



Learning Opportunities and Resources

ACADEMIC SKILLS CENTER

Rebecca White, Director

Community and Technical College 138/696-3015

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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 students 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:* Students who are struggling in a class, or know they will be struggling soon, 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 students individually, work with them at their own pace and give help in the specific areas students need most. Marshall students can receive up to 4 hours a week of tutoring at no charge. The student and his/her tutor will decide when to meet and every attempt will be made to work around the student's 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. Students can drop in without an appointment to receive help with 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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www.marshall.edu/career-services

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 who 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 seven 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.

Job Board – The center posts available jobs on a job bulletin board located in the Center.

Web site – www.marshall.edu/career-services 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 AFRICAN AMERICAN STUDENTS' PROGRAMS

Maurice Cooley, Coordinator

Memorial Student Center 1W25/696-6705

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[www/marshall.edu/mcip/caasp.html](http://www.marshall.edu/mcip/caasp.html)

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. 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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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

Matt Christian, Director

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“The Center for Instructional Technology will be expanded as an on-campus faculty development center and will include the hardware, software, and networking necessary for creating computer, video, audio, and integrated media instructional applications. K-12 integration issues will be investigated.” - from *Owning the Opportunity: MU 2010*

It is the mission of the Center for Instructional Technology to provide training and support for Marshall University’s faculty and staff in the areas of instructional technology by providing the hardware, software and networking necessary to create video, audio, and integrated instructional media applications and to support the university’s instructional technology commitments to higher education, K-12 and the world.

- 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, professional development, 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 on both the South Charleston and Huntington campuses. The CIT also assists faculty and adjuncts in multimedia 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

graham@marshall.edu

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/

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. The mission of Computing Services is to “provide and facilitate quality computing, networking, and information services for the students, faculty, and staff of Marshall University in support of instruction, research, administration, and economic development, and community service needs.”

UCS manages a number of computing facilities which provide access to MUnet-connected workstations, Windows personal computers, and Apple Macintoshes for the campus community. Facilities are currently available in Corbly Hall, Harris Hall, Smith Hall, residence halls, Gullickson Hall, and the Drinko Library and Information Center in Huntington; and in the administration and academic buildings in South Charleston. All UCS sites provide printing and scanning facilities. Other specialized facilities are available at selected sites.

Computer 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: Corbly Hall 331, Smith Hall 211, Harris Hall 444, the Drinko Library and Information Center, or the South Charleston Computing Services office;
- 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.

Computing Services 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

University Computing Services, in conjunction with WVNET (the West Virginia Network for Educational Telecomputing), also sponsors dial-up Internet service with local dial access in Huntington, Charleston, and many other sites in West Virginia. There is a charge for this service. The service is managed jointly by Marshall University and WVNET and is available to all students. For information call the Help Desk.

MUnet

MUnet is a fiberoptic Gigabit Ethernet and ATM-based network providing ethernet connections to every campus building, to residence hall rooms, and to most campus computing labs, meeting rooms, office desktops, and classrooms. Currently, every faculty member has network access via a desktop 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, 2000, XP and Linux. 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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drinko@marshall.edu

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.

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

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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, math, 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 (Classics)
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)

(continued)

Sigma Tau Delta (English)
Upsilon Pi Epsilon (computer science)

HONORS PROGRAM

A description of the Honors Program may be found in the section on the Center for Academic Excellence in “Special Programs.”

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

David Ridpath, Director

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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. 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. 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 available in the *Student Handbook*, published by the Department of Student Affairs.

LIBRARIES

Drinko Library

University Libraries

Barbara Winters, Dean

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www.marshall.edu/library

The Marshall University Library System consists of the John Deaver Drinko Library, the James E. Morrow Library, the Health Science Library at the Cabell-Huntington Hospital, the Music Library in Smith Music Hall, the Hoback Chemistry Library in the Science Building, and the Marshall University Graduate College Library in South Charleston. Together, the University Libraries' holdings support teaching and research needs, with more than 1.7 million volumes and access to more than 7,000 periodical titles.

Students may use monographs, periodicals, documents, CD-ROMS, videocassettes, sound recordings, electronic journals, online reference materials and microforms. Access to electronic resources is done via the University Libraries' web pages. Each library operates as part of the university system and provides unique service to the clientele and programs with which it is associated. The libraries play an essential role in the educational and research activities of the individual university programs. Using the library as a gateway, students have access to the tools to search multiple resources and obtain materials from a variety of sources. A dynamic interlibrary loan and document delivery program provides materials from other libraries in electronic or print form, often in a matter of days. Courier services also enhance turnaround time and overcome geographical limitations.

The John Deaver Drinko Library houses more than 383,000 volumes, current subscriptions, a 24-hour computer lab, multimedia presentation facilities, an assistive technology center for the visually impaired, faculty and student instructional technology rooms, and a fully wired auditorium. Circulation, Reference, and Media are located in the

Drinko Library, with extensive collections and a team of qualified personnel. The Drinko Library is a state-of-the-art facility which also houses University Computing Services and University Telecommunications.

The James E. Morrow Library, situated between Smith Hall and the Science Building, houses Special Collections, Government Documents, and shelving for approximately 200,000 volumes. Special Collections features the University archives, West Virginia Collection of state and regional materials, and the distinctive Hoffman and Blake collections. Government Documents, a federal depository collection, contains more than 900,000 items and provides materials in electronic, microform, and paper formats.

The Health Science Library, specializing in medical resources for the schools of medicine and nursing, maintains a current collection of medical monographs, periodicals and electronic resources. Staff provide a variety of document delivery services and searches on medical-related databases. The library is located in the Rural Health Center, next to the Cabell-Huntington Hospital on Hal Greer Boulevard.

The Music Library, supporting the instruction and research needs of the Music Department, includes more than 14,000 sound recordings (tape, LP, and CD formats), 10,500 scores, music education materials, the electronic version of the *Grove Dictionary of Music and Musicians*, and a sizeable reference collection. The library is located on the first floor of Smith Music Hall.

The Hoback Chemistry Library, consisting of chemistry journals and monographs, is accessible to students and faculty in the Chemistry Department in the Science Building. Maintained by a chemistry faculty member, access is by arrangement only and handled by department personnel (696-2430).

The Graduate College Library in South Charleston, located in the Robert C. Byrd Academic and Technology Center, contains 7,400 books and 272 current journal subscriptions, with online access to over 7,000 periodical titles. There are eight public computer terminals where users can access the integrated Marshall library catalog, bibliographic and full-text-journal databases, and the wide range of other resources available over the Internet.

Because of the Marshall University Graduate College's commitment to support students in distant locations, some non-traditional services are offered. These services include delivery of books and copies of journal articles directly to the student, and e-mailing of articles when possible. These services are available to Marshall University Graduate College students only, and can be requested from the Graduate College library's home page or by contacting the library service office. Items held in the libraries on the Huntington campus can be retrieved through a daily courier service and by the electronic transmission of journal articles between the sites. Traditional interlibrary loan services are also available.

MULTICULTURAL AFFAIRS

Betty Jane Cleckley, Vice President

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Since its inception in 1989, the Marshall University Division for Multicultural Affairs continues to promote a campus environment that engenders the value of a pluralistic, multicultural society dedicated to diversity and social justice. The Division works to broaden the intellectual horizons of students, faculty, and staff with innovative programs

that encourage cross-cultural communication and explore a vast array of multicultural issues.

The cultivation of a diverse campus community is one of the primary goals of the division. Multicultural Affairs is committed to the promotion of educational opportunities for minority students through various scholarships, and seeks to diversify the faculty, administration, and staff with members from traditionally underrepresented racial and ethnic groups. Through its support of minorities and multicultural initiatives, the Division plants a garden of diversity that nourishes the intellectual well-being of the entire Marshall community.

Goals of the Division for Multicultural Affairs

To fulfill its mission to promote multiculturalism and diversity at Marshall University and throughout the surrounding region, Multicultural Affairs dedicates itself to the following goals:

1. Create and maintain a campus environment that engenders the value of a pluralistic, multicultural society that transcends the social barriers of old in order to promote cross-cultural understanding and interracial harmony
2. Broaden the intellectual horizons of students by introducing innovative programs and curricula that delve into multicultural issues
3. Increase the number of undergraduate and graduate students from traditionally underrepresented groups by enhancing scholarship opportunities for minorities
4. Recruit and retain an increasing number of faculty, staff, and administrative members from traditionally underrepresented racial and ethnic groups
5. Promote minority involvement in institutional governance, including college and departmental committees
6. Ensure that the fundamental principles of social justice are realized by working with colleges and academic departments throughout the institution to carry out comprehensive social justice plans that enhance diversity and promote equality.

The Division for Multicultural Affairs

The Division for Multicultural Affairs is divided into two main departments: the Office for Multicultural Affairs and the Center for African American Students' Programs. Multicultural Affairs is the primary administrative office for the entire division. Each department is further broken down into individual units responsible for a host of programs and initiatives that contribute toward the Division's primary objectives.

Multicultural Affairs is responsible for the development of a viable, interactive multicultural community on campus through policies, programs, workshops, seminars, and grants. As Marshall University's primary instrument for effecting diversity awareness and social justice on campus, the office provides many indispensable services, and advises campus divisions and organizations on multicultural issues. The office also administers multicultural scholarships for undergraduate students and assistantship programs at the graduate level.

Programs and Initiatives

Commission on Multiculturalism

The Commission on Multiculturalism (COM) was established in 1990 to explore issues of diversity and develop comprehensive strategies for fostering a multicultural university community founded upon inter-racial communication and mutual understand-

ing. Chaired by Dr. Betty Jane Cleckley, the COM is composed of representatives from various university constituencies, including faculty, students, staff, alumni, and community representatives. The COM is divided into four subcommittees dedicated to the concerns of women, the disabled, racial/cultural/ethnic groups, and lesbian, gay, and bisexual issues, respectively.

The Annual Dr. Martin Luther King, Jr. Symposium

The annual Dr. Martin Luther King, Jr. Symposium was first established by the office in 1994 as an opportunity for Marshall University and the Tri-State community to reaffirm Dr. King's dream of an America where principles of social justice and racial equality reign supreme over the archaic attitudes of intolerance and hate. The symposium recognizes the life and legacy of the late civil rights leader and social justice advocate through roundtable discussions and forums, a traditional march, a series of youth leadership events, and a memorial service. The symposium also features an Awards Competition where students at the undergraduate, high school, middle school, and elementary school levels submit the best original artistic, literary, or musical project on "The Life and Vision" of Dr. King. Students may submit an original work of art (a painting, drawing, montage, computer graphic, or videotape); a video or audio tape of an original musical composition; or an original essay, poem, short story, or one-act play. Each winner is recognized at the symposium memorial service and receives a monetary award.

Multicultural/Social Justice Projects

Multicultural/Social Justice Projects provide opportunities for faculty, staff and student organizations to help develop Marshall University as a multicultural campus community. Since 1990, the Division has funded projects in research, curriculum development, seminars, workshops, conferences and visiting professorships. The common theme of these projects is to promote intercultural understanding, pluralism and diversity awareness throughout the Marshall community.

Multicultural Scholarships

The Office for Multicultural Affairs is responsible for fourteen multicultural scholarships designed to provide students from traditionally underrepresented racial and ethnic groups with an opportunity to gain an education at Marshall. The scholarships cover students in a range of academic disciplines across campus, and many provide tuition and/or stipends for awardees.

The Harmony Institute

As the world continues to evolve toward globalism, Multicultural Affairs will continue to change in step. The future of the Division is filled with exhilarating opportunities to expand its reach out into the community. Among these opportunities is the Harmony Institute at Marshall University. The Harmony Institute was designed to actively promote an understanding of, as well as an appreciation for, diversity, cultural differences and multiculturalism on the Marshall University campus and throughout the surrounding communities. Since 1997, the Institute has been at the forefront of the debate over multiculturalism and diversity related issues in the daily lives of Marshall University students, their West Virginian neighbors, and their fellow Americans. Contributing to the diversity awareness of all peoples within the state, the Harmony Institute has the potential to lead the charge toward an enlightened West Virginia for the 21st century, a West

Virginia willing to march forth and weave itself into the ever changing tapestry of America's multicultural heritage.

NATIONAL STUDENT EXCHANGE

Martha Woodward, Executive Director, Center for Academic Excellence

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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.

ORIENTATION

Steve Leadman, Coordinator

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

leadman1@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, 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);
- 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);
- SEE provides evening office hours to 6:30 p.m. Monday through Thursday, 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) 696-6387; combsd@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.

STUDENT SUPPORT SERVICES

Joseph Dragovich, Director
Prichard Hall 130/696-3164
sss@marshall.edu

The Student Support Services Program is a federally funded program which provides a wide range of personal, academic and cultural enrichment programs to a specifically identified group of Marshall students. In a “Home-Away-From-Home” atmosphere, Student Support Services students meet regularly with their assigned counselors to discuss and plan their academic, personal and career progress. Supplemental Instruction tutoring is also offered to program students for courses which they may find difficult.

STUDY ABROAD

Clair Matz, Study Abroad Director
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 students choose. Marshall students have enrolled in programs of study in such countries as England, Spain, Mexico, Australia, Japan, France, Germany, and China. Students 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 find the right program for a student's 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, students can plan their 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 director for details.)

Transfer of Foreign Credits/Grades

1. Students who plan to study abroad should consult with the Study Abroad Director in the Center for International Programs. The Director will provide a copy of the procedures for obtaining credit for transfer courses and the Study Abroad Approval Form.

(continued)

2. Foreign study courses can be taken for letter grades or as Credit/No Credit, depending on the grading system of the host institution. If a student chooses the Credit/No Credit grading, he or she 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 when the Study Abroad Approval Form is done.

Steps To Prepare

1. Commit to study abroad 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 Director.
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 Director and faculty. They can offer insightful tips and pre-departure orientation.

TECHNOLOGY OUTREACH CENTER

Kelli Mayes, Director
Prichard Hall 111/696-3325
mayer@marshall.edu
www.marshall.edu/mtoc

The Marshall Technology Outreach Center is a technology portal which collects and publicizes information about Marshall's technology outreach programs in order to have a single point of reference for technology outreach at Marshall University. MTOC also facilitates economic development via innovative technology outreach partnerships with private and public sector organizations.

Recent initiatives of MTOC include ITCAP (Information Technology Career Advancement Program) Career Day; private/public partnerships resulting in valuable technology internships for students with leading West Virginia companies; and summer Youth Technology Camps which are designed for middle school aged children to increase their computer knowledge and skills.

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. Students can drop in without an appointment to receive help with 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 students through the entire writing process, from discussing initial ideas to revising and editing their work. (Also see **Academic Support Center**.)