



Waynesburg University

Graduate and Professional Studies Bachelor of Management and Leadership Student Program Guide 2011-2012

I. WELCOME

- Contact Information

II. MISSION AND INTRODUCTION

- Institutional mission
- Institutional commitments, goals, church affiliation
- Institutional history, government & accreditation

III. INSTITUTIONAL POLICIES

- Privacy of Educational Records (FERPA)
- Drug/Alcohol Free School & Campus
- Smoke-Free Environment
- Americans with Disabilities Act
- Anti-Discrimination/Anti-Harassment
- Sexual Assault Policy
- AIDS Policy
- University Network Policy
- Grievance and Appeals Policy

IV. ACADEMICS

- BML Program Overview
- Admissions Requirements
- Required Courses / Degree Plan
- Course Descriptions
- Grading
- Academic Progression
- Grades and Transcripts
- Grade Appeals
- Plagiarism / Academic Integrity
- SafeAssign
- APA Writing Style
- Attendance
- Class Participation
- Course Module
- Preparation for First Class Meeting
- Student Conduct
- Formal Written Complaints
- Graduation

V. PROCEDURES

- University ID
- Financial Aid
- Self Service
- Registration
- Closed / Cancelled Courses
- Dropping / Adding a Course
- Withdrawing from a Course
- Incomplete Grade
- Withdrawing from the University
- Holidays
- Inclement Weather Days
- Payment Options
- Tuition Refund Policy

VI. EDUCATIONAL SERVICES

- Purchasing or Renting Textbooks / Book Refunds
- Online Resources Information/ myConnect, Live@edu
- Blackboard
- Wimba Classroom
- Library and Electron Resources
- Resources for Writing Skills / APA Style

I. Welcome

Academic Year 2011-2012

Dear BML Candidate,

Congratulations on your decision to expand your career options by completing your Bachelor of Management and Leadership degree. Waynesburg University takes pride in serving our students and their employers in our region, and we know that a high quality educational program in an adult friendly format is the best method for meeting your goals.

Your BML classes are accelerated during an eight-week block of time, with two classes each week; one online and one face to face in the evening. Adult learning principles are the foundation for those classes, which means that you can expect to participate actively in classroom discussions and learning activities that have immediate impact on your career skills. You'll also do a lot of reading, critical thinking, writing, presenting, and consulting with peers on solutions to case studies and course-related homework assignments.

You will spend between 10 and 14 hours per week on class preparation and assignments. Some content will come easily to you, but some content will stretch your capability in ways you can only imagine at this point. But that's how it's supposed to be. Simply looking at your life experiences in the same old way, and behaving in the same old way, are no longer options. To really learn, you must change your behavior as a result of your learning. Your course facilitators will constantly challenge you to demonstrate a different level of responsible behavior based on a deeper level of knowledge and skill.

The journey earning your degree, while rigorous and challenging can be one of the most satisfying experiences a person can have. Many people never have this opportunity. Make the most of it here, and we will support you in every possible way.

Welcome to the Bachelor of Management and Leadership program!

David Mariner, MBA
Dean of Graduate & Professional Studies

Janice S. Crile, MBA
Director of Graduate Programs in Business Administration

Jerry McCombs, MBA
Assistant Director of Graduate Programs in Business Administration

CONTACT INFORMATION

Program Administration Offices at Southpointe Center:

| | | |
|---|--------------------|---|
| Dean of Graduate & Professional Studies | Dave Mariner, MBA | 724-743-4420 dmariner@waynesburg.edu |
| Director of Graduate Programs in Business | Janice Crile, MBA | 724-743-2269 jcrile@waynesburg.edu |
| Assistant Director Business Programs | Jerry McCombs, MBA | 724-743-2262 jmccombs@waynesburg.edu |
| Secretary of the MBA program | Denise Birch | 724-743-2268 dbirch@waynesburg.edu |

Academic Center Locations and Office Hours

| | | |
|--|-----------------------|--|
| Southpointe Center Tammy Dessify, Secretary Summit Corporate Center 1001 Corporate Dr., Suite 100 Canonsburg, PA 15317 724-743-4420 Fax: 724-743-4425 | M-TH F Saturday | 8:30 am – 6:30 pm 8:30 am – 4:30 pm 7:30 am – 11:00 am |
| North Hills Center Stephanie Zinkhann, Secretary One Adams Place, Suite 100 300 Seven Fields Blvd. Seven Fields, PA 16046 724- 772-1955 Fax: 724-772-1959 | M-Tu-W Thursday | 1:30 – 6:30 p.m. 2:30 - 6:30 p.m. |
| Monroeville Center Denise Kiebler, Secretary Penn Center East 300 Penn Center Blvd., Suite 120 Pittsburgh, PA 15235 412- 824-3700 Fax: 412- 824-4053 | M-Th F | 10:30 am – 6:30 pm 8:30 am – 4:30 pm |
| Main Campus Brian Kiger, Secretary Paul R. Stewart Science Building, Room 205 Waynesburg, PA 15370 724- 852-3250 Fax: 724- 852-3220 | M-Th F | 2:30 pm – 6:30 pm 9:00 a.m. - Noon |
| <u>Waynesburg University Campus Numbers</u> | | |
| Book Store | | 724-852-BOOK |
| Business Office | | 724-852-3255 |
| Financial Aid Office | | 724-852-3208 |
| Registrar | | 724-852-3237 |

II. Mission, Commitments, and Goals

Waynesburg University Mission Statement

Waynesburg University educates students to make connections between faith, learning and serving so they may live and work faithfully, transforming their communities and the world. As a Christian comprehensive university, we strive to inspire and challenge every undergraduate and graduate student to a life of leadership and purpose for the glory of God.

Institutional Commitments

Waynesburg University educates students based upon:

- A commitment to the pursuit of truth in God's world through rigorous scholarship, academic excellence and creative expressions founded in the liberal arts and sciences.
- A commitment to the authority of the scriptures as the essential reference for faith and life. The scriptures inform and define our perspectives in service of Christ and his kingdom.
- A commitment to the integration of Christian faith within the various academic disciplines and professional programs for both undergraduate and graduate students.
- A commitment to employ faculty and staff members who embody the values and perspectives of the Christian faith in their teaching, personal lives and relationships with students.
- A commitment to understand and engage others locally and around the world, through the use of our education and talents in service of justice and righteousness.
- A commitment to student-centered education where the interests, aspirations and needs of each student are valued and encouraged.
- A commitment to welcome students from various cultures, backgrounds, educational experiences and ages to enhance diversity and contribute to the learning community.
- A commitment to develop students who will exhibit integrity, both personally and professionally, based upon the scriptural calling of Jesus Christ for all of life.

Institutional Goals

Waynesburg University seeks to:

For Students:

- Prepare students at both the undergraduate and graduate levels in the knowledge, skills and values necessary for the vocations to which they are called by God.
- Cultivate the ability of students to think critically and to apply these skills in lifelong scholarship and ethical decision making.
- Develop students who practice effective communication skills in both the spoken and written word in many different contexts.
- Educate students to apply processes of scientific inquiry and quantitative reasoning skills in examining observations and theoretical models.
- Provide students with opportunities to recognize lifestyles, traditions and rituals of diverse cultures.
- Equip students to examine and employ information resources and technologies with wisdom and faithfulness.
- Nurture within students the use of creative abilities and the engagement in analysis of aesthetic expressions.

- Challenge students to excel in scholarship, research and independent academic inquiry within the broad context of the liberal arts tradition.
- Educate students with depth of knowledge in one of the academic and applied disciplines through instruction and research at either the undergraduate or graduate level.
- Engage students to be servants and citizens in their local communities and to take responsibility for involvement in the world in which they live.

Waynesburg University seeks to:

For the Campus and Community:

- Foster a Christian learning community where students are challenged and encouraged to develop as people through a variety of curricular and co-curricular programs.
- Nurture a campus environment where the spiritual development of students, faculty and staff is affirmed through programs and resources.
- Maintain an environment characterized by fairness and justice as expressed through institutional policies and procedures.
- Make available critical and emerging informational, physical and technology resources necessary to support the education and research of a learning community.
- Provide effective academic support services that will encourage and facilitate individual educational achievement for all students.
- Address the changing educational and cultural needs of the local region through educational degrees, instructional programs, utilization of campus and graduate center resources and strategic partnerships.
- Effectively manage fiscal and human resources to provide affordable opportunities for Christian higher education.
- Exhibit responsible care for the Creation through the institution's policies and practices.

Educational Services Mission Statement

As the Waynesburg University Educational Services Division, we pledge to lead and serve our students, through relationships, programs and services supportive of a Christian learning community, in order that they might make connections that matter both now and in the future.

Church Affiliation Statement

Established by the Cumberland Presbyterian Church in 1849, Waynesburg University currently maintains a relationship with the Presbyterian Church (U.S.A.). Although both the University and the church are institutions with their own sovereign purposes, Waynesburg University values its Christian identity as a Presbyterian-related university. Specifically affiliated with the Synod of the Trinity, Waynesburg University seeks to enhance its partnership with the Synod, Presbyteries, and individual churches.

Waynesburg University strives to provide a quality liberal arts education directed by historical Judeo-Christian perspectives and values. At the same time, Waynesburg University provides an education that is sensitive to the changing issues and problems confronting today's societies. Based upon a Biblical, Christian, and Reformed worldview, Waynesburg University seeks to nurture in its students a commitment to their calling as students, family members, citizens, and church members. Recognizing the diversity of theological traditions within historic Christianity, and particularly the Presbyterian Church, the Waynesburg University community provides for free discussion and exchange of ideas in order to enhance the nurture of its members in faith and obedience.

Effort is also made to provide services and an environment conducive to development and maturity as people who are created in the image of God. Programs are provided for the development of individuals spiritually, socially, emotionally, intellectually, physically, and as citizens. Academic group Bible studies are offered, as well as opportunities for campus-wide programs. Service projects for both student organizations and individual volunteers reflect a Christian concern for those in need. Worship experiences are also provided for the entire campus community, which reflect a variety of ecclesiastical traditions and experiences. The University also makes available programs, on its campus, to various local churches for the enhancement of the people and programs of those congregations.

At the heart of Waynesburg University are its faculty and staff. Special care is taken to create a community of people who embody the values and perspectives of the Judeo-Christian tradition in their teaching, their personal lives, and their relationships with students. Although not required to be members of any particular denomination, faculty and staff are expected to be supportive of the mission of the University and its expression in particular goals and objectives.

Although committed to its mission, Waynesburg University affirms the admission of students regardless of religious commitment or membership. Students who enter Waynesburg University should be aware of the central mission and goals of the University and choose to enroll in full knowledge of the type of institution it is and hopes to be.

History

Waynesburg University and the town in which it is located are named for the Revolutionary War hero, General “Mad” Anthony Wayne. The University was created by combining the assets of Greene Academy in Carmichaels, Pennsylvania, and Madison College in Uniontown, Pennsylvania.

Greene Academy, closely tied to the Cumberland Presbyterian Church, was founded in 1810 to bring higher education to those of limited means, and especially those called to Christian ministry.

During the same period, Madison College was established in Uniontown, Pennsylvania, by the Methodist Church. However, by 1838, when three Cumberland Presbyterian ministers, John Morgan, A.M. Bryan, and Milton Bird, arrived in Uniontown, Madison College had ceased to function. The three clergy secured control of the College and, in its reconstituted form, Madison operated until 1846.

In April 1849, the Pennsylvania Presbytery, meeting in Greenfield, Washington County, established a committee to found a new college. The committee, comprised of The Reverend J.H.D. Henderson, General Jesse Lazar, and Samuel Moredock, Esq., chose Waynesburg as the site of the new college. The Reverend Joshua Loughran of Greene Academy was named Waynesburg’s first president. The first classes were held in September, 1849, in the old Hayes Building at the corner of High and Washington Streets.

The Commonwealth of Pennsylvania chartered Waynesburg College on March 25, 1850. In autumn of the same year, the college building now known as Hanna Hall was begun; it was completed a year later. A Female Seminary connected with the college was also established in 1850, and its first classes were held in the Baptist Church.

Today, the University celebrates over 160 years of service; the tradition of preparing students for lives of Christian service continues undiminished. As a Presbyterian-related university, Waynesburg continues to deepen the integration of faith, learning, and serving in practical applications.

The single most important distinguishing feature of Waynesburg University is the connection between high-quality academics and volunteer service. Service-learning involves every Waynesburg student through partnerships with more than 50 local service partner agencies and an ever-expanding network of international opportunities. The University is proud to be numbered among only 27 “Bonner Schools” in the country. With the support and encouragement of the Corella and Bertram F. Bonner Foundation, Waynesburg offers significant scholarship aid to students willing to undertake a major commitment to volunteer service while in college.

Waynesburg students deliver over 1,300 hours of volunteer service every week of the school year and travel to sites in other states and countries throughout the summer and during breaks. This, combined with the values-based liberal arts curriculum of the University, prompted the Templeton Foundation to name Waynesburg to its prestigious Honor Roll of Character-Building Colleges in 1997. The Center for Service Leadership will link the University’s Service-learning program to the region and multiply the already considerable impact of Waynesburg’s

volunteerism. In addition, the President's Higher Education Community Service Honor Roll has selected Waynesburg University to its nationally recognized list year after year, designating the institution with a special "With Distinction" badge.

International exchanges with China, Russia, South Korea, Kazakhstan, the Ukraine, and other Newly Independent States have brought the world to Waynesburg, and taken Waynesburg to the world. Combined with President Timothy R. Thyreen's active leadership in global associations of colleges and educators, the A.J. and Rita Morris Center for International Studies will focus the University's global vision.

The Campus Master Plan has led to:

- The Eberly Library becoming a 21st century, fully automated resource,
- The Paul R. Stewart Museum's development as a repository of regional history,
- The transformation of the central campus by landscaped walkways and commons,
- Historic Hanna Hall's reconfiguration as the Piatt Center for Business Education,
- The construction of the Goodwin Performing Arts Center, a 250 seat auditorium, design shop, and teaching facility,
- The erection of the Stover Campus Center, which opened in September of 1998 as the center of campus life, international studies, and Service Learning,
- The reconstruction of the third and fourth floors of Buhl Hall as television and radio production facilities,
- The redesigns of portions of Benedum Hall as fine arts studies, including an art gallery, and music practice rooms,
- New stands and Field Turf installation at Wiley Field,
- Numerous new residence halls, including a six story facility on Franklin Street, opened in 2008,
- The addition of the Center for Research and Economic Development, which connects the intellectual and physical assets of Waynesburg University and the cultural and environmental resources of the surrounding region to support initiatives contributing to the long-term sustainable economic future of the area,
- Expansions to Benedum Dining Hall as well as Eberly Library with the North and South Wings,
- The addition of the Fitness Center in 2009,
- The implementation of a state-of-the-art Nursing Simulation Lab,
- The construction of Roberts Chapel, set to open in fall 2011.

The University takes pride in these physical manifestations of its mission, and looks back with deep respect on its founding principles and past accomplishments. And yet, after 160 years, there is a sense on campus and among alumni that the real history of Waynesburg University lies elsewhere.

The true history of the University is told in the life stories of its graduates who continue to carry with them that passion for making a positive difference that is the soul and the genius of Waynesburg University. The history of Waynesburg University lies in the future leadership

exercised by its graduates. This history will be realized in the classrooms, schools, hospitals, offices, factories, courtrooms, churches, and families that will be touched and enlivened by the watchwords: Faith, Learning, Serving.

Government

The policy-making and governing body of the University is the Board of Trustees. On the basis of recommendations made by the President and his administrative staff, it charts a course for the development of the total program of the University and strives to provide essential funds. The charter of the University provides for 34 trustees, of whom 33 are elected for three-year terms. The president is an ex-officio member.

Waynesburg University does not discriminate on the basis of race, color, sex, religion, age, physical disabilities and national or ethnic origin. Waynesburg University does not discriminate on the basis of sex in the educational programs or activities that it operates, and is in compliance with Title IX of the Higher Education Act of 1972.

In compliance with Section 504 of the Rehabilitation Act of 1973, Waynesburg University does not discriminate on the basis of handicap in admission or access to its programs or activities.

Accreditation

Waynesburg University is fully accredited by the Middle States Association of Colleges and Schools and the Department of Education of the Commonwealth of Pennsylvania. The Chemistry program is approved by the American Chemical Society. The Nursing program is fully approved by the Pennsylvania State Board of Nursing and is accredited by the Commission on Collegiate Nursing Education (CCNE). The Athletic Training program is accredited by the Commission of Accreditation for Athletic Training Education (CAATE). The Education Department programs are accredited by the Pennsylvania Department of Education and is an affiliate of the Teacher Education Accreditation Council (TEAC).

III: Institutional Policies

Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act of 1974 (Buckley Amendment) requires universities such as Waynesburg to protect the privacy of students with regard to educational records maintained by the University, and to provide students with access to records directly related to them. Parents of dependent students may have access to the student's educational records. The University may also disclose educational records to University officials with legitimate educational interest, other universities to which a student is transferring, appropriate parties in connection with financial aid to a student, appropriate officials in cases of health/safety emergencies and to comply with judicial or legal authorities. Additionally, the University will normally permit release of directory information unless the student has requested that information not be released.

Educational records may consist of the following:

- application for admission
- acceptance letter
- entrance exam reports
- advanced placement records
- transcripts, notification of academic probation and/or suspension
- credit by examination forms
- name change authorizations
- pass/fail requests
- registration forms
- transfer credit evaluations
- withdrawal and/or non-returning student forms
- enrollment verifications
- application for graduation
- student requests for nondisclosure of directory information
- waivers for rights of access
- disciplinary records
- other documents as needed

These educational records may be maintained in different offices. Students have the right to inspect and review their educational records. Students who believe that their education records contain information that is inaccurate or misleading should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, students have the right to request a formal hearing on the matter and/or place a statement with the record setting forth his/her view about the contested information. A request form is available and should be completed in the Student Services Office by the individual student, or the appropriate representative of an inquiring agency from outside of the University, that is seeking

access to information in the student's records. For further information about procedures for access and review of educational records, please contact the Student Services Office.

Drug and Alcohol Free School and Campus Policy (synopsis)

Waynesburg University is committed to creating and fostering an academic and social environment in which its members grow in knowledge and responsibility. The presence and/or use of controlled substances are contrary to its mission and purpose. As a result, the University will respond to any known instances of alcohol and/or drug abuse in existing evidence and exhibited behavior. Knowing that the use of alcohol and other drugs negatively impacts academic achievement, health, and behavior, Waynesburg University has implemented an alcohol and other drug education program which targets all segments of the educational community.

The University reserves the right to require assessment counseling for any individual who demonstrates the effects of alcohol or other drug use in their social interaction or academic accomplishment. The purpose of this assessment is to intervene in the lives of persons whose behavior while under the influence of alcohol or other drugs is harmful or disruptive to themselves or others. Individuals who exhibit inappropriate or disruptive behavior as the result of the use of alcohol or other drugs, or who violate University regulations regarding the possession, use, or distribution of alcohol or other drugs, or who are charged with or convicted of alcohol or drug violations of civil or criminal law on campus, will be disciplined and required to participate in an assistance program. *Furthermore, the University reserves the right to discipline individuals whose actions affect the interests of the University, even if such actions should occur off-campus.* University sanctions will be applied on a case-by-case basis, but may progressively include the assessment of fines, probation, suspension, dismissal, or expulsion. As it is difficult to accurately determine degrees of culpability, all students present in a room or area at the time of the alcohol/drug violation will generally be held responsible for such violation. Students are advised in advance to avoid such situations, which may put them at risk of disciplinary action. Legal sanctions may include fines, probation, imprisonment, or a combination thereof, in accordance with local, state, or federal law. A complete description of the Alcohol and Other Drug Policy can be found in the Behavioral Policies section of this Handbook.

Smoke-Free Environment Policy (synopsis)

The smoking of tobacco (or other similar products), rubbing snuff, or chewing tobacco is not permitted in any University residence hall, house, academic building, or administrative building. This also applies to all common areas, including lounges, laundry rooms, rest rooms, etc. In addition, any University-owned building subsequently used for instructional or academic purposes shall be tobacco-free, including any off-campus facility used for these purposes. The use of tobacco products is also prohibited in any motor vehicle owned, leased, or otherwise operated for University business. Violation of this policy will result in disciplinary action. Guests and visitors will be expected to comply with this policy. Students are responsible for the actions of their guests. Questions regarding this policy may be directed to the Student Services Office.

Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protections for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication relay services.

Waynesburg University intends to comply with Title III requirements. A student desiring specific information about these requirements or about the grievance procedure should contact Thomas Helmick, Director of Human Resources and Disabilities Services at 724-852-3210 or ext. 210.

Student Anti-Discrimination / Anti-Harassment Policy

It is the policy of Waynesburg University to make decisions in admission, employment, and administration of its programs or activities without regard to race, color, sex, national or ethnic origin, age (over 40) or disability.

- A. The University also endeavors to maintain learning and working environment that is free from unlawful harassment. To help ensure an environment free from unlawful harassment, students are responsible for reporting incidents of harassment. Waynesburg is committed to maintaining a human atmosphere where basic human rights and its purposes as a Christian and academic community are upheld. The University condemns unlawful harassment and will not tolerate behavior or practices which would be regarded as unlawful harassment.
- B. The filing of a complaint, other than a deliberate false accusation, will not reflect upon an individual's educational status. Any attempt at retaliation against an individual for bringing a complaint is prohibited.
- C. Standards of academic freedom and free expression within the context of the mission and goals of the University will provide the background for consideration of any violations of this policy. Particular care will be taken to evaluate the use of expressive behavior for intent and context.
- D. Discussed below are examples of the type of conduct that is prohibited as well as the complaint procedure to remedy any problems that may arise.

Unlawful discrimination is prohibited

Decisions based on race, color, sex, national or ethnic origin, age (over 40) or disability in admission, employment, and administration of the University's programs or activities is prohibited. It is unlawful to base decisions regarding athletic programs, educational policies, and scholarship and loan programs on race, color, sex, national or ethnic origin, age (over 40) or disability.

Unlawful harassment is prohibited

Harassment based on race, color, sex, national or ethnic origin, age (over 40) or disability is prohibited by the University and by law.

Unlawful harassment includes derogatory remarks, slurs or actions motivated by a student's race, color, sex, national or ethnic origin, age (over 40) or disability which create a hostile, intimidating, or abusive educational environment. It also includes the display of racist, sexist, or age related objects or pictures.

Unlawful harassment of any employee or student of the University in any form is prohibited.

Unlawful sexual harassment is prohibited

Sexual harassment includes, among other things, unsolicited and unwelcome sexual advances, requests for sexual favors, offensive touching, gestures, and other inappropriate verbal, visual, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, or when;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual, or when;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

In addition, sexual harassment may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- unwelcome remarks to a person or group with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment, etc.
- the use or display of visual, written or other graphic reproduction in a manner that makes the setting hostile or intimidating or demeaning to community members of a particular sex.

Any questions about the University's Procedures for cases of Harassment can be directed to the Student Services Office on the 3rd floor of the Stover Campus Center.

Sexual Assault Policy

Statement of Policy

Waynesburg University is committed to creating and maintaining an environment that discourages sexual assault. Sexual assault is sexual intercourse or other sexual act committed against another without their consent.

What to do if you are sexually assaulted:

- A. Call 911
- B. Seek medical attention as soon as possible by going to the Emergency Room. Be sure to tell the examining physician or nurse that you were sexually assaulted. The Sexual Harassment and Assault brochure, “A Guide for Waynesburg University Students” provides additional information and can be obtained from the Counseling Center, Health Services and Student Services Office.

Making a Complaint of Sexual Assault

- A. Sexual assault is a crime. If you have been sexually assaulted, the University strongly recommends that you make a report to the police who, where warranted, will pursue criminal charges. However, the decision to make a report to the police must be made by the victim. Except where the University believes there is a threat of imminent harm to the University community, the University will not make a report of an alleged sexual assault to the police without the victim’s consent.
- B. Sexual assault also violates the University’s rules and regulations governing student conduct. The University has instituted this policy to protect the University community, and the rights of both the alleged victim and the accused, and to maintain the confidentiality of the identity of those involved to the extent possible.
 1. How to report sexual assault to the University:
A student who chooses to make a complaint through the University’s internal disciplinary proceedings must make a report to one of the University’s designated Sexual Assault Officers. These Officers are listed below.
 2. What happens once a complaint is made?
The University Sexual Assault Officer will investigate the allegation. This will require interviews with the victim and the alleged assailant. In some circumstances, interviews with other persons who have knowledge of the circumstances surrounding the alleged incident may also be conducted. Whenever possible, the Sexual Assault Officer will not reveal the identity of the victim during the investigative process. In any event, the Sexual Assault Officer will not reveal the identity of the victim without the victim’s consent.

What to do if you are accused of sexual assault:

- A. Take the allegation seriously
- B. You may wish to consult an attorney, especially if a criminal complaint has or may be filed with the local police
- C. You should be aware of your right not to incriminate yourself and carefully consider the possible ramifications of any statements you choose to make.
- D. If you have been falsely accused, and are aware of information or evidence that you

believe will establish the falsity of the accusations against you (for example, where you were off-campus or with other people at the time of the alleged incident), make sure you bring this information to the attention of the investigating Sexual Assault Officer as soon as possible. Make sure that you provide the investigating Sexual Assault Officer with the names of all persons who may have information relevant to the accusations against you.

Sexual Harassment/Assault Officers:

- Mrs. Patricia Bristor, Associate Dean, Student Services, 724-852-3315
- Dr. Robert Graham, Provost, 724-852-3456
- Mr. Tom Helmick, Director of Human Resources, 724-852-3210

A description of the University's Disciplinary Procedures for cases of Sexual Assault is available at the Student Services Office on the 3rd floor of the Stover Campus Center.

AIDS Policy

As advised by the American University Health Association, Waynesburg University maintains a policy of dealing with individual cases of AIDS as they arise. The University's greatest concern is to insure a safe, healthy, and productive environment for all its students, faculty, and staff. Educational programming for the whole campus is a part of the services of the Student Health Service and the Student Services Office.

**University Network Policy
Responsible Use of Technology**

As a community of people committed to the values and perspectives of the Christian tradition, we recognize the potential benefit, as well as danger, in the use of technology. Consequently, we make careful use of the products of science and technology in order that we might responsibly fulfill our callings as students, faculty and staff. We are stewards of technology and therefore, acknowledge our accountability to one another, to the mission of the institution and to God. To clarify what is meant by responsible use, we provide guidelines in relation to the following areas of concern: Respect for equitable access to resources, respect for another's opinions, values and feelings, respect for property, and respect for one another's privacy.

All computing resources and facilities at Waynesburg University are provided as a privilege to Waynesburg University students, faculty and staff. All users of these resources are responsible for exercising this privilege in an effective, efficient, ethical, and legal manner. The policies and procedures assume a commitment to support ethical behavior in every aspect of the academic community within the University. *These policies and procedures are not exhaustive, but rather provide the essential framework for acceptable use of the computer and communication resources of Waynesburg University.* Inevitably, the responsibility for utilizing

common sense and upholding common standards of decency and fairness must be employed by the users for the benefit of others within the University community.

Accessing the Waynesburg University Network at ANY security level constitutes an agreement by the user to abide by ALL Rules & Policies as well as updated rules, policies, and responsibilities that may come into effect in the future. The user waives all claims against Waynesburg University, legal or otherwise, which may be incurred through the use and/or registration for use of the Network.

Violations of the policies and procedures for the Waynesburg University Network may result in the loss of computer use privileges and disciplinary review. Violations of some of the listed policies may be illegal and may be subject to prosecution by state and federal authorities. Any noted violations of policies will be referred to the supervisory Vice President. A full description of Acceptable Use Policies and Procedures is posted for students to access via the following link: <http://www.waynesburg.edu/technology>.

Grievance and Appeals Policy

Waynesburg University is committed to its mission of Christian higher education. In pursuit of those goals, we seek to maintain an environment where students are treated fairly and with justice based upon this mission expressed through institutional policies and procedures. As a result, procedures have been established to provide for student appeals concerning possible unfair treatment, unjust enforcement of policies or denied his/her rights as a student of the University. These procedures are listed below as well as some of them also listed in the University Catalog.

Occasionally, disputes and conflicts may arise between members of the Waynesburg University community over particular policies, procedures or actions both within the academic and non-academic areas of the institution. Many times, the dispute may be resolved at the personal level between the student and the faculty/staff member. The student should request an appointment to meet with the particular faculty/staff member to present his/her complaint to the person concerned. In some cases, this meeting should occur with a department chairperson on behalf of the department or one of its committees. This presentation should be offered in a civil manner and with respect for the position of the University employee. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedures listed below for either designated issues or for general academic and non-academic matters.

Grievance Procedures

The purpose of the formal grievance is not to express personal disagreement with a particular policy, but an appeal based upon unfair treatment. In order to initiate a formal grievance, the student must submit a written statement of the grievance outlining the alleged unfair treatment, a description of the basis for the appeal, any attempts to resolve the problem informally, and any suggested resolutions to the problem.

With particular policies, existing grievance and appeal procedures are listed with the policy (Student Code of Conduct, Sexual Harassment/Assault, etc.). In these cases, these procedures should be followed by the student desiring to initiate an appeal in accordance with this Handbook or the University Catalog.

With regard to other general University policies and procedures, this written grievance should be submitted to the appropriate vice president or Dean supervising the particular area. In the case of students enrolled in the Graduate and Professional Studies programs, this written complaint should be submitted to the Dean of Graduate and Professional Studies. If the student is unsure to whom the grievance should be submitted, consultation is available from the Senior Vice President for Educational Services.

In the case of complaints concerning implementation of general policies and procedures, the grievance should be submitted within ten business days from the alleged unfair treatment. The respective Dean (or designee) may request additional information, secure relevant documents, interview involved parties or any other actions s/he deems necessary in order to investigate the issue and render a decision.

After receipt of the written grievance, the appropriate Dean will render a decision within ten business days. This decision will be transmitted to the student in writing through delivery to the student's on-campus mailbox (undergraduate) or to the permanent address (Graduate and Professional Studies). The decision rendered by the Dean is final.

In order to assist students concerning potential areas of grievances, the following policies specify the initial contact person for consultation in the process. This contact information is intended to be helpful, but is not a substitute for the individual student understanding and fulfilling procedures outlined in University Catalog or Student Handbook.

Academic

Academic Integrity Policy -

Dean of Graduate and Professional Studies/GAPS Committee

Academic Suspension –

Dean of Graduate and Professional Studies/GAPS Committee

Departmental Major Admission / Academic Progression / Retention –

Dean of Graduate and Professional Studies/GAPS Committee

Grade Appeals –

Dean of Graduate and Professional Studies/GAPS Committee

Non-Academic

Anti-Discrimination / Harassment Policy / Title IX -

Associate Dean for Student Services

Americans with Disability Act –

Director of Human Resources

AIDS policy –

Sr. Vice President for Educational Services

Family Educational Rights and Privacy Act -

Registrar

Student Conduct / Disciplinary Sanctions-

Sr. Vice President for Educational Services

IV. Academics

David Mariner, M.B.A., Dean of Graduate and Professional Studies

Janice S. Crile, M.B.A., Director of Accelerated Programs in Business

Jerry McCombs, M.B.A., Assistant Director of Accelerated Programs in Business

Academic policies and procedures contained in this section may be changed through official action. Any changes in procedure and policies for 2010-2011 will be included in the Waynesburg University Catalogue, and will be available after August, 2010. Please check your Academic Catalog for a complete description of academic policies and procedures.

Bachelor of Management and Leadership Program

The Bachelor of Management and Leadership program positions students for enhanced professional and personal success in business, and service to a wider community. The curriculum addresses ethics, diversity and Christian principles; financial, business and accounting theory, team building and decision making. As a graduate, you will be prepared to manage and to lead in a dynamic and competitive workplace.

Admission Requirements

Students seeking admission into the Accelerated Bachelor of Management and Leadership program must meet the following criteria:

- 23 years of age or special approval of the Waynesburg Admissions Committee
- A minimum of 3 years of work experience
- At least 60 transferable credits from an accredited institution of higher learning

To be considered for admission into the Accelerated Bachelor of Management and Leadership program, the student must submit the following:

- An official Graduate and Professional Studies application
- Official transcripts of all colleges and universities previously attended
- Official high school transcript or GED
- A current resume

In addition the student must have successfully completed the following courses:

- College Composition I* Biological or Physical Science*
- College Composition II* Social Science*
- General Math* Fine Arts#
- Introduction to Computers#

* Must be completed before admission to the program

May be completed while in the program

NOTE: All other policies and procedures outlined by the current Waynesburg University Academic Catalog will be adhered to by the BML program

Students may be admitted on a regular or conditional basis. The Accelerated Bachelor of Management and Leadership admissions committee will review the student's educational background and work experience to determine the student's admission status. The admissions committee will review the student's educational background and work experience to determine the student's admission status based on the following criteria:

1. Completion of 60 transferable credits from an accredited institution of higher education;
2. Quality of the student's academic record and educational background.
3. The nature and extent of the student's work experience.
4. Proficiency in Microsoft Office applications including but not limited to Word, Excel and PowerPoint.
5. Involvement in community activities.

Required Courses / Degree Plan

Semester 1

Session 1

- BUS 338 Ethics in Business (Online)
- BUS 339 Professional Communications in Business

Session 2

- HIS ____ History Course
- BUS 346 Software Tools for Business Decision Making

Semester 2

Session 1

- BUS 345 Leadership in Human Resources (Online)
- ECO 319 Global Economics

Session 2

- ENG ____ Literature Course
- BUS 355 Accounting for Decision Makers

Semester 3

Session 1

- BUS 356 International Issues in Business (Online)
- BUS 357 Finance for Managers

Session 2

- BMS 106 Introduction to the New Testament (Online)
- BUS 349 Leading Sales Initiatives

Semester 4

Session 1

- BUS 347 Entrepreneurship (Online)
- BUS 437 Statistics for Decision Makers

Session 2

- BUS 429 Project Management (Online)
- BUS 449 Leadership, Conflict and Negotiation Strategies

Semester 5

Session 1

- BUS 427 Legal Environment of Business (Online)
- BUS 455 Business Management Practicum

Session 2

- BUS 428 Marketing/International Environment (Online)
- BUS 438 Management Policy

Course Descriptions

BUS 226. Experiential Learning and Assessment in Business

3 credits

This course is designed to help student assess their learning background, evaluate it with college level learning, and create a Prior Learning Portfolio. This Portfolio is submitted to the University in petition of academic credit for this learning gained through work and life experience. Theories of adult learning and learning styles are explored. Approval of the Dean for Graduate and Professional Studies required.

BUS 338. Ethics in Business

3 credits

This course provides a study of the changing environments of business. Topics such as social values, corporate powers, pluralism, social responsibility, and business ethics are addressed. Contemporary social issues such as pollution, consumerism, and urban decay are viewed from the perspective of the business manager. Governmental regulations and policies are shown to have a significant influence on the firm. The future of business, government, and society is debated.

BUS 339. Professional Communication

3 credits

Students will strengthen the effectiveness of their critical thinking and analysis skills, business writing and research skills, and presentation skills through individual and team exercises. Numerous writing assignments as well as four combined individual and group presentations will be required. Various methods of evaluation will be utilized, including feedback from peers. Special topics of discussion will include principles of business etiquette, accepted business practices, writing e-mails, letters, and resumes.

BUS 345. Leadership in Human Resource Management

3 credits

This course addresses the leadership problems/issues typically found in organizations. Emphasis is on the fit between organizational strategy and human resource management as well as the role of human resources in the overall organizational planning process. Topical areas of examination will include a basic understanding of legal requirements utilized in the recruitment, selection, and placement process; training and development; succession planning; performance management process; compensation and benefits systems; legal requirements of employment and diversity issues; and health, safety and security. Interwoven throughout the course will be importance of creating linkages between human resources and corporate strategies and accountabilities.

BUS 346. Software Tools for Business Decision Making

3 credits

The 21st century leaders and individual contributors are expected to be technologically competent in their respective work environments. This course provides students with an understanding of how to utilize the personal computer and its capabilities as a tool in business decision-making. The student will encounter extensive use of the computer and the most current software available.

BUS 347. Entrepreneurship**3 credits**

The course will present the following perspectives related to entrepreneurship; individuals interested in starting a new firm, those that may work for a smaller business, or using entrepreneurial ideas within a larger company. This course will challenge you to think like a leader and consider how the entrepreneurial spirit can make a difference regardless of the career path you choose. Specific topics will include small business creation, business plan development, marketing, operations, personnel, finance, business law, and community responsibility. The primary course objective is to provide students with a realistic formula for successfully operating a small business.

BUS 349. Leading Sales Initiatives**3 credits**

The students will study the sales manager's responsibility for obtaining a specific volume of sales and a certain level of profitability by managing sales professional's activities and behavior. This course will provide a clear picture of the complex and often conflicting responsibilities of a sales manager in today's economy.

BUS 355. Accounting for Decision Makers**3 credits**

The course presents the fundamental accounting concepts and information that is utilized within a company's decision making process. Topics include financial statements; measurement of assets, equities, and income; financial statement analysis, cost behavior and measurement; profitability analysis; relevant costs for special decisions; budgeting; and responsibility accounting.

BUS 356. International Issues in Business**3 credits**

Students will study the world market and an analysis of economic, political, cultural, and business trends as they influence the multinational corporation. Risk taking, financing, and investment are considered as well as marketing variations among countries are discussed.

BUS 357. Finance for Managers**3 credits**

This course will cover the essentials of managerial finance from a managerial perspective. Topics discussed include the role of the financial manager in the modern corporation, financial forecasting, capital budgeting, interest theory, valuation, leverage, the cost of capital, dividend policy, working capital management, issuance of stocks and bonds, mergers, consolidations and reorganizations.

BUS 427. Legal Environment in Business**3 credits**

The students will investigate the issues and principles of business law. Topics covered are business law and its administration; property; torts; contracts; agency; employer; and employee; negotiable instruments; and insurance.

BUS 428. Marketing in an International Environment**3 credits**

This course is designed to give the students a thorough and practical understanding of the numerous elements and concepts related to marketing in a technologically advanced, diverse, multifaceted, and global business environment. Students will be engaged and study real life case scenarios where they will have the opportunity to apply various marketing strategies, philosophies, and applications learned. The thrust of this course will be the development of a thorough and complete marketing plan project which will include an extensive written document and formal presentation.

BUS 429. Project Management**3 credits**

This course is designed to provide students with a theoretical and practical approach to understanding the components and strategies behind effective project management. Students will learn methodologies surrounding effective project management which will allow them to succeed on interdisciplinary and cross functional teams in a corporate environment. This course will challenge students to think critically about project management principles and how to apply them within the context of the real world. Real-world case studies and projects will be used to allow students to apply learned concepts and applications.

BUS 437. Statistics for Decision Makers**3 credits**

Students will analyze and explain business situations using descriptive statistics and probability, probability distribution, statistical inference, regression analysis, PERT/CPM, inventory control models, queuing theory, forecasting and simulation. Computer application is used as a tool in the problem solving method.

BUS 438. Management Policy**3 credits**

This is an advanced course for students who are, or aspire to be, managers. Emphasis is placed on the integration of problem solving techniques applied to the firm as a system and a variety of questions and issues will be evaluated through role playing and analysis. Problem evaluation and resolution will also be realized through business simulation and case study method.

BUS 449. Leadership, Conflict and Negotiation Strategies**3 credits**

This course will cover the major leadership theories and core leadership competencies needed for success in the business environment. Various assessment inventories will help students assess their effectiveness as followers, self leaders, and leaders of others. This course will also investigate conflict as the precursor to effective negotiation. The psychological and sociological factors inherent in the negotiation process will be stressed.

BUS 455. Business Management Practicum**3 credits**

A capstone hands-on management practicum will take the student out of the classroom and into the corporate environment. The class will incorporate a minimum of three on-site meetings with workshops centered on exploring current business problems that are discussed during the visits. Corporations could come from the fields of telecommunications, energy, finance, marketing, healthcare and retail. The meetings will be lead by appointed managers of each company and a faculty member. The facilitator will direct the projects assigned to each student. Travel to the on-site meetings is required.

ECO 319. Global Economics**3 credits**

Global Economics is a combination of traditional microeconomics and macroeconomics. The course includes analyses of the basic economic principles that effect rational decision making by individuals and firms across cultural settings and market structures. Analyses of the gains from trade and the roles governments play in changing economic outcomes for their own citizens and trading partners is included.

Grading

The grading scale for the BML Program will follow the scale below.

Explanation of Semester Hours, Grades Of Scholarship, And Grade Points

| GRADE | Grade Points Per Semester Hour |
|-----------------------------------|--------------------------------|
| A 93% and above (Excellent) | 4.00 |
| A- 90 – 92% (Excellent) | 3.70 |
| B+ 87 – 89% (Above Average) | 3.30 |
| B 84 – 86% (Above Average) | 3.00 |
| B- 81 – 83% (Above Average) | 2.70 |
| C+ 78 – 80 % (Average)..... | 2.30 |
| C 75 – 77% (Average)..... | 2.00 |
| C- 74 - 70% (Below average)..... | 1.50 |
| D 69 – 65% (Below average)..... | 1.00 |
| F Below 65% (Failure)..... | 0.00 |
| I (Incomplete)..... | 0.00 |
| W (Withdrew)..... | 0.00 |
| NG (No Grade) | 0.00 |
| P (Passing)..... | 0.00 |
| AU (Audit)..... | 0.00 |

Additional grading information can be found in the Academic Catalog

Notification of Academic Status

Waynesburg University makes every effort to notify students of their academic status. A certified letter is mailed to each student placed on dismissal. Since communication by mail may be delayed or misdirected, it is the responsibility of every student to obtain this information. Non-receipt of a letter by a dismissed student will not be considered grounds for claiming eligibility to enroll for a subsequent semester.

NOTE: All other policies and procedures outlined by the current Waynesburg University Academic Catalog will be adhered to by the BML Program.

Grades and Transcripts

Final grades are generally due in the Office of the Registrar by noon on Monday following a completed session. The Registrar's office will mail grade reports to the student. Official grades are released only by the Registrar's office and are not furnished by the Graduate and Professional Studies Program staff.

Students should allow at least ten days following a completed session for their grades to arrive. Grades will not be released over the telephone or by fax. If students do not receive grades within a reasonable time frame, they may call the Registrar's office at 724-852-3252/3375.

Transcripts are available from the Registrar's office by mail or in person. Telephone requests are not accepted. Official transcripts are provided at the student's written request.

Grade Appeals

Occasionally, a dispute over a grade or final grade may arise. The basis of a grade appeal is the student's charge that the grade was awarded through prejudice and caprice. The burden of proof rests with the student. In these cases the following procedure is in effect:

1. Upon receipt of his/her grade report, the student must contact the faculty member regarding the grade dispute.
2. This process must begin within three weeks upon receipt of the letter grade.
3. If the problem is not satisfactorily resolved during this faculty-student conversation, the student must submit a written letter of explanation of the situation to the Dean of Graduate and Professional Studies.
4. If the situation is still not satisfactorily resolved, the matter will be referred to the Graduate and Professional Studies Committee and the Provost for resolution.
5. Both parties, the student and the facilitator, will be notified in writing of the outcome of the appeal.

Plagiarism / Academic Integrity Policy

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University has a responsibility for maintaining academic integrity to protect the quality of education, research, and other activities and to protect those who depend on our integrity.

It is expected that both faculty and students will honor the principles of academic integrity. Instructors will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged. It is the responsibility of the student to refrain from academic dishonesty, and from conduct which aids others in academic dishonesty. This responsibility means that all academic work will be done by the student to whom it has been assigned, without unauthorized aid of any kind. Therefore:

- No student shall knowingly, without proper authorization, procure or provide, or accept any materials which contain questions or answers to any examination or assignment to be given at a subsequent date;
- No one shall, without proper authorization, complete, in part or in total, any examination or assignment for another person;
- No student shall, without proper authorization, knowingly allow any examination or assignment to be completed for him by another person;
- No student shall plagiarize or copy the work of another person and submit it as his own.

Plagiarism is defined as taking and presenting as one's own a material portion of the ideas or words of another or to present as one's own an idea or words derived from an existing source without full and proper credit to the source of the ideas, words, or work. As defined, plagiarism includes, but is not limited to: copying words, sentences, and paragraphs directly from the work of another including another student without proper credit; copying illustrations, figures, photographs, drawings, models, or other visual and nonverbal material (including recordings) of another without proper credit; presenting work prepared by another in final or draft form as one's

own without citing the source, such as the use of purchased research papers; taking and presenting another's ideas as one's own including cutting and pasting information directly from internet websites.

*Faculty will assess a penalty for plagiarism up to and including failure in that course.
Plagiarism may result in dismissal from the BML program.*

SafeAssign™

Facilitators have the option of using SafeAssign as a tool to detect levels of plagiarism. This electronic service detects unoriginal content in student papers. SafeAssign checks student's papers against several databases including:

- **Internet** - comprehensive index of documents available for public access on the Internet
- **ProQuest ABI/Inform database** with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access)
- **Institutional document archives** containing all papers submitted to SafeAssign by users in their respective institutions
- **Global Reference Database** containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism.
(www.safeassign.com)

APA Writing Style

APA style has been adopted by Waynesburg University as the recognized writing format for all BML courses. The goal of this process is to standardize student writing, source citing and format within all courses. The writer will benefit from consistent and uniform elements. You will present your thoughts in a clear manner including use of headings, punctuation, and citation of references. Recommended Text: [*Publication Manual of the American Psychological Association*](#), Sixth edition.

You can find a free tutorial at www.apastyle.org

Attendance

The Graduate and Professional Studies Program is committed to a style of learning that is facilitative and participatory. Meaningful interaction among students and between students and faculty is the heart of the program. The following are adult learning principles upon which the graduate program in nursing is built:

- Learning is an experience that occurs inside the learner and is activated by the learner.
- Learning is the discovery of the personal meaning and relevance of ideas.
- Learning is a behavioral change and is a consequence of experience.
- Learning is a cooperative and collaborative experience.
- Learning is an evolutionary experience.
- One of the richest resources for learning is the learner himself through participation in an active community of learners.
- Learning is facilitated in an environment which encourages the learners to be active participants, which promotes respect and openness to discovery and critical thinking, and which supports intellectual discussion and debate.

Our commitment to this educational model shapes the graduate attendance policy. **Attendance at all class meetings is mandatory. Should an emergency situation arise which requires an absence from all or even part of a class, students must contact the faculty immediately. Leaving a message with another individual or with the graduate staff or on an answering machine does not fulfill this obligation.**

Due to the participatory nature of graduate classes, absence may have a negative effect on grades. Additionally, the faculty is encouraged to base a portion of the student's grade on class attendance/participation. The student is strongly encouraged to read the course module carefully to determine the course facilitator's policy on the impact of absence on the student's grade.

Understanding that circumstances can and do arise when a student's absence from class is unavoidable, course facilitators may provide alternate assignments that substitute for the learning that would take place in the classroom to meet the course objectives. It is the student's responsibility to seek out the course facilitator and request an alternate assignment, to be completed instead of being in class. Facilitators are not obligated to provide an alternate assignment. Some learning objectives cannot be met unless the student is an active participant in classroom discussion and learning activities.

Registration for a course is not permitted if a student anticipates missing more than one class for a particular course.

Class Participation

All Graduate and Professional Studies Program courses include an assessment of student participation as part of the final grade. While faculty have individual differences in particular expectations, the following components are universally significant.

Participation in class requires that the student:

1. Make contributions to discussions that:
 - a. Are relevant to the issue being discussed.
 - b. Give evidence of preparation for class.
 - c. Show insight into the topic at hand.
2. Listen to other students as well as the faculty by:
 - a. Asking pertinent questions.
 - b. Commenting on others' contributions.
 - c. Refraining from monopolizing the discussion.

Course Module / Syllabus

A Graduate Course Module, or syllabus, is prepared to complement the textbook(s) for each course. The module includes information about the course objectives, workshop activities and assignments for each course meeting.

Each faculty will prepare individualized course syllabi, which contain contact information, evaluation criteria and grading information. Modules, including course syllabi, can be downloaded from Blackboard approximately two weeks prior to your first class.

Preparation for your first class meeting

The accelerated pace of the Graduate and Professional Studies Program courses requires students to take a great deal of responsibility for their own learning. Students should expect to devote an average of 8-10 hours per week to study and complete homework assignments and projects. In an accelerated format, it is especially important to stay focused and on schedule with all assignments.

Since there is always an assignment due for the first class meeting, students should register for courses early and obtain course book(s) and module(s) as early as possible prior to the beginning of each session.

Student Conduct

As noted in the University Catalog, the University admits students with the expectation that they will comply with its rules and regulations and conduct themselves in the proper manner. Rules are considered necessary for the promotion of the highest welfare of the University community and the advancement of its academic purposes. A student is held responsible for any breach of respectable conduct, whether or not expressly stated in University publications.

The University administration reserves the right to exclude from the campus any student whose actions jeopardize the safety of the University community. A student may also be excluded from the University for not complying with the authority of those responsible for the order of the University. The University has a responsibility for maintaining academic integrity to protect the quality of education, research, and co-curricular activities on our campus and to protect those who depend on our integrity.

Waynesburg University supports freedom of expression and inquiry between facilitators and students. However, inappropriate disruptive behavior will not be tolerated.

Classroom Disruption: behavior a reasonable person would view as substantially or repeatedly interfering with the facilitator's ability to teach the class or the ability of other students to benefit from the instructional program. A disruptive student is one who disturbs the teaching and learning process in the classroom.

It is the responsibility of the student to conform to conduct conducive to learning by being prepared, prompt, attentive, courteous, and respectful in the classroom and by conforming to policies and learning activities set forth by the teacher to maintain academic integrity. A student must be able and willing to examine and change behaviors when they interfere with productive individual or group relationships.

Facilitators have the responsibility and the authority to maintain a productive educational environment. Civility, understanding, and mutual respect among all persons are intrinsic to such an environment. Students' side conversations, disruptive use of cell phones or pagers, use of profanity or threatening language, routinely coming to class late or leaving early, inappropriate interruptions, hostile and intimidating comments, and personal insults will not be tolerated.

If a student's behavior is negatively affecting the learning environment in the classroom, the facilitator will:

1. Confront the disrespectful behavior. This may be done as a word of caution to the whole class or the facilitator may direct the student to meet after class to discuss the behavior.
2. Ask the disruptive student to leave the classroom if the behavior is not changed immediately, and call security or the local police if necessary to escort the student from the classroom.
3. Communicate the facts of the situation to the program director so that the student can be formally counseled.
4. Leave the classroom if there is repeated hostility that does not cease and the facilitator fears personal injury or extensive, intolerable verbal abuse.

Consequences of repeated disruptive behavior will include removal from the classroom, removal from the course, and if indicated by the severity of the disruption or disrespectful behavior, dismissal from the program.

Business Department Policy Related to Student Rights and Responsibilities (Formal Written Complaints)

The GAPS department adheres to college policy regarding grievances for students. When students express an opposition to a stated policy, desire to initiate development of a new policy, or wish to file a formal written complaint, they are encouraged to pursue appropriate channels.

When BML students experience problems specifically related to academic progress within a course in the curriculum, the first step is to discuss the issue rationally with the course facilitator. If that step does not result in reasonable resolution of the problem, the student may discuss the issue or concern with his/her academic advisor. If that step does not reasonably resolve the issue, the student can continue the discussion with the Director of Graduate Programs in Business Administration, or the Dean of Graduate and Professional Studies. University representatives at upper levels of administration will not discuss issues with students until other levels of discussion and dispute resolution have been exhausted.

There are three general problem areas related to student grievances that may develop:

1. general program policy concerns or student-to-student concerns;
2. admission, progression, retention, and graduation concerns;
3. academic matters related to specific courses or student-faculty concerns.

Regardless of the problem area, GAPS department will first attempt to resolve the problem or conflict.

The student or students initiating discussion of the concerns should communicate in writing with the Director of Graduate Programs in Business. The Director will take the formal written complaint to the GAPS committee. If the committee cannot resolve the concern, the problem is referred to the Provost.

A problem related to admission, progression, retention, and graduation is referred to the Director of Graduate Programs in Business Administration and the Graduate and Professional Studies Committee. Grade appeals are referred directly to the Graduate and Professional Studies Committee for review and a decision. (See Handbook section on grade appeals for specific procedures).

With a student-faculty problem, the student must present the concern in writing to the faculty member within ten calendar days of the occurrence of the problem. There will be ten calendar days in which a written response must be provided to the student. If unresolved, the problem can be referred, by either the student or the faculty, to the Director of Graduate Programs in Business Administration. If unresolved at that level, the formal written complaint may be referred to the Dean of Graduate and Professional Studies. Unresolved problems are directed to the Provost.

A written record of student complaints and grievances is kept in the office of the Director of Graduate Programs in Business Administration. Strategies for resolving complaints are monitored and may become the basis for program or faculty changes.

Requirements for Graduation

A graduate student is required to have a cumulative GPA of 2.0 or better to be eligible and to have completed 124 credit hours to receive a Bachelor of Management and Leadership degree from Waynesburg University. All requirements must be completed within seven years of first class.

Application for Graduation

Students who anticipate graduating at the end of a semester should request an “Application for Graduation” form from the Registrar’s Office, 724-852-3237.

This form should be signed and returned with proper documentation to the Director of the BML program. Forms are automatically sent to students enrolled in Management Policy.

Commencement

The commencement ceremony is held once a year, the third Sunday of May. Undergraduate students who complete 124 credit hours by April 30 may elect to participate in the commencement exercises. Also, students are eligible to participate with only eight credits or less remaining. Commencement is held on our main campus in Waynesburg, Pennsylvania. Information regarding commencement is posted to our website in April.

Diploma Distribution

Diplomas are distributed three times per year. Students who graduate during the spring sessions receive their diploma during the actual graduation ceremonies. Students who graduate during the summer and fall sessions are mailed their diplomas before the actual graduation ceremony; those students are still strongly encouraged to participate in the May commencement activities. Diplomas are also mailed to students who graduate in the spring but do not attend commencement; diplomas are sent via certified mail. All balances due the University must be paid before the diploma is issued.

V. PROCEDURES

University ID

Waynesburg University does not routinely distribute University ID cards to graduate students. Enrolled students who wish to have a Waynesburg University ID card should contact the graduate center support staff to schedule an appointment for the ID photograph. The expected time frame for the issuance of a requested ID card after the photograph has been taken is two to three weeks.

Financial Aid

Undergraduate students who register for a minimum of 12 hours per semester may be eligible for student loans. Students utilizing financial aid options should register for the entire semester, rather than by session. There are three semesters each year, Fall, Spring and Summer. Financial aid forms may be required for each semester.

The first step in the financial aid process is to complete the FAFSA. A link to the FAFSA can be found on the university website. www.fasfa.ed.gov Waynesburg University financial aid code number is 003391. Additional forms are required by the university, and those forms are also available on the web. See the Financial Aid information links.

For help with financial aid processes, students are strongly encouraged to contact the Office of Financial Aid, 724-852-3208. The Financial Aid Department will answer questions and help students understand the federal or state regulations that govern the loan or grant processes. They can also help the student understand the financial aid implications of dropping a course or withdrawing.

Federal Stafford Loan- If a Stafford Loan will be used to pay tuition, your loan application must be certified and approved by the Financial Aid Office. If you have applied for financial aid and have not received a financial aid award letter by the start of class, you must pay by check, money order, credit card, or personal deferment.

NOTE: Financial aid eligibility for the summer terms will be reviewed on an individual basis. You must contact the Financial Aid Office if you want to apply for summer financial aid.

Registration

Students in the BML cohort will be automatically registered by semester. If you need to make any changes in your degree plan contact us directly.

Students may register for courses by e-mail, online, in person, or by phone.

Students are responsible for meeting the class registration deadline. The deadline is approximately 10 days prior to the beginning of a session. Classroom space is limited and registrations are taken on a first-come, first-served basis. Students may register for courses per semester or per eight-week session.

Fall semester enrollment opens mid-July, spring semester enrollment opens mid-November, summer semester enrollment opens mid-March.

Financial aid requires registration of at least 12 credits per semester. Students using financial aid should register prior to the beginning of the semester for both sessions.

Self-Service

Self-Service enables enrolled students to view academic plans, search and register for courses, access course schedules, view grades, and more. The following provides a brief overview of how to use some of Self-Service's features.

Accessing Self-Service

Self-Service is located in the myConnect portal, which can be accessed through the University's webpage or directly at <http://myconnect.waynesburg.edu>. After logging into myConnect, click on the Self-Service button under the Quick Launch menu. When accessing Self-Service for the first time, you will be prompted to provide your System ID, which is a 9 digit number located on your University ID card (your Student ID Number) or billing statement. You will also be asked to enter your first and last name and birthdate. Please enter your FULL name, again as it is listed on your ID card and billing statements. Enter your birthdate using the format mm/dd/yyyy. If you do not know your ID, contact the Southpointe office at 1-888-481-6029. If you experience issues with logging in, contact the IT Help Desk by submitting an IT Request or calling 724-852-3413.

Searching for and Adding Courses to Your Cart

To search for courses using Self-Service, go to the **Search** tab and click **Section Search**. From here, you may enter the criteria for the course(s) that you wish to search for. For example, if you want to search the graduate level business classes being offered in the Fall I session of 2010, you would enter the following:

Course Code: MBA

Period: 2010 Fall

Session: Graduate I

A list based on the criteria you entered should appear. From here, you can see information about courses including meeting times, instructors, and course availability. Clicking on the course names under the Course column will allow you to view the course description (if one is available for that particular course) and book information.

To add courses from your search to your cart, click the **Add** button located next to the course that you wish to add. Courses must be added to your cart before you will be able to register for them. There are several ways that you can view courses that have been added to your cart. The easiest way to do so is by clicking the **Cart** button that is located at the top of the Self-Service page. From here, you can view and remove courses that you have added to your cart, add additional courses, and register for the courses that you have added.

Dropping Courses

Students may drop courses prior to the start of a session. To do so, go to the **Register** tab, place a check mark in the box located next to the course that you wish to drop, and click **Next**. A page with your new semester schedule will appear, click **Next** again. You will then be taken to a screen that states “You have successfully submitted your Year/Semester schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.”

Viewing Your Class Schedule

To view your class schedule, click on the **Classes** tab and then select **Schedule** followed by **Student Schedule**. The schedule for the current semester should appear. If you would like to view your schedule for another semester, select the Year/Semester of the schedule that you wish to view from the **Period** drop down box and click **Submit**.

Viewing Grades and Unofficial Transcripts

To view grades for a particular semester, click on the **Grades** tab and select **Grade Report**. From here, you may select the semester which you would like to view.

To view your Unofficial Transcript, click on the **Grades** tab and select **Unofficial Transcript**. Your entire Waynesburg University transcript should then display. You may print the transcript by selecting **Print Transcript**. Keep in mind that this is **not** an official transcript.

Dropping or Adding a Class

Graduate students who wish to either drop a course in which they are currently enrolled or add a course may do so by completing a DROP/ADD form. Students must return this form to the staff for review and submission to the Registrar. DROP/ADD forms may be obtained at all class sites.

Drop/Add Deadline: A course may be dropped during the week(s) of official registration, before classes begin, and up until 6:00 pm of the first night of class. A dropped course will not be assigned a grade, nor will it appear on the students’ permanent academic records.

Withdrawing from a Class

After the Drop/Add deadline has passed, a student must withdraw from a course. When a student withdraws from a course during weeks one and two, the grade of “W” will be recorded on the permanent record.

When a student withdraws from a course during weeks three and four, the grade of “WP” for Withdraw while Passing or “WF” for Withdraw while Failing will be recorded on the permanent record.

A signed Withdrawal form can be obtained through the advisor and must be completed by the student and filed with the Registrar. The grade of “W” will be recorded on the permanent record.

Withdrawal from a course after the fourth week of a particular session is usually not permitted, and normally the grade will be recorded as “F”. However, in the event of an illness or other

severe hardship beyond the student's control, the student should submit, no later than the last day of classes, a written Petition for Permission to Withdraw to the Dean of Graduate and Professional Studies. If permission is granted, a grade of "WP" for Withdraw while Passing will be recorded.

It is the student's responsibility to complete the proper paperwork to officially withdraw from a class. Students who stop attending classes and who do not properly withdraw from the course will receive a letter grade of (F) for failing.

Incomplete Grade

All graduate courses are eight-week courses and it is expected that all course work be completed within the eight-week time frame. When a student experiences extenuating circumstances beyond his/her control and cannot complete the required coursework, the student may request to receive an incomplete "I" for the course. Students may be requested to supply documentation regarding reasons for Incomplete (I) grade requests.

Any graduate student who receives an incomplete for a course will have an additional eight weeks to complete the course. Once the coursework has been completed, the faculty will change the student's letter grade of "I" to the appropriate letter grade. In most circumstances, if the student does not complete the required coursework by the end of the next eight-week session, he/she will receive a letter grade of "F" for failing unless an extension is approved by the faculty and notification provided to the Registrar.

Withdrawing from the University

Students who drop all courses and wish to withdraw from Waynesburg University must fill out a REQUEST TO WITHDRAW FROM UNIVERSITY form. Their accounts will be reviewed to determine any refunds, repayments, and/or returns of costs and monies. A copy of the refund policy is available from the Financial Aid Office.

Holiday

When a graduate class falls on a holiday, the make-up class night is Friday following the holiday, unless otherwise noted. Holidays recognized by Waynesburg University include Labor Day, Thanksgiving, Christmas, New Year, Memorial Day and Independence Day.

Inclement Weather Days

Check our website, www.waynesburg.edu, for information regarding inclement weather conditions or other emergency conditions that affect class cancellations, school delays and/or closing. This information may also be broadcast on local TV and radio stations. Students should tune into one of these media outlets before calling the site office. When a graduate class is cancelled due to inclement weather conditions, the make-up class is Friday following the cancelled class, unless otherwise noted.

Payment Options

You may pay your tuition whenever you register; but no later than the payment due date. Tuition payment for an eight-week term is due on Friday of the first week of classes. Students may defer the tuition due date by paying a deferral fee of \$30 prior to their first day of class.

If payment is not received before the end of the first week of class you will be dropped from the session. You will be assessed a \$100.00 late registration/payment fee and reinstated for the session if paid during the second week of class. If payment is not received by the end of the second week you will be considered permanently withdrawn from the session.

Credit Card payments

You may now pay **online** with a Visa/MasterCard/Discover/AE credit card. www.waynesburg.edu Click Quick Links Click Online Tuition Payment or <http://www.waynesburgunited.com/paytuitiononline>

Personal Check

You may pay in person with a check. You may also pay by mail with a check or money order. Payment should be submitted with a Tuition Payment Form to assure that your account is credited properly. Please write your identification number on your check.

Payment Deferments

Personal Deferment- Students in good standing can use personal deferment which allows you to attend classes while you arrange for the payment method most advantageous to you. Your payment will be deferred until 30 days after the end of the session. You may register for the following session but must make payment in full by the 30-day deadline. **If this deadline is missed, you will be charged a \$40.00 penalty.** At this point, all future registrations and official transcripts will be placed on hold. The \$30 deferment fee per session must be paid by the due date using Visa, Master, or Discover Card, check, or money order. A completed Tuition Payment Form must accompany the deferment fee payment. Maximum Personal Deferment is for two courses only.

Employer Reimbursement Deferment- If your employer's policy is to send payment directly to the University; we must have a letter stating the policy and your participation in the program. If your payment is received in your paycheck, you must make arrangements for payment prior to the start of class or participate in the personal deferment program.

The mailing address for payments is:

Waynesburg University
Business Office
51 W. College St.
Waynesburg, PA 15370

In person payments are accepted at each academic center office. Official transcripts will be placed on hold until the tuition account is paid in full. Questions about tuition bills should be directed to the Waynesburg University Business Office at (724) 852-3255.

Withdraws and cancellations

Course cancellation, withdraw from a course, or withdraw from the University may affect your financial aid and your academic progress for future funding.

Course Cancellations- If your course is cancelled, a Program Administrator will contact you before the first day of class and you will receive a 100 % tuition refund.

Tuition Refund Policy

When a student drops or withdraws from a course, the following schedule will determine charges and refund:

- Drop before 1st class: 100 percent tuition refund
- Withdraw during 1st week: 80 percent tuition refund
- Withdraw during 2nd week: 60 percent tuition refund
- Withdraw during 3rd week: 30 percent tuition refund
- Withdraw after 3rd week: NO REFUND

To be eligible for a 100 percent tuition refund, students must drop a course during the official DROP/ADD time. (For information regarding grades for dropped courses, see DROPPING/ADDING A CLASS section.)

As noted above, partial tuition will be refunded depending on the student's withdrawal date. (For information regarding grades for dropped courses, see WITHDRAWING FROM A CLASS section.)

*If you have Financial Aid contact the Financial Aid Office to determine any adjustments to your aid award and any impact on future funding.

Withdrawing from the University- If you withdraw from the University, we will review your account and other necessary materials to determine any refunds, repayments, and/or returns of costs and monies. Please refer to the last paragraph of the enclosed refund policy.

Textbooks – Purchase or Rent Instructions

1. Go to <http://www.waynesburg.edu>
2. On the roll bar that runs horizontally across the screen, click on either Graduate Programs or Academic Programs. You will also find the online bookstore under “Quick Links”.
3. Find the University (Online) Bookstore link and click on it.
4. Click on Go under the textbook and course materials section.
5. Select a semester.
6. Select a course by Department (ex: BUS), course number (ex: 575), and section.
7. Add the book or books to your shopping cart and follow the directions to check out. The books listed on the university bookstore website should match the books listed in your course module.
8. If you are uncomfortable entering your credit card # on the bookstore’s secure website, call (724) 852-BOOK to place your order.

You will be charged a small shipping fee to have the books mailed to your home address, and you will have them within approximately 48 hours from your order date. Books can be ordered two weeks prior to the start of the session.

USED BOOKS go quickly and are shipped on a first come first serve request basis. Checking “USED” on the online order form does not guarantee a USED Book will be shipped.

Book Refund Policy

Students who wish to return a book(s) due to a drop or withdrawal from a course(s) may do so and receive a 100 percent refund from the bookstore when students:

1. Return new book(s) by the end of the first week of classes.
2. Return new book(s) in the original condition (without any highlighting or writing inside of book(s)).

Students who wish to return book(s) after the first week of classes are required to return them as USED BOOKS during a book buy-back day. Prices are determined by the bookstore.

Students who have any questions concerning books/prices and buy-backs, are encouraged to call the bookstore @ (724) 852-BOOK.

Waynesburg University Online Resources

Waynesburg University students can access online resources using the myConnect portal, Microsoft's Live@edu, and Blackboard. The following information will tell you what you need to know about these resources. If after reading the information you have any questions, please contact the Help Desk by filling out an IT Request form or calling 724-852-3413.

Technology Purchase Discounts—Hardware and Software

Waynesburg University students may be eligible for technology hardware and software purchase discounts. Information about available discounts can be accessed from the myConnect home page via the *University Links* tab.

myConnect

myConnect is the University's portal. You can use myConnect to access many of your online needs such as ordering textbooks, accessing IQWeb and Blackboard, utilizing library services, and accessing other student resources.

- **Accessing and Logging into myConnect**
 - ❖ You can access myConnect from the Waynesburg University website (www.waynesburg.edu) or by going directly to myconnect.waynesburg.edu.
 - ❖ Your **login name** is the first 3 letters of your last name followed by the last 4 digits of your student ID number (Example: Name Robert Smith, ID 1234567 would be smi4567).
 - ❖ Your default **password** is the first 3 letters of your first name followed by your home ZIP code (Example: Name Robert Smith, ZIP 15370 would be rob15370)
- **Changing myConnect Password**
 - ❖ You can change your password within the **Help** tab of myConnect.
- **Help**
 - ❖ FAQs and other How To documents can be found in the **Help** tab of myConnect.
- **IT Request Form**
 - ❖ The IT Request form should be used to report any technology issues that you may experience. It can be found within the **University Links** or **Help** tab in myConnect. You can also go directly to the IT Request at iqweb.waynesburg.edu/request.

Live@edu

Waynesburg University uses Live@edu for email, file storage, and additional student resources.

- **Accessing and Logging into Live@edu**
 - ❖ The **preferred way** to access Live@edu is by clicking on the button in myConnect.
 - ❖ If myConnect is inaccessible, Live can be accessed by going directly to home.live.com.
 - Please be aware that you will have to login with your username, which is your Waynesburg University email address, and the password that you set when you first logged into Live.
 - ❖ Your Waynesburg email address is your myConnect login name followed by @student.waynesburg.edu (Example: myConnect login name smi4567 would be smi4567@student.waynesburg.edu).
- **Some of the Best Features of Live@edu**

- ❖ **Outlook**
 - 10gb of storage, virtually unlimited storage space
 - Access through Exchange, POP3, and IMAP, allowing use in Outlook, Apple Mail, BlackBerry, iPhone and iPod Touch
 - Quick access to email anybody anywhere
 - Ability to create files, rules, and actions to help organize your email however you want
 - Manage your own spam
- ❖ **People**
 - Manage contacts from Email, Messenger, and Profile all in one place
 - Customize groups for easy communication and collaboration
- ❖ **SkyDrive**
 - 25gb of storage for anything you want
 - Store documents online for printing across campuses
 - Manage files for backing up
- ❖ **Office Live**
 - Create, manage, and collaborate on Word, Excel, and PowerPoint documents
 - Share documents with friends to work on
 - Most up to date version available with every save
 - Version history allows ability to recall old versions of documents
- ❖ **Mobile**
 - Stay Connected with Live services
 - Receive updates about emails through SMS
 - Full access with Windows Mobile 5.0 or above

Blackboard

Blackboard is a course management and educational platform used in a variety of different ways in your classes. The Blackboard platform is used for all GAPS courses. Course syllabi, assignments, instructor information, course-related Internet links, discussion boards, chat rooms, email, virtual classroom and learning assessments may all be utilized at this site. You will also transmit and receive graded work via this system and check your progress in the online grade book.

- **Accessing and Logging into Blackboard**
 - ❖ Your Blackboard account will be created **after** you have registered for at least one course that uses Blackboard.
 - ❖ The **preferred way** to access the Blackboard login page is by clicking on the Blackboard button in myConnect.
 - You will have to enter your default login information (see below) the **first** time you access Blackboard.
 - If myConnect is inaccessible, Blackboard can be accessed by going directly to waynesburg.blackboard.com.
- Your Blackboard **login name** and **password** are the same as your original myConnect login name and password (login name: first 3 letters of your last name followed by the last 4 digits of your student ID, password: first 3 letters of your first name followed by your home ZIP code).
- **Blackboard Training**

- ❖ Blackboard training will be offered at the beginning of the semester. Attendance at the training session is highly recommended. Information about the training sessions will be included in the letter that will be mailed to confirm your initial registration.
- ❖ The **User Manual** can be found by going into one of your courses (located under the **My Courses** section of the **My Institution** tab) and clicking on **Tools** and then **User Manual**.
- ❖ Informational and how-to documents can be found within the **Help** tab of myConnect.

The Blackboard shell for your course(s) will be automatically loaded when you register for the course; the automatic activation should take place within 3-5 days after your registration is processed. Course instructors will have all information loaded into the Blackboard shell on the Monday two weeks before the session officially begins. You may attempt to access the Blackboard shell before the two week window and find that the course is listed as *unavailable*. Instructors will make courses unavailable while they are setting up the shell. If you do not see a course on your course listing five days after your registration has been processed, call the IT Help Desk at 724-852-3413 for assistance.

Wimba Classroom

Wimba Classroom is an educational collaboration tool within Blackboard that allows for both synchronous and asynchronous learning. It provides a virtual classroom in which instructors and students can interact in real time using audio and video. Lectures may also be recorded and archived for future viewing and downloading in both MP4 and MP3 formats.

- **Accessing Wimba Classroom**
If your instructor has enabled Wimba for your Blackboard course (not all instructors are currently using Wimba), you can access it by going to **Communication** and clicking on **Wimba Classroom**.
- **Using Wimba Classroom**
 - ❖ You must run the **Wizard** prior to using Wimba for the first time.
 - **Note:** It is recommended that you run the Wizard before each Wimba use if more than one person uses your computer, as any change made to your computer could affect Wimba.
 - ❖ You will need to use **microphone headset** to hear and speak in Wimba. Using a separate microphone and computer speakers creates feedback for both instructors and students.
- **Help with Wimba Classroom**
Wimba Classroom is supported by Wimba. There are several ways in which you can obtain more information on and/or receive technical support for Wimba Classroom:
 - ❖ You can access Wimba support while in a Wimba Classroom by clicking on the **Help** button or prior to accessing the Wimba Classroom by clicking on the **Wimba Classroom Help button**.
 - ❖ You can also go directly to <http://www.wimba.com/services/support> or call 866-350-4978.

Please notify the help desk by submitting an IT Request or calling 724-852-3413 immediately if you experience any issues with Wimba Technical support.

Library and Electronic Resources

The Eberly Library on the main campus of Waynesburg University houses nearly 100,000 volumes and more than 500 journals. Computer services are available to students as well. The online public access catalog (OPAC) can be accessed from home or the computer labs in the off-campus sites via the Internet. In addition, literature searches for citations and full text articles can be conducted from remote sites such as home or the classroom using EBSCOhost, an Internet service provided to Waynesburg University students. There is also a growing collection of electronic books available remotely and a recently acquired **Hoovers** and **ValueLine** database collections specific to Business.

BOOKS: To access the online library catalog from a Waynesburg University computer lab, log in to the student home page at **myconnect.waynesburg.edu**, choose the University Links and, under the Library heading, click on **Eberly Catalog**. Alternately, go to the University home page at **www.waynesburg.edu**. From there, click on Academic Programs tab, then Academic Support on the sidebar. A pop-up menu gives the Eberly Library which, when clicked, brings the user to the library's resources on several content-related web pages. Choose the Finding Books option and click on a link to the OPAC called **Eberly Library Online Catalog**. Also look for electronic books through **Ebrary** and **NetLibrary** accessible via the library's web pages and University Links at **myconnect.waynesburg.edu**. Search especially by Subject Headings—Business, Management or Entrepreneurship, etc.

REPORTS: **Hoovers** and **ValueLine** are two new database collections accessed from the University Links of **Myconnect.waynesburg.edu** which will search company and stock information, respectively. Personal accounts can be set up to save search results.

ARTICLES: While there are currently several popular and standard journals held in hard copy format in the Eberly Library, most offsite students use a federated database search to obtain the most current information as a much more productive strategy. To access the databases of more than 1000 business related journals, you need to connect with **EBSCOhost**.

EBSCOhost Databases are directly accessed at **search.epnet.com/login.asp** or from the University Links page on the **myconnect.waynesburg.edu** site or on the Library home pages through Academic Support via "Find Articles." If you are accessing EBSCOhost from your home computer, **you will need a user ID and a password. Contact a librarian and ask for those items.**

DATABASES: Once you've clicked on EBSCOhost, you are transported to its first screen with the option to choose **Databases by Subject**. Click link for **Business Related Databases** in the list and advance to the Advanced Search Screen. You might also use the **Business Search Interface** for more company-specific queries in EBSCOhost.

SEARCHING TIPS: In the next screen, you explain what you are searching for. Put key words or topics in the white search boxes at the top of the page. Before or after an initial broad search, you should narrow the results. You can search in a particular journal, a particular database, in a particular time frame, in English and for peer-reviewed journals only, or add other limits to your search or to full text only. By default, any multiple search terms in one search box will search by phrase. Once you've retrieved and narrowed a result set, the computer will show you how many

articles it has retrieved for you, whether a citation has a full text icon or a link to try to find other full text possibilities. If you print full text journal articles in pdf format, you get page numbers as you are printing. Items with no full text show a link to Request **the Article through Interlibrary Loan**. Clicking on the link opens a form to be filled out and submitted electronically. The library will try to acquire and send you the desired article as soon as possible. Best practice includes setting up a personal account within EBSCOhost to store your citations or manage them by exporting them to **RefWorks**. This software product assists students with make bibliographies and embedding citations in Word documents in APA format. Alternately, when no full text icon appears, a separate link “**Try other full text sources**” may locate the desired article elsewhere in EBSCO or another publisher’s site or from Google Scholar.

Regular orientations, basic and advanced research training sessions, and personal tutoring are routinely offered by the librarians to assess and upgrade students’ proficiency with database searching and result management. Feel free to ask for training.

If you have questions, contact the GAPS Librarian, Dr. Richard Blake, at 724-852-3254 or email: **rblake@waynesburg.edu**. You may also use the Ask-a-Librarian feature on any EBSCO page.

Important Tip: search by Subject Headings or controlled vocabulary [ex. “business—general management”] using the SUBJECT tab on the search page above the white search boxes. This trick will focus your results according to the actual content of a given article rather than a less exact topic or keyword query. You can narrow results by SUBJECT on any result page from the sidebar on the left side.

Some vocabulary you need to know:

Article the actual published document, whether in full text or print format in a journal.

Essay the actual published document, whether in full text or print format in a book.

Citation all the pertinent information necessary to find or describe an article. Also known as a bibliographic citation.

Abstract a short paragraph, usually written by the author or indexer of the article, that summarizes the content of a long article; this paragraph should always be read before you choose to print. Mouse over the magnifying glass icon in a citation to see a pop up abstract preview without waiting for the web page to refresh.

Peer Reviewed a journal which is edited by professionals in the field. A peer reviewed health journal is edited by individuals with academic degrees in nursing and health-related fields. What’s not peer reviewed? Newspapers, magazines found in a retail store, 90% of all websites.

Dissertation a document prepared by a doctoral candidate. When this document is accepted by the candidate’s advisors, the document may be edited and

become a peer reviewed essay, article or a monograph.

Monograph a book with a single focus or topic or author. What is not a monograph? A text book or a book of essays.

Electronic Collections include documents that are published by professional organizations. These documents may not always appear in print and to obtain them you might have to pay the website. If the article does appear in print you may retrieve it through Inter-Library Loan.

(RRedd, July 2006/RDBlake, revised July 2010)

Resources for Writing Skills

APA Writing Style

Recommended Text: *Publication Manual of the American Psychological Association*, 6th ed
APA style has been adopted by Waynesburg University as the recognized writing format for all MBA courses. The goal of this process is to standardize student writing, source citing and format within all courses. The writer will benefit from consistent and uniform elements. You will present your thoughts in a clear manner including use of headings, punctuation, and citation of references.

You can find a free tutorial at www.apastyle.org,

Many of your learning activities will include the skill of effective writing. Most graduate level writing assignments need to be formulated in several stages. You will begin with a period of thinking and reflecting on the assignment, your previous learning, the course objectives, and the assigned reading. Before you actually begin writing, you will want to complete an outline of the key points you want to make. The goal of your first draft is just to get your creative and scholarly thoughts on paper. The goal of the second draft is to analyze your words according to the criteria your facilitator has provided for grading your assignment. You will find yourself revising your draft in order to make the document more logical and to better fit the criteria for the assignment. The goal of the third draft is to correct all grammatical and typographical errors. Graduate level writing can rarely be accomplished by a one-time approach.

If you find that you have difficulty with your writing assignments, you will want to consult these resources:

Dees, R. (2000). *Writing the modern research paper*. Third Edition. New York: Allyn & Bacon.

Hacker, D. (2004). *Rules for writers*. Fifth Edition. Boston: Bedford/St. Martin's.

Hacker, D. (2003). *A writer's reference*. Fifth Edition. Boston: Bedford/St. Martin's. (See also www.dianahacker.com for interactive exercises, information, and links to other helpful websites)

Hacker, D. (2004). *A pocket style manual*. Fourth Edition. Boston: Bedford/St. Martin's.

Page, M. & Cohen, J. (2000). *Yale Daily News guide to writing college papers: From draft to presentation*. New York: Simon & Schuster.

<http://owl.english.purdue.edu>

<http://eslus.com/lessons/grammaresea>

