

# Special Programs

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## Honors Program

*Program Director: Ms. Donna Menis*

The Honors Program at Saint Francis is a full four-year curriculum designed to challenge intellectually ambitious students from all disciplines. While pursuing their major field of study, students enroll in Honors courses, which allow in-depth, creative study of a variety of subject areas. Students interested in the Honors Program should contact the Program Director. Special permission may be granted for students not in the program to participate in various Honors activities.

Honors graduates receive a special diploma affixed with the Honors Program seal signifying successful completion of all program requirements. All courses earning Honors credit are duly noted on official college transcripts.

The Bach Family Honors House, on the edge of campus, provides a 24 hour study lounge for all Honors students and housing for nine upperclassmen.

The program is supervised by the Provost and the Director of the Honors Program. An Honors Program Committee, comprised of students and faculty, assists the Director.

### HONORS PROGRAM CURRICULUM

#### **Freshman Year**

Fall:

HNRS 101 (3 credits)\*

Honors section of gen ed course  
(3 credits)

Spring:

ENGL 103H (3 credits)

Honors section of gen ed course  
(3 credits)

*(course requirements for SPCH 103 will be worked in over both semesters; those who successfully complete them will fulfill the general education public speaking requirement)*

#### **Sophomore Year**\*\*

Fall:

Students will take a 2-credit Sophomore Seminar – with a service learning component – in *either* the Fall or Spring semester.

Spring:

#### **Junior Year**

Fall:

HNRS 331 (2 credits)

Spring:

HNRS 335 (1 credit)

#### **Senior Year**\*\*\*

Fall:

Students will enroll in HNRS 444, Senior Thesis (or 501H in a specific discipline), for a minimum of 3 credits.

Spring:

\*Substitutes for CORE 101 and CORE 102 in the general education program

\*\*A semester of study abroad, or two separate study abroad experiences of shorter duration, may substitute for the Sophomore Seminar requirement

\*\*\*Successful completion of the Honors thesis requirement also fulfills the Senior Capstone requirement (CORE 403) in general education

#### WHO MAY APPLY?

##### **Entering Freshmen:**

- upper one-fifth high school class rank
- 3.25 quality point average (cumulative)
- 1200 combined SAT score, emphasis on the verbal score
- extracurricular activities
- faculty/guidance counselor recommendations
- interview with Honors Program Director (or designate)

Students deficient in one or more areas may be admitted to the program at the discretion of the Honors Program Director.

##### **Current Students:**

Students beyond their first semester at Saint Francis who wish to enroll in the Honors Program may petition the director for admission if the following criteria are met:

- 3.25 quality point average (cumulative)
- two letters of recommendation from Saint Francis faculty who have taught the student
- interview with Honors Program director

##### **Transfer Students:**

Transfer students who defer their application for one semester or more may apply in accordance with the criteria for “Current Students” (directly above). Those who apply immediately will follow the criteria below:

- 3.25 quality point average (cumulative) from transfer institution(s)
- two letters of recommendation from faculty who have taught the student at previous institution(s)
- interview with Honors Program director
- all requirements for “Entering Freshmen” listed above

In order to ensure that all Honors Program curricular requirements can be met, no student will be granted admission into the program after beginning the junior year.

##### **101. The American College: Adaptation and Continuity (3 credits)**

An overview of the American college with particular emphasis on the development and clarification of a frame of reference and exploration of central issues.  
*Fall.*

##### **205-299. Sophomore Seminar (2 credits each)**

Investigation of special topics. Includes a service-learning component. Subjects vary each semester.  
*As needed.*

##### **331. Directed Readings Tutorial (2 credits)**

The compilation of a semester-long reading list in a subject area outside an Honors student's chosen major. Bi-weekly discussions of the readings with faculty mentor(s). *Fall, Spring, Summer.*

##### **335. Thesis Preparation (1 credit)**

Students are led through the process of completing the honors thesis proposal. *Spring.*

##### **444. Senior Thesis/Project (3 credits)**

Honors project/thesis, preferably interdisciplinary in nature. *Fall, Spring, Summer.*

## Study Abroad

Students may apply for permission to study abroad at a foreign university, usually in the junior year, in any discipline in which they might find study in a foreign country a distinct advantage. Such individual programs must be planned well in advance and receive the approval of the chair of the department concerned and the Provost. Certain regulations governing the status of the foreign institution, the acceptance of creditable courses, the relevance to a student's objectives and major field of study, evidence of superior academic record by the student, and other factors must be thoroughly explored before permission for the year, semester, or summer session abroad is approved. Because study abroad involves the transfer of credit from another institution, the grades earned from such a program are not included in the calculation of the student's Q.P.A.

Students may, by prior arrangement with the administration of Saint Francis University, receive credit for participation in programs conducted in other countries by accredited American colleges and universities.

Students can also enroll in overseas programs sponsored by the Cooperative Center for Study Abroad (CCSA), a consortium of which Saint Francis University is a member. Programs are offered in Ireland, Great Britain, and other overseas sites. As students of a member institution, participants register for most CCSA programs through Saint Francis University and receive Saint Francis University academic credit for work completed abroad.

Interested students should contact Dr. Kirk Weixel of the English Department for further details.

## Independent Study

To be eligible for Independent Study, a student, at the end of three full semesters, must be in "good standing" as that phrase is defined in the University catalog. Before enrolling for an Independent Study course, students must discuss the proposed project with their department chair and secure the approval of the Committee on Independent Study for the project. A student may be permitted to engage in only one Independent Study project at a time.

The Independent Study Committee is composed of an equal number of faculty members and students.

1. *Committee make-up:*

Four faculty members and four students, divided equitably among the disciplines, and the Provost.

2. *Committee appointment:*

The President of the University, after consultation with the Provost, appoints all members of the committee. Only those competent faculty members and students will be appointed who express an interest in the work and a willingness to accept the appointment.

3. *Committee tenure:*

All members are appointed for a term of two years and are eligible for reappointment.

## Self-Designed Majors

Students at Saint Francis University have the opportunity to design their own major programs. For example, a student might wish to combine courses in political science, management, psychology, and sociology in order to gain an understanding of how people behave in organizations. Another student might choose courses in business, communications, and psychology with the idea of becoming a business writer. This degree may greatly expand one's future career options and provides students with a greater range of educational possibilities. The work of each student will be overseen by a small faculty committee. Students involved in the self-designed major program will be encouraged to utilize both internships and independent study as they create their plans of study. Students must choose to participate in a self-designed major prior to completing their final 48 semester hours. Information on the self-designed major can be obtained from the office of the Provost.

## Internships

Saint Francis University conducts a program of internships designed to introduce an experiential element into a student's plan of studies. Saint Francis University students have interned in a variety of settings, from radio and T.V. stations to accounting firms, to the U.S. White House, gaining experiences relevant to their fields of study.

Students desiring an internship should contact their academic advisor or the department chair to begin planning for the internship experience. A student may present no more than 15 hours of internship credit toward graduation requirements and no more than nine hours of internship credit for the major.

All students must complete an associated project, a study or essay related to the internship. This project will be divided into two categories (graded credits with a 398 course number and pass/fail credits with a 399 course number) as follows:

Total Credits	Graded Credits (398)	Pass/Fail Credits (399)
1 - 5	1	0 - 4
6 - 10	2	4 - 8
11 - 15	3	8 - 12

Students will be required to keep a daily log or journal as part of the project grade and are required to read a book pertinent to the internship setting, writing a brief review of the book as seen from the perspective of the internship.

All Saint Francis University internship sites will be visited by the supervising Saint Francis University faculty member at least once during the semester that the internship is being offered.

## **Academic Center for Enrichment**

*Director: Ms. Denise Kovach*

The Academic Center for Enrichment provides programming and services that enhance student academic growth, success, and persistence toward the goal of attaining a college degree. This includes academic counseling, Testing Center, support for students with disabilities, Writing Center, tutorial services, coordination of General Studies 111 and 112, as well as three student support programs.

ACE provides the student body with structured or independent learning experiences, depending on individual needs and preferences. ACE maintains a learning skills library and numerous resources. All of the resources emphasize the development of basic skills, study skills, and decision-making skills.

Academic counselors are available to work with the student on an individual basis regarding academic counseling, study skills, and other academic concerns.

ACE support programs guide students in building better study habits, study skills, and self-management skills during the academic year. The programs include the Higher Education Equal Opportunity ACT 101 Program, Opportunities for Academic Success in Studies (OASIS) Program, and the Study Acceleration: Gaining Excellence (SAGE) Program. All programs are housed on the first floor of Saint Francis Hall.

## **GENERAL STUDIES**

### **111. Study Skills**

**(2 credits)**

Assessment and improvement of reading, study skills: self-management skills, time management, memory, listening, note taking, writing, and critical thinking. *Fall. required for OASIS students. Others by the approval of the Provost.*

### **112. University Reading**

**(1 credit)**

Students will build upon the study skills mastered in General Studies 111 and continue to develop critical reading skills appropriate to grade level. *Spring. Prerequisite: General Studies 111, or approval from the Provost.*

## **Higher Education Equal Opportunity (ACT 101) Program**

*Counselor: Ms. Judy Palecek*

The Higher Education Equal Opportunity Program, ACT 101, was established by the Commonwealth of Pennsylvania in 1971 to provide opportunities in higher education to motivated students facing economic, cultural and academic obstacles. Through a program of tutoring, counseling, curricular innovation, and cultural enrichment activities, students develop as campus leaders and graduate with marketable skills.

Following ACT 101 guidelines, Saint Francis University recruits students who show the potential to succeed in college with adequate support. Participants are chosen on the basis of their academic potential, motivation and aspirations. To be eligible for program services, students must be residents of Pennsylvania and must meet economic and academic criteria. Eligible students continue to receive ACT 101 services as long as they are enrolled at the institution.

## **Opportunities for Academic Success in Studies (OASIS) Program**

*Coordinator: Ms. Denise Kovach*

The program is designed for first year students who do not meet the standard admission criteria but whose secondary school records indicate potential for college success. Students are admitted to the OASIS Program during the fall semester of each year. Support programming is structured for the first year student. The required services include: peer tutorials; intensive academic counseling; basic personal, career and financial aid counseling; and study skills instruction. Students will sign an agreement that includes the expectations for program participation. Their participation will be monitored by the Academic Center for Enrichment. For students who are not participating in required parts of the OASIS program, attempts at communication and intervention with the student will result, including contact with parents. If those efforts are unsuccessful, the student will be withdrawn from all current courses, suspended from campus for the remainder of the semester, and required to apply for readmission to the University. Suspended students may be eligible for a partial refund; see the Financial Information section of this Catalog for details. If an OASIS student achieves a *semester quality point average* of 3.00 or above for the Fall Semester of his or her first year, the student is no longer required to participate in the OASIS Program; at that point, the student may choose not to participate in tutoring or counseling services. A student who subsequently experiences academic uncertainty or difficulty is welcome to request further Academic Center for Enrichment services.

## **Study Acceleration: Gaining Excellence (SAGE) Program**

*Director/Coordinator: Ms. Denise Kovach*

The SAGE Program is designed for students who are experiencing academic difficulties. All students on academic probation are required to participate in the program. Students in good academic standing may also choose to participate in the program. The program provides the student with a structured study environment for six hours weekly under the supervision of University faculty and staff. In addition, services that include study skills seminars, peer tutoring, academic counseling, and basic study skills assessment are available each semester. While SAGE is not mandatory for part-time students, those students are encouraged to participate. Students will sign an agreement that includes the expectations for program participation. Their participation will be monitored by the Academic Center for Enrichment. For students who are not attending required SAGE sessions, attempts at communication and intervention with the student result, including contact with parents. If those efforts are unsuccessful, the student will be withdrawn from all current courses, suspended from campus for the remainder of the semester, and required to apply for readmission to the University. Suspended students may be eligible for a partial refund; see the Financial Information section of this Catalog for details.

## **Support Services for Students with Disabilities**

*Director: Ms. Denise Kovach*

A student desiring accommodations for his/her disability must provide adequate documentation regarding the disability and meet with an ACE counselor each semester.

## Testing Center

*Tutor Coordinator/Academic Support Specialist: Ms. Shannon Klein*

The Academic Center for Enrichment has information available for the following national standardized tests:

- College-Level Examination Program (CLEP)
  - Graduate Record Examination (GRE)
  - Law School Admission Test (LSAT)
  - Professional Assessments for Beginning Teachers (PRAXIS)
- \*Administered at Saint Francis by ACE.

## Tutorial Services

*Tutor Coordinator/Academic Support Specialist: Ms. Shannon Klein*

Tutoring services are available to all Saint Francis University students. Tutorial sessions are set up on either an individual or group basis, depending on the number of tutors available and the number of students requesting tutorial assistance.

Students may also apply for a position as a Peer Tutor. To be selected as a Academic Center for Enrichment Peer Tutor, one must meet the following qualifications:

- at least sophomore status.
- personal qualities and communication skills necessary for effective interaction with students.
- superior academic standing at the University.
- superior performance in prescribed courses to be tutored.

## Writing Center

*Ms. Heather Daniels*

The Writing Center is located in Saint Francis Hall, and provides instruction and practice in writing and grammar skills. The goal of the Writing Center is to help students become self-directed, independent writers. Therefore, the Writing Center tutors do not rewrite students' assignments.

Students can obtain specific information regarding the hours of the Center by contacting the Writing Center at ext. 3054.

## Academic Counseling for Intercollegiate Athletics

*Director/Counselor: Craig Theissen*

In cooperation with the Academic Center for Enrichment, the Athletics Department at Saint Francis University provides a comprehensive Student-athlete Development Program and NCAA Life Skills Program. All first-year student-athletes begin their road to success with supervised study, academic monitoring, free tutorial services, and a Life Skills program committed to helping student-athletes focus on academic excellence, athletic excellence, personal development, career development, and community service. These programs are available to student-athletes throughout their years at Saint Francis University. Student-athletes may also receive individual or group counseling that provides strategic intervention for specific concerns such as: time management, goal setting, precompetition or test anxiety, mental preparation, and moral development.

## Office of Multicultural Affairs

The Saint Francis University Office of Multicultural Affairs is designed to promote cultural awareness and understanding on campus and its surrounding communities. The office provides leadership to the university in its endeavor to create a campus characterized by equal access and respected participation for all groups and individuals, where diversity is not simply tolerated but valued. The Center for Multicultural Affairs is located in Ave Maria Hall and serves as a place to meet, to coordinate and facilitate activities that celebrate diversity, and to enhance the development of a multicultural community.

The Office of Multicultural Affairs assists students in their educational, cultural and developmental growth in order to promote the students' overall success. The community's understanding of the university's diversity initiatives comes from a variety of sources and messages, including informal dialog among students, faculty, staff and administrators as well as through the public media. In addition, formal co-curricular opportunities further dialogue in the classroom, offices, residence halls, dining hall and student center on campus.

The Office of Multicultural Affairs creates an inclusive environment by furthering the campus' multicultural dialog and by giving a voice to students of color as they embrace the Saint Francis University community and share a rich tradition of cultures and values which provides a positive affect on life at Saint Francis.

The Office of Multicultural Affairs embodies the mission of the University and is committed to:

- Academic/Social/Personal Development
- Cultural Development
- Programs and Workshops

which are achieved by:

- **Academic/Social/Personal Development**  
*Peer Mentors who facilitate the needs of minority students as they relate to academic, social and personal adjustments.*
- **Cultural Development**  
*The Multicultural Awareness Society (MAS), a student organization serves as the voice of the minority students, and is an inclusive organization which strives to increase multicultural awareness and celebrates cultural diversity.*
- **Programs and Workshops**  
*The Office, along with members of MAS, present programs, lead workshops, and facilitate discussions on topics such as diversity, prejudice, racism, sexism, and community building.*

For additional information or questions, please contact: Lynne Banks, Assistant to The Vice President for Student Development, x3002, lbanks@francis.edu.

## **Upward Bound**

*Director: Ms. Anne Heinzeroth*

A federal TRIO Program funded through the U.S. Department of Education, the Upward Bound Program at Saint Francis University has prepared over 2,000 disadvantaged high school students for the rigors of postsecondary education since 1966. Provided at no cost to participants, the program offers a wide variety of academic, career, cultural and social development activities for 85 high school students from Blair and Cambria Counties. Each participant must come from a low income family and/or be a potential first generation college student. In addition, students must attend a high school in the target area, be enrolled in the academic curriculum and have a minimum academic G.P.A. of 77%. From September through May the students participate in Saturday follow-ups held on campus and tutorials held after school in their communities. Additional academic year activities include college visits, SAT cram sessions, and college fairs. During a six week residential summer program students attend five academic classes each day and participate in a wide variety of cultural and recreational activities. Each summer Upward Bound Bridge students take Saint Francis University courses for credit. The program is housed in Schwab Hall.

## **Military Science/Army ROTC**

Saint Francis University is affiliated with the Department of Military Science at Indiana University of Pennsylvania, and offers a cross enrollment agreement to qualified students who wish to participate in the Army ROTC program at the Indiana campus. The Military Science Program enables a student to be commissioned as a Second Lieutenant in the United States Army after successful completion of the program and attainment of the baccalaureate degree. Reserve Officers' Training Corps activities stimulate self-discipline, develop responsibility, promote personal integrity, enhance the value of a liberal arts education, and develop leadership qualities. All coursework is offered at the IUP campus, approximately 35 miles from Loretto, and consists of one course each semester and a summer camp between sophomore and junior, or junior and senior, years. No formal commitment is necessary until after the sophomore year, and all credits are accepted toward graduation. For further information, contact the Office of the Vice President for Student Development.