exchange Program. Marshall maintains a number of these programs (see below) which involve a direct relationship with the institution abroad as well as easy transfer of credits.

The Center for International Programs Office will help you find the right program for your needs. Study abroad is done typically in the junior year. Advance planning will ensure a successful experience. By making an early commitment to study abroad, you can plan your curriculum, save money, and prepare for living in a foreign setting, possibly with a host family or in a shared apartment.

Types Of Study Abroad Programs

INTERNATIONAL EXCHANGE PROGRAM:

Marshall University currently maintains student exchange programs with Anglia Polytechnic University in Cambridge, England (for science and liberal arts majors), Buckinghamshire College outside London (for business majors), Kansai-Gaidai University in Osaka, Japan (requires two semesters of Japanese language here), Keimyung University in Taegu, Korea, and Auckland Institute of Technology, New Zealand.

JUNIOR YEAR ABROAD:

Nine to twelve months fully integrated into the foreign environment requires the most commitment. It requires fluency in the host language and often is the most costly of the options. However, it also yields the most in personal growth and maturity.

SEMESTER ABROAD:

Because most foreign universities are not organized on a semester system or offer credit hours, these one semester programs are usually run by American universities. Classes are usually offered in English by American or host professors.

SHORT-TERM STUDY ABROAD:

These are typically summer programs lasting six to ten weeks. Often they are a quick way to become fluent in a language or gain a good understanding of a country. The Department of Modern Languages currently sponsors summer language study programs in France and Spain.

TRAVEL-STUDY TOURS:

These are usually very short-term events (over Spring Break), which involve travel rather than residential study.

Students who enroll in study abroad programs can maintain their Marshall student status by registering for the appropriate section of SA 101 or SA 102 for exchange students, and SA 301 for students otherwise studying abroad. (See Study Abroad advisor.)

Transfer of Foreign Credits/Grades

1. If you plan to study abroad, you should consult with the Study Abroad Advisor in the Center for International Programs before you leave. In consultation with the appropriate departments/programs, the Advisor will determine lower or upper division credit for the courses under consideration.
2. You should then fill out an off-campus approval form (“Approval of Courses to be Taken for Advanced Standing”) to be signed by all concerned parties, including faculty representatives of the appropriate departments/programs and your college dean, and return it to the Registrar’s Office.
3. Foreign study courses can be taken as Credit/No Credit, or for a letter grade, depending on the grading system of the host institution.
4. If you choose Credit/No Credit grading, you must follow these steps to ensure that the credit will count toward major, minor, or core requirements:
 - exchange program students must obtain advance approval for courses taken Credit/No Credit from the department in which the courses will be credited.
 - all other students must obtain approval for courses taken Credit/No Credit in consultation with the Study Abroad Advisor and the appropriate departments/programs when the off-campus approval form is done.

Steps To Prepare

1. Commit yourself and begin planning.
2. Gather information—use the study abroad library in the Center for International Programs Office, Old Main, 320. Use the Drinko Library to find more details. Also, check out online sources for study abroad.
3. Estimate costs—talk with parents, the Financial Aid Office and the Study Abroad Advisor.
4. Decide on a program—semester, summer, or a full year. Decide on a country and on what language you may need.
5. Consult often with the Study Abroad Advisors and faculty. They can offer insightful tips and pre-departure orientation.

TECHNOLOGY OUTREACH CENTER

Kelli Mayes, Director

Prichard Hall 112/696-2201

mays@marshall.edu

www.marshall.edu/mtoc

The Marshall Technology Institute serves as a gateway to plan, market and coordinate expertise and services for meeting technology demands of the university and the community. MTI enhances existing information technology programs, provides applied research, offers technical assistance, coordinates workforce development and training, and creates opportunities for faculty, staff, and students. Recent initiatives of MTI are:

- **ITCAP (Information Technology Career Advancement Program):** private/public partnership resulting in valuable technology internships for students with leading West Virginia companies

(continued)

- **Summer Technology Institutes:** Short, hands-on institutes to provide intense training in information technology to prepare students for service to the university and eventual success in their careers.

TESTING CENTER

Vickie Seguin, Director
Room G-45, Morrow Library/696-2604
seguin@marshall.edu
www.marshall.edu/cbtc

The Marshall University Testing Center administers the computer-based GMAT, GRE, Praxis I, TOEFEL, and various other tests in contract with the Educational Testing Service. For additional information and hours call the number above.

WRITING ACROSS THE CURRICULUM

Karen L. McComas, Director
Old Main 236/696-4650
www.marshall.edu/wac

All Marshall University undergraduates must take one Writing Intensive class, sometimes called a WAC class. Created to reinforce writing skills in classes outside of English composition, writing intensive classes engage students directly in the subject matter of the course through a variety of activities that focus on writing as a means of learning. Some of these activities are informal, ungraded class exercises that teach (among other things) critical thinking, organization and synthesis of diverse elements, summarizing skills, and awareness among students of their own learning processes. Other activities, formal and graded, teach these same skills through careful revision and rethinking, peer evaluation, and reformulation into a finished product. These class projects use writing as a means of engaging the mind, body, and spirit of students in the activity of learning a particular subject matter.

Writing intensive classes make students aware that writing is a necessary and frequently used skill no matter what their occupation will be, and they prepare students for writing in their careers and in their personal and community lives.

WRITING CENTER

Mary Moore
Corbly Hall 353/696-2405
www.marshall.edu/writing/

The Writing Center, which is administered by the Department of English, provides free writing consultation to students. You can drop in without an appointment to receive help with your writing or to use a PC. The Writing Center tutoring staff, which consists of English graduate students and undergraduate peer tutors of all majors, can help you through the entire writing process, from discussing initial ideas to revising and editing your work. (Also see **Academic Support Center**.)