

*About the University*

# COURSE CATALOG

2013-2014



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# About Drexel University

## Mission Statement

To serve our students and society through comprehensive integrated academic offerings enhanced by technology, co-operative education, and clinical practice in an urban setting, with global outreach embracing research, scholarly activities, and community initiatives.

## Yesterday, Today, and Tomorrow

In 1891, near the end of a long and prosperous life, Philadelphia financier and philanthropist Anthony J. Drexel founded the Drexel Institute of Art, Science and Industry. As society's need for technically proficient leaders grew, so did Mr. Drexel's institution, first becoming the Drexel Institute of Technology in 1936, and then Drexel University in 1970. Drexel University is privately controlled, nonsectarian, and coeducational.

Today, nearly 16,000 undergraduate and over 9,000 graduate students attend Drexel's nine colleges and five schools:

- College of Arts and Sciences (<http://drexel.edu/coas>), which grants bachelor's, master's, and PhD degrees
- LeBow College of Business (<http://www.lebow.drexel.edu>), which grants bachelor's, master's, and PhD degrees
- College of Engineering (<http://www.drexel.edu/coe>), which grants bachelor's, master's, and PhD degrees
- Pennoni Honors College (<http://drexel.edu/catalog/school/pennoni.htm>), which enriches the University experience for students from all majors with demonstrated academic achievement and broad intellectual interests
- The iSchool, College of Information Science and Technology (<http://www.ischool.drexel.edu>), which grants bachelor's, master's, and PhD degrees
- Westphal College of Media Arts and Design (<http://www.drexel.edu/academics/comad>), which grants bachelor's and master's degrees
- Drexel College of Medicine (<http://www.drexel.edu/med>), which grants MD, master's and PhD degrees
- College of Nursing and Health Professions (<http://www.drexel.edu/cnhp>), which grants bachelor's, master's, and PhD degrees
- Goodwin College of Professional Studies (<http://drexel.edu/catalog/UG/goodwin>), which grants interdisciplinary bachelor's and master's degrees, provides academic and professional support for all part-time undergraduate students, and offers continuing professional education courses
- School of Biomedical Engineering, Science, and Health Systems (<http://www.biomed.drexel.edu>), which grants bachelor's, master's, and PhD degrees
- School (<http://drexel.edu/catalog/UG/goodwin>) of Education (<http://www.goodwin.drexel.edu/soe>), which grants bachelor's, master's, EdD and PhD degrees, and recommends issuance of Pennsylvania instructional and teaching certificates
- Close School of Entrepreneurship (<https://nextcatalog.drexel.edu/undergraduate/schoolofentrepreneurship>), providing curriculum and activities for students to learn and practice innovative behavior in alignment with all other colleges and schools at Drexel.
- School of Public Health (<http://www.publichealth.drexel.edu>), which grants master's and PhD degrees

- Earle Mack School of Law (<http://www.drexel.edu/law>), which prepares students for the practice of law by offering a JD degree.

## Drexel Co-op

Drexel University has been a pioneer in cooperative education since 1919—operating one of the largest cooperative education programs in the nation. Undergraduates alternate on-campus study with full-time employment in fields related to their academic interests. More than 1,300 employer organizations in business, government, health care and education participate at locations in 30 states and 24 countries. The Steinbright Career Development Center (SCDC) is one of the most highly ranked co-op and career service organizations at any university in the country and works to ensure that students and alumni get the most from their experiential and career placement activities.

## Technology

Technology is integrated into every aspect of the Drexel educational experience, marking the university as a leader in educational innovation.

Drexel made history in 1983 when it became the first university to mandate that all students must have personal access to a microcomputer. This tradition of leadership in integrating state-of-the-art technologies into a Drexel education continued when Drexel in early 1998 inaugurated the first totally wireless library in the nation. In 2000, Drexel again made history by becoming the nation's first major university to offer completely wireless Internet access across the entire campus.

A pioneer in online learning, Drexel offers distance education programs leading to certificates and degrees in areas including engineering management, business administration, information systems and library and information science. In 2011-2012 Drexel e-learning enrolled nearly 12,000 students in 85 programs.

Drexel is widely recognized for excellence in technology-based, experiential learning and is ranked among the best national doctoral universities by *U.S. News & World Report* in its "America's Best Colleges 2013." Drexel ranked third in the *US News* 2013 poll of America's 'Up-and-Coming Schools.'

## Location

Drexel's 74-acre University City Main Campus is located in the vibrant University City district of Philadelphia, Pennsylvania. Drexel makes full use of its metropolitan setting by integrating Philadelphia and its resources into the classroom, co-op/internship experience, and student life, making it a model for other urban universities. The main campus is a 10-minute walk from Center City, the core of Philadelphia's commercial and business district.

Drexel teaches at four additional locations: the Center City Hahnemann Campus for the the College of Nursing and Health Professions and the School of Public Health; the Queen Lane Medical Campus in East Falls for the College of Medicine; the Drexel at Burlington County College campus in Mount Laurel, New Jersey; and the Sacramento, California, Center for Graduate Studies.

## Programs

### Civic Engagement

Civic engagement, participation in the public life of the community, is important to the Drexel University's strategic plan. Civic engagement can take many forms, from volunteerism doing community service, to electoral participation and advocacy.

Drexel University offers a Certificate in Civic Engagement (<https://nextcatalog.drexel.edu/undergraduate/honorscollege/civicingagementcert>), designed for those whose commitment to civic engagement extends beyond the civic-engagement requirement of University 101, enables students of all majors to attach a recognized body of civic engagement work to their transcript. The program will also provide students with an intellectual core and an element of critical thinking for future civic engagement activities. The program is administered by the Lindy Center for Civic Engagement (<http://www.drexel.edu/lindycenter>).

### Honors Program

The Pennoni College offers a number of academic options for its students. These opportunities are designed to be intensive, and are taught by faculty members who understand and accommodate Honors students' abilities and aspirations.

The Honors Program offers a number of academic options for its students. These opportunities are designed to be intensive, and are taught by faculty members who understand and accommodate Honors students' abilities and aspirations.

These options include:

- **Honors Colloquia:** These interdisciplinary courses introduce students to topics not typically covered elsewhere. These courses are small, discussion-based, seminar style classes. Past Honors Colloquia topics include: The Hidden God in Cinema; Theory of Special Relativity; The Graphic Novel; Torture and Terrorism, and many others.
- **Honors-Section Courses:** These courses fulfill traditional major requirements but offer Honors credit. While the subject remains the same, the classes are taught to smaller groups, consisting entirely of Honors students, and on an advanced level that encourages discussion and practical application. Honors-section courses include, among other subjects, physics, English, business, general psychology, chemistry, and biology.
- **Honors Options:** With permission from their instructors and approval from the Honors Program, Honors students may elect to enhance non-honors courses to yield honors credit. The student and faculty member conducting may agree on the specific terms before the course begins and jointly submit a proposal to the Honors Program.
- **Independent Study:** Honors students frequently come across topics in their general coursework that they would like to investigate in greater detail. To accommodate this, the Honors College encourages students to study and research a topic of their choosing with guidance from a faculty member.

### The Great Works Symposium

The Great Works Symposium (<http://www.drexel.edu/greatworks>) is a series of team-taught, interdisciplinary courses, each one focused upon a great human achievement or important global problem. Each course typically has at least three instructors, representing three different academic disciplines, and typically there is a series of about ten guest lecturers, recognized experts on the topic, also representing a wide variety of disciplines and points of view. Each course is broader in its content than what could be covered by any one academic discipline or any single textbook, but each has a concrete center of focus. Each topic is broad and important enough that it is relevant to the education of any student.

### ROTC

The Army Reserve Officers' Training Corps (<http://www.armyrotc.com/edu/drexel>), established at Drexel in 1918, is an integral part of the University. Army ROTC courses are open to all students, and enrollment

alone does not carry a military obligation. Students selected for the advanced course (normally pre-junior, junior, and senior years) will complete their academic and military studies concurrently, and upon graduation will be commissioned as lieutenants in the United States Army, Army Reserve, or Army National Guard. Participation in the advanced course may qualify participants to receive financial aid through a series of scholarships and co-operative education programs. For further information, contact the Professor of Military Science, Drexel University, The Armory, 33rd and Market Streets, Philadelphia, PA 19104.

Drexel students are eligible to participate in the Naval Reserve Officers' Training Corps (<http://www.vpul.upenn.edu/nrotc>) (NROTC) through a cross-enrollment agreement with the University of Pennsylvania. All naval science courses are held on Penn's campus. The NROTC program enables a college student to earn a commission in the Navy or the Marine Corps while concurrently satisfying requirements for his or her baccalaureate degree. Scholarship and nonscholarship programs are available.

Drexel students are eligible to participate in the Air Force Reserve Officers' Training Corps (<http://www.sju.edu/afrotc>) (AFROTC) through a cross-enrollment agreement with St. Joseph's University. All aerospace studies courses will be held on the St. Joseph's campus. The AFROTC program enables a college student to earn a commission as an Air Force officer while concurrently satisfying requirements for his or her baccalaureate degree.

### Study Abroad

Drexel University's Study Abroad (<http://drexel.edu/catalog/school/special/study-abroad.htm>) programs are open to students in all disciplines who meet the qualifications of each individual program. Please see the study abroad website ([www.drexel.edu/studyabroad](http://www.drexel.edu/studyabroad)) for eligibility requirements of each individual program and for the most up to date program offerings.

### Certification of Proficiency in a Foreign Language

The University awards an advanced-level Certification of Proficiency in a foreign language in recognition of exceptional ability in oral and written communication in that language. Certification is listed on the official college transcript.

Examinations leading to proficiency certification include listening comprehension, reading comprehension, and written analysis, and the ETS Achievement Test, which is also the qualifying examination for proficiency testing. Certification also requires successful completion of an extensive oral interview, with at least a "2" rating on the FSI/ACTFL rating scale. Certification indicates proven ability to function effectively in professional and social situations in a country in which the target language is spoken.

## Affirmative Action and Equal Opportunity

### University Policy: Affirmative Action and Equal Opportunity

It is the policy of the University to provide a working and learning environment in which employees and students are able to realize their full potential as productive members of the University community. To this end, the University affirms its commitment to equal opportunity and nondiscrimination in employment and education for all qualified individuals regardless of race, religion, color, national origin, sex, age, sexual orientation, disability or applicable veteran status or any other characteristic protected by applicable federal or state law. Further, the University is committed to taking affirmative action to increase opportunities at all levels of employment and to increase opportunities for participation in programs and activities by all faculty, staff, and students.

Affirmative Action is directed toward racial and ethnic minorities, women, persons with disabilities, and Vietnam-era veterans. All member of the University community -- faculty, staff, and students – are expected to cooperate fully in meeting these goals.

It is the policy of the University that no qualified individual with a disability shall, on the basis of the disability, be excluded from participation in University programs and activities. Disability is defined as any physical or mental impairment that substantially limits one or more major life activities; or having a record of such impairment; or being regarded as having such impairment. A qualified individual with a disability means an individual as defined above, who is capable of performing the essential functions of a particular job or of participating in a particular course of study, with or without reasonable accommodations for his/her disability. Reasonable accommodations are determined on a case-by-case basis.

## Accreditation

Drexel University's educational programs are accredited by MSCHE (Middle States Commission on Higher Education).

### The Antoinette Westphal College of Media Arts and Design

- Architecture is one of the few part-time evening programs accredited by NAAB (National Architectural Accrediting Board).
- Design curricula are accredited by NASAD (National Association of Schools of Arts and Design).
- Media arts curricula, with the exception of the BS in Dramatic Writing, are accredited by NASAD (National Association of Schools of Arts and Design).
- The BS in Interior Design is accredited by CIDA (Council for Interior Design Accreditation).

### The Bennett S. LeBow College of Business

- The Bennett S. LeBow College of Business is accredited by AACSB (Association to Advance Collegiate Schools of Business).

### The College of Engineering

- Engineering curricula are accredited by the Engineering Accreditation Commission of ABET (<http://catalog.drexel.edu/accreditation/%20http://www.abet.org>).
- The Computer Science BS and BA programs are accredited by the Computing Accreditation Commission (CAC) of ABET (<http://catalog.drexel.edu/accreditation/%20http://www.abet.org>).

### The College of Arts and Sciences

- The Chemistry BS is certified by ACA (American Chemical Society).
- The Clinical Psychology PhD program is accredited by APA (American Psychological Association).
- The English Language Center is accredited by CEA (Commission on English Language Program Accreditation).
- The Nutrition and Foods BS is accredited by ADA (American Dietetic Association, Commission on Accreditation of Dietetic Education).

### The College of Nursing and Health Professions

- Nursing programs are accredited by the CCNE (Commission on Collegiate Nursing Education), and the PA State Board of Nursing.

- The Couple and Family Therapy MFT degree and Post-Master's Certificates are accredited by COAMFTE (Commission on Accreditation of Marriage and Family Therapy Education).
- The Creative Arts in Therapy MA degrees in Dance/Movement Therapy, Music Therapy, and Art Therapy are approved by the ADTA (American Dance Therapy Association), the AMTA (American Music Therapy Association), and the AATA (American Art Therapy Association), respectively.
- The Didactic Program in Nutrition is accredited by ADA (American Dietetic Association).
- The Health Services Administration program is certified by AUPHA (Association of University Programs in Health Administration).
- The Nurse Anesthesia program is accredited by COA (Council on Accreditation of Nurse Anesthesia Educational Programs).
- The Professional Physical Therapy (DPT) program is accredited by CAPTE (Commission on Accreditation in Physical Therapy Education).
- The Physician Assistant program is accredited by ARC-PA (Accreditation Review Commission on Education for the Physician Assistant).
- The Radiologic Technology program is accredited by JRCERT (Joint Review Committee on Education in Radiologic Technology).

### The Goodwin School of Technology & Professional Studies

- The Construction Management program is accredited by ACCE (American Council for Construction Education).
- The Engineering Technology program is accredited by ABET (<http://catalog.drexel.edu/accreditation/%20http://www.abet.org>).

### The College of Information Science and Technology

- The Information Systems BS is accredited by the Computing Accreditation Commission (CAC) of ABET (<http://catalog.drexel.edu/accreditation/%20http://www.abet.org>). The College of Information Science and Technology was in the first group of schools to have their information systems programs be accredited by ABET (<http://catalog.drexel.edu/accreditation/%20http://www.abet.org>).
- The Library and Information Science MS degree is accredited by ALA (American Library Association).

### The Drexel University College of Medicine

- The MD degree is accredited by LCME (Liaison Committee on Medical Education).
- The MS degree in Pathologists' Assistant program is accredited by NAACLS (National Accrediting Agency for Clinical Laboratory Sciences).

### The School of Public Health

- The School of Public Health is accredited by CEPH (Council on Education for Public Health).

### The School of Biomedical Engineering, Science and Health Systems

- The undergraduate biomedical engineering curriculum is accredited by the Engineering Accreditation Commission of ABET (<http://catalog.drexel.edu/accreditation/%20http://www.abet.org>).

### The School of Education

- Teacher education programs leading to Pennsylvania State Teacher Certification for various K-12 specialties as well as Instructional Technology Specialist, School Principal, and School Superintendent

certification programs are approved by the Pennsylvania Department of Education. Other state-approved programs include K-12 Library Science certification in collaboration with the College of Information Science and Technology and K-12 English as a Second Language Program Specialist in collaboration with the English Language Center.

**The Earle Mack School of Law**

- The Drexel University Earle Mack School of Law is accredited by ABA (American Bar Association).

Any student or prospective student may request a copy of the documents describing the institution’s accreditation. This information is available in the Provost’s Office and in the Financial Aid Office, both located in the Main Building.

## The Steinbright Career Development Center

The Steinbright Career Development Center (SCDC) (<http://www.drexel.edu/scdc>) serves all students and recent alumni through cooperative education and career services offerings. This is an introduction to those programs, and includes a list of specific policies. For information about previous co-op experiences, or to access career guides for specific majors, visit the Steinbright Center’s Co-op Career Guide (<http://www.drexel.edu/scdc/careerguides/career->) page.

### I. Drexel Undergraduate Co-op

Drexel University uses experiential learning or cooperative education (co-op) as the principal approach to career development.

Cooperative Education at Drexel (<http://www.drexel.edu/scdc/coop>) enables full-time undergraduate students to alternate periods of classroom theory with professional experience prior to graduation. Participation in co-op is available in most academic programs. Successful completion of the cooperative education experience is a graduation requirement for students enrolled in a co-op degree program. Students have the opportunity to gain 6 to 18 months of career-related work experience integrated with their coursework. Cooperative education helps students explore and confirm their career choices by assisting students in several areas of career development, including self-assessment and career exploration. Through co-op students develop confidence, professionalism and a sense of purpose. Students are expected to take advantage of every possible opportunity to observe different aspects of the workplace and to gain experience.

All co-op students are assigned a co-op cycle (fall/winter, spring/summer or summer only) as well as a coordinator to assist them with their co-op experience and job search. Available job openings are advertised in SCDCOnline, Drexel’s web-based job search tool and students participate in the job search process according to their designated cycle.

Coordinators work closely with employers, assisting them in developing opportunities for co-op students, and they act as a point of contact for the students while on co-op. Upon completing a co-op experience, students meet with their coordinators to discuss the work experience, submit their co-op job evaluation, and determine a strategy for future experiences. Co-op experiences are credit bearing, pass/fail components of student academic plans.

Steinbright makes every effort to find sufficient numbers of co-op employment positions for students, but the University cannot make any guarantee of a co-op assignment. The co-op process is competitive, and a

student’s academic performance, skills, motivation, maturity, attitude, and potential will determine whether or not a student is offered an assignment. If a student experiences difficulty in securing a co-op position, Steinbright will assist the student in a continuing job search. Failure to obtain a co-op assignment does not entitle any student to a change of academic status, a change of co-op cycle, a refund, or an adjustment of tuition and fee charges.

### A. Co-op Schedule Options

**Co-op Schedule Key**

Class = On-campus Study
Co-op = Cooperative Education Experience
Vacation

*Four-year non-co-op program*

Year	Fall	Winter	Spring	Summer
Freshman	Class	Class	Class	Vacation
Sophomore year	Class	Class	Class	Vacation
Junior year	Class	Class	Class	Vacation
Senior year	Class	Class	Class	

*Four-year program with co-op: fall/winter cycle\**

Year	Fall	Winter	Spring	Summer
Freshman year	Class	Class	Class	Vacation
Sophomore year	Class	Class	Class	Class
Junior year	Co-op	Co-op	Class	Class
Senior year	Class	Class	Class	

*Four-year program with co-op: summer only cycle*

Year	Fall	Winter	Spring	Summer
Freshman year	Class	Class	Class	Vacation
Sophomore year	Class	Class	Class	Co-op
Junior year	Class	Class	Class	Co-op
Senior year	Class	Class	Class	

*Five-year program with co-op: fall/winter cycle\**

Year	Fall	Winter	Spring	Summer
Freshman year	Class	Class	Class	Vacation
Sophomore year	Co-op	Co-op	Class	Class
Pre-junior year	Co-op	Co-op	Class	Class
Junior year	Co-op	Co-op	Class	Class
Senior year	Class	Class	Class	

\* Students are randomly assigned to either the fall/winter (shown above) or spring/summer (not shown) co-op cycle, unless restricted by academic program.

## B. Co-op Cycle Assignments and Eligibility

Students should note that all policies are subject to change. For the most current versions of all policies, please go to the Steinbright website: [www.drexel.edu/scdc](http://www.drexel.edu/scdc).

### Cycle Assignments and Adjustments

New students' co-op cycles are set annually in the fall of their freshman year and students are notified of their cycle by official Drexel email. Exceptions are as follows:

- Westphal College cycles are determined by the academic departments in consultation with Steinbright and students are notified of their cycle assignments their sophomore year.
- Transfer students' cycles are set upon review of transfer credits and are determined by Steinbright based on academic plans provided by academic advisors.

A co-op cycle, once assigned, will not change for the student's entire academic career. New freshmen, during a specific time-frame, may be allowed to swap their cycles by means of an application process. Cycle swaps are not permitted past the application deadline.

Steinbright registers all students for the prescribed cycle and number of co-op terms, as required by the student's academic major, program, and concentration. However, some adjustments may be undertaken by the SCDC under certain circumstances, such as documented need for medical leave, documentation of deployment for active military service, and combined degree programs, such as the BS/MS program.

### Concentration Change and General Billing Statement

Students choose their co-op concentration upon applying to the University. The concentrations are 5-year with 3 co-op cycles (5COP), 4-year with one co-op cycle (4COP), and 4-year with no co-op cycle (NCOP). Currently, students are permitted to change their co-op concentration at any time; however, changes can have billing and financial aid implications. Changes can only be applied as follows:

- Change requests made at the start of the term, up until the end of the second week of the term, can be made effective immediately (i.e., if requesting a change the first week of the spring term, the concentration change is effective that spring term). Change requests after the second week of any term are made effective the following term (i.e., if requesting a change the third week of the spring term, the concentration change is effective the start of the summer term).
- Students changing into a 5COP program must be able to complete three co-op cycles as well as meet all co-op eligibility requirements.
- The process of changing concentration requires the completion of a Change of Curriculum and Status Form and often can be accompanied by a Change of Cycle Form. These forms must be submitted for signatures to the academic department, Steinbright, the International Students and Scholars Services office (for international students only) and Student Financial Services and Financial Aid offices. The change of concentration will not take effect until all signatures are gathered and submitted to the registrar for processing.

## Co-op Eligibility

### COOP 101

COOP 101 is a course designed to provide students with the skills necessary for career planning, the co-op job search and a successful workplace experience. It meets once a week for 10 weeks and is non-credit and pass/fail. Students in a co-op program are required to pass the class prior to beginning their first co-op experience. Students who

fail COOP 101 must retake and pass the class in the next available term prior to participating in their first co-op. If a student fails COOP 101 twice, the student may be ineligible to participate in co-op. Not being able to participate in co-op can have significant financial aid and billing issues and may delay or prevent graduation.

## Two-term Policy/Academic Progress

To be eligible for co-op, students must be full-time, making satisfactory academic progress and registered in a cooperative education concentration (5COP or 4COP). Students must also accumulate a minimum of 24 credits over the two terms prior to their scheduled co-op terms. Freshmen assigned to the fall/winter co-op cycle of their sophomore year are the exception since they are on vacation the summer prior to their first co-op. For those freshmen, their winter and spring credits will be reviewed instead.

## Pre-registration

Before and after each scheduled co-op experience, students must meet with their co-op coordinators to obtain authorization for their next job search. First time co-op students must attend a pre-registration meeting before their job search can begin; students returning from co-op must schedule an individual appointment with their co-op coordinator to review the results of their co-op evaluation, Employment Summary & Planner (ES&P), before they begin their next job search.

Failure to meet co-op eligibility will result in a significant change to the plan of study. The co-op cycle will be pushed out to a subsequent academic year and may impact graduation.

## C. SCDCOnline Job Search

SCDCOnline is Drexel's proprietary, web-based job search tool which is available to eligible students approximately five months prior to the start of their co-op. It is one of the many resources that students can use during their job search.

## Interview Policy

Students are required to attend all interviews granted by employers, whether on or off campus. Sophomores in a five year co-op program with a fall/winter co-op cycle may need to be available during the summer of their freshman year to interview for co-op positions. Students who do not schedule an interview or neglect to attend all scheduled interviews will receive a career block (see section K). Students are not allowed to miss classes for co-op interviews so interviews should be scheduled accordingly.

## Offer Process

Students utilizing the SCDCOnline system for their co-op job search will receive one of the following designations as a result of their interviews: Job Offer, Qualified Alternate, or No Employer Interest. Students will be able to accept job offers or rank qualified alternates at which time they may be paired with an employer.

If a student has been paired with an employer, the results are final and the student may not renege on that offer or accept other offers. Additionally, the student must discontinue searching for other jobs immediately.

At no time are students permitted to negotiate salary with an employer for an online position. Steinbright takes a strong stand on this policy.

Failure to observe any of the above listed policies may include consequences such as: co-op probation and/or denial of the use of

Steinbright's services, including SCDCOnline. These measures can delay graduation and/or negatively affect the student's transcript.

## D. Academic Dismissal

The University Registrar informs the SCDC of those students who have been dismissed from the University due to poor scholarship. Students who are dismissed from the University due to poor scholarship and are scheduled for co-op will not receive credit for co-op. Instead, the co-op registration will be removed from the student's academic record. Employers of co-op students who have been dropped for poor scholarship will be notified of the University's action against the student and all co-op agreements will be considered terminated.

If a student is readmitted, a new academic plan from the academic advisor showing all cycles necessary to complete the co-op requirement is needed.

## E. Registration of Co-op Placement

### Co-op Must be Major-Related

All co-op positions must be related to a student's major or concentration. Students who locate co-op positions independently must have their co-op coordinators review and approve the positions to ensure that they are major-related and take into account the long-term objectives of students.

### Co-op Job Registration

If students obtain their job through the SCDCOnline pairing process, a Student Co-op Agreement and Registration form will be automatically generated. Students must electronically accept this form through DrexelOne before the start of their co-op position. If students obtain a job independently, they must turn in the following to receive credit:

1. A completed and signed Student Co-op Agreement and Registration form.
2. An offer letter on employer letterhead and job description including salary information, hours per week, and start/end dates.
3. A signed Employer Agreement form from the employer.

This paperwork must be submitted no later than the end of the second week of the term that co-op begins.

### Paid vs. Unpaid Positions

Typically, co-op is a paid, full-time work experience. However, this sometimes varies based on industry, job market, or other special circumstances. Co-ops paid at minimum wage or higher are required to work full time (per the employer/industry standards). Co-ops that are unpaid or fall below the minimum wage are only required to work a minimum of twenty hours a week. Circumstances may arise that do not fall into either category listed above. If a situation warrants special consideration, students should contact their co-op coordinators.

### Commitment of Time

Students must work the full 6-month cycle (or 3-month cycle for majors that apply) and must follow the employer's work schedule. Students are not entitled to Drexel holidays and breaks. Special exceptions may apply to athletes or for military obligations. Students employed by Drexel University in co-op positions will be paid for holidays when the University is closed. When emergency situations arise causing students to be absent

from their co-op jobs for an extended period of time, students must inform both their co-op employers and their co-op coordinators.

## Co-op Employment is Not Guaranteed

Students who participate in the co-op program are not guaranteed a co-op position. Steinbright makes every effort to find sufficient opportunities for co-op experiences for students, but the University cannot make any guarantee of employment. The employment process is competitive and the student's academic performance, skills, motivation, maturity, attitude, and employment potential will determine whether a student is offered a job. If a student experiences difficulty in securing a co-op, Steinbright will assist the student in a continuing job search. Steinbright requires a job search journal from students who are not placed by the beginning of the co-op term. The journal has specific requirements and due dates and it is the responsibility of the students to track their job search progress. If a job search journal is completed satisfactorily, students receive co-op credit for the applicable terms.

## F. Classes While on Co-op

In an effort to better couple academics with students' cooperative education experience, undergraduate students enrolled in a co-op program may register for a maximum of 6 credits (up to 4 credits without additional charge) during each term for which they are on a co-op assignment. Registration is subject to the approval of both the student's co-op coordinator and academic advisor. The co-op coordinator will ensure that the requested course does not interfere with the student's co-op assignment. In some cases, the co-op employer may be contacted.

## G. Responsibilities of Students While on Co-op

Students are responsible for knowing the regulations that apply to them as co-op students. These regulations are documented in the Student Co-op Agreement which is signed by the student before each co-op period.

Even though students are on co-op, they are officially registered with the Office of the University Registrar and maintain their connections with the University, with all the rights and responsibilities of students. Students are requested to use their designated [drexel.edu](mailto:drexel.edu) email accounts to receive all university communications.

Students are required to adjust themselves completely to the daily routine of the organizations where they are employed and to adhere to the employer's policies and procedures in addition to the University's policies and procedures. If students encounter difficulties with their employer or the University while participating in the co-op program, they are to contact their coordinator immediately.

Salaries paid to co-op students are considered taxable income and should be reported as such.

Co-op students are subject to the same principles of personal conduct whether they are on the Drexel campus or working many miles away. Students are expected at all times to maintain behavioral standards that reflect favorably on themselves and on the University. While on co-op, students continue to be under the jurisdiction of the University. Any breach of conduct committed by a student on co-op that would be cause for disciplinary action were the student on campus shall also be cause for disciplinary action while the student is on co-op.



## H. Co-op Probation

Students who refuse to honor a co-op pairing, are dismissed from a co-op job, engage in inappropriate behavior anytime during the co-op process, violate employer/University policy or resign from a co-op without prior approval from their coordinators may be placed on co-op probation. It is the responsibility of students to notify their co-op coordinators regarding any change in employment status. The terms of probation are decided at a probationary meeting attended by the student, the student's co-op coordinator, and an assistant director. Co-op probation can include actions up to and including failure of co-op. Co-op probation that results in failure of co-op may necessitate a new academic plan. Steinbright reserves the right to remove students from co-op programs.

## I. Layoff from Co-op

When students are dismissed from a job due to company downsizing or restructuring, they need to contact their co-op coordinators immediately. Students will not be penalized but will be required to work with their coordinators to locate another co-op position for the remaining time of their scheduled co-op cycle.

## J. Co-op Evaluation Form (ES&P)

Students must finalize their co-op experiences during the last month of their co-op assignments by submitting their Student Employment Summary and Planner (ES&P) through the SCDCOnline system and attending a meeting with their coordinators when they return to campus at the end of co-op.

Failure to complete the ES&P will result in the following:

- Credit for co-op not being reflected on the transcript (NCUs).
- Lack of sufficient DCUs (co-op credits) may impact degree requirements for graduation.
- Inability to view the SCDCOnline jobs and submit resume and apply to jobs for the next interview cycle.

## K. Hold Policies

Steinbright may place a hold on a student's account in cases where there is a failure to follow policy or procedures. This hold is called a career block and will prevent further use of the online system for co-op. It is the student's responsibility to contact his/her coordinator and to take the appropriate steps to have the hold resolved in a timely manner.

If a student's record reflects a hold from any other source (financial, health and immunization, academic, student conduct, or athletic), utilization of the SCDCOnline system will be prohibited. These holds must be resolved with the proper organization/department before access to the system can be restored.

Holds placed on students' records that are not resolved before the start of the co-op term can result in loss of co-op credit. Additionally, this could impact the students' ability to work since their employers are notified.

## L. Transfers

Transfer students must agree to complete the minimum co-op requirements of the major into which they are transferring. All students entering Drexel University as transfers will be required to have a plan of study prepared by their academic advisor outlining the classes and co-ops

required for degree completion. Once matriculated into a co-op major, all co-op rules and policies apply.

## M. Disabilities

Students who have disabilities may wish to speak with the Office of Disability Resources (ODR) prior to or during their co-op experience in order to discuss any reasonable accommodations which may be necessary. ODR can also advise students on appropriate ways to disclose a disability on the job, should they choose to do so.

The mission of the ODR is to advocate for people with disabilities and to provide equal opportunities and equal access to education, employment, programs and activities at Drexel. ODR collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable and appropriate accommodative measures. In efforts to ensure compliance with current legislation and eliminate attitudinal barriers against people with disabilities, ODR also provides guidance and education to the campus community.

## N. International Students

International students, with the appropriate visas, can participate in the co-op program. In addition to adhering to all co-op policies and procedures, all international students will also be required to obtain work authorization prior to each co-op position.

To obtain work authorization international students must meet with International Students and Scholars Services (ISSS), 210 Creese Student Center, after obtaining a co-op position, but prior to beginning work. Students who work without prior work authorization from the ISSS may be considered out-of-status by U.S. federal regulation. Questions about student visa/immigration status and responsibilities should be directed to ISSS.

## O. International Co-op Program (Co-op Abroad)

To be eligible to participate in Drexel University's International Co-op program, students must attend Drexel full-time, be in good academic standing (minimum GPA of 2.0), and ideally have successfully completed at least one co-op experience with an "acceptable" or above evaluation, the exception being students in a 4COP program. In those instances prior work experience will be considered and evaluated on an individual basis. Approval for employment experiences abroad is made by Steinbright.

For more information on the program, here is the link for the program's website: <http://www.drexel.edu/internationalcoop/>

## P. Graduating on a Co-op Term

Drexel University students are required to graduate from an in-class term, that is, not immediately following a co-op. In response to changes in the university's student profile a number of scenarios have been identified which can be considered cause to appeal for permission to graduate from a co-op cycle.

Students wishing to file a request to graduate from a co-op term must develop a revised plan of study in conjunction with their academic advisors. The advisor then submits the plan along with a letter of support from the program director or department head to the Steinbright Appeals Committee.

Due to program requirements, students in certain programs/majors cannot graduate after a co-op term. Complications arise from academic and

co-op as well as billing areas that would preclude any exceptions. Case-by-case appeals may be considered in truly unique situations.

## Q. Graduation Requirements

To graduate, students must complete the total number of Drexel Co-op Units (DCUs) required for the program or major in which they are enrolled. The number of DCUs in the various programs ranges from 32 to 96. Sixteen DCUs are awarded for successful completion of each term of co-op. For many colleges co-op is a part of the accreditation process and therefore degrees may not be awarded without the successful completion of the co-op requirement.

Colleges	Co-op terms	DCUs
College of Arts and Sciences; Bennett S. LeBow College of Business; College of Engineering; College of Nursing and Health Professions; School of Biomedical Engineering, Science, and Health Systems; iSchool; Richard C. Goodwin College of Professional Studies:		
Five-year program	6	96
Four-year program	2	32
Antoinette Westphal College of Media Arts and Design		
Four-year program	2	32

## II. Graduate Co-op Program (GCP)

Drexel's long tradition in the field of experiential education for undergraduates has been extended into its graduate programs.

### Participating Graduate Co-op Programs

*MS, MBA, LeBow College of Business*

*MS, Information Systems, College of Information Science and Technology*

*MS, Food Science, School of Technology and Professional Studies, Goodwin College*

*MS, Engineering, College of Engineering*

*MS, Biomedical Engineering, School of Biomedical Engineering, Science, and Health Systems*

Available as a special co-op track, which may entail more time to complete the degree, GCP enables students to accept paid positions in their career fields for a total of three or six months during their degree program. These cycles can either be the summer-fall or the fall-winter terms. For all GCP students, full-time employment during co-op is considered an integral part of their educational process; therefore, they will retain their full-time student status.

## Eligibility

Eligibility must be sought from the Graduate Studies Office when a student has earned a minimum of 24 credits but no more than 34 credits before going out on co-op. Students should obtain the required signatures and submit the application directly to the Graduate Studies Office. A detailed plan of study together with a proposed project, to be completed during co-op, must accompany the form.

Beyond the credit and time requirements, the criteria for admission into and continuation in the program include satisfactory academic progress (GPA of at least 3.0, higher for some programs) and adherence to a schedule whereby students complete all GCP requirements prior to graduation, that is, students must complete at least one term on campus prior to graduation.

## Additional Requirements for International Students

International students should consult with International Students and Scholars Services (ISSS) to determine their eligibility before going out on co-op. And those students, whose primary language is not English, must also demonstrate business-usage English proficiency to the Graduate Co-op Coordinator.

## Program Structure and Process

Students who participate will be required to enroll in a three-credit, pass/fail, GCP course for each three-month period of employment and will be billed for 3 credit hours at the appropriate credit hour rate for the course. In addition, students are allowed to take one online course each term while on co-op. Any such course will be charged at the appropriate credit hour rate.

Before co-op begins, students will be assigned a professor who will supervise the GCP courses. The professor will work with them throughout their experience and assist them in developing a project that reflects that work experience. Although students will not attend class, they are required to maintain regular contact with their faculty advisor. At the end of each quarter on co-op students will submit a written report of their project to their faculty advisor. Every GCP student must have a passing grade in each of the GCP courses. It is left to the discretion of the student's department to decide on what a student must do to make up a failing GCP grade. GCP courses will not be included in grade point average calculations.

Additionally, while on co-op, students must keep their health insurance and immunizations current.

Students should meet with the Graduate Co-op Coordinator to discuss their interest in participating in co-op as early as three months prior to the anticipated start date. This will ensure that there is ample time for them to understand the program, discuss their career objectives, review/amend their resumes, conduct practice interviews, and, if necessary, schedule language testing. Simultaneously, students should also meet with their graduate advisor to check on the enrollment procedures for the co-op track.

## III. Career Services

Career Services offers assistance to baccalaureate candidates, advanced degree candidates, and to alumni in securing employment consistent with personal career goals and objectives. All services are free of charge to active students and alumni. Services, resources, and events include:

- Individual career counseling, including assessments designed to help individuals choose long-range career goals consistent with their abilities, education, interests, and personality.
- Individual appointments and group programs covering topics including resume writing, interview preparation, and job search strategies and offer negotiation.
- On-Campus Interview Program arranges on-campus interviews with employers from business, industry, education, and government services.
- Dragon Jobs allows employers to post opportunities, search Drexel student resumes, and schedule interviews throughout the year to fill their positions.
- Comprehensive pre-professional advising services to students and alumni who are considering careers in law or medicine.
- Devoted career services librarian and career collection of online and print resources.
- Steinbright hosts two of the largest career fairs in the Delaware Valley for all students and alumni in October and April. Engineering and health science students are also invited to major specific career fairs at their college.

## Reserve Officers' Training Corps (ROTC)

### Army Reserve Officers' Training Corps (ROTC)

The Army Reserve Officers' Training Corps, established at Drexel in 1918, is an integral part of the University. Army ROTC courses are open to all students, and enrollment alone does not carry a military obligation. Students selected for the advanced course (normally pre-junior, junior, and senior years) will complete their academic and military studies concurrently, and upon graduation will be commissioned as lieutenants in the United States Army, Army Reserve, or Army National Guard. Participation in the advanced course may qualify participants to receive financial aid through a series of scholarships and co-operative education programs.

The purpose of the Army Reserve Officers' Training Corps (<http://www.armyrotc.com/edu/drexel>) program at Drexel University is to provide this nation with leaders of character for our Army, Army Reserve, and National Guard. ROTC training is also intended to foster ideals of patriotism; promote an understanding of the role of the citizen-soldier; stimulate interest in a military career; and develop character, self-discipline, and leadership ability. Army ROTC is a college elective, and enrollment does not require military service.

Students can apply for on-campus 4-year, 3-year and 2-year scholarships here at Drexel. As of January 1, 2006, all Army ROTC scholarships at Drexel cover full tuition and fees. Additionally, as of September 1, 2006, Army ROTC scholarship winners also will receive free room (in dorm of choice on campus) and a 25% discount on Drexel's meal plan. These additional incentives total in excess of \$7500 annually. For example, a 3-year Army ROTC scholarship at Drexel, including these incentives plus monthly stipend and quarterly textbook stipend is worth over \$135,000

over 4-years. In order to be offered a scholarship, students must meet certain physical fitness and academic requirements.

Students who satisfactorily complete ROTC course requirements are commissioned as second lieutenants in the United States Army, Army Reserve, or National Guard. Drexel graduates who receive their commission through ROTC may apply for a commission in any branch of the Army for which they are qualified.

The military science program is divided into the basic course and the advanced course. The basic course normally coincides with the student's first two years of college. The purpose of the course is threefold: to develop certain military skills, to give the student sufficient information to decide whether to continue in the advanced course, and to allow the instructors an opportunity to evaluate the student's potential to become an officer. It consists of four or five military science courses and weekly attendance at Leadership Laboratories each term the cadet is in school. Except for scholarship cadets, no military obligation is incurred by students participating in these courses. Basic course credit may be granted to students who successfully complete a five-week leader's training course at Fort Knox, Kentucky, between the sophomore and junior years. Veterans may also receive credit for the basic course. The advanced course is designed to prepare students for commissioned service. The first year of instruction (first two years for co-op students) is directed toward preparation for the 32-day National Advanced Leadership Camp at Fort Lewis, Washington. The final year is devoted to preparation for acceptance of a commission.

To be admitted to the advanced course, a student must have credit for the two-year basic course, must volunteer, must be selected by the professor of military science, and must successfully complete the required screening and physical tests.

Enlisted Army Reservists and National Guardsmen may apply for the Simultaneous Membership program, which permits them to serve as officer trainees with their units and receive commissions upon completion of the ROTC advanced course. Veterans' benefits are not affected by entry into this program, in most cases.

Airborne training, helicopter air assault training, mountain warfare, Northern Warfare training, and Cadet Troop Leadership Training with a Regular Army unit are available to interested cadets.

Twice per school year, cadets are required to participate in a field training exercise. These exercises are usually two to three days in duration and are conducted at Fort Dix, New Jersey, or Fort Indiantown Gap, Pennsylvania. The field training exercises give students a chance to put into practice skills learned in the classroom and during Leadership Laboratories.

Uniforms—worn during Leadership Laboratory periods and field training exercises—are issued free of charge to all students enrolled in ROTC. Students are responsible for maintaining the uniforms and returning them prior to going on co-op.

A student does not have to be enrolled in ROTC to apply for scholarships. Further information on the scholarships and Army ROTC is available from the Department of Military Science (<http://www.drexel.edu/depts/rotc>) at 215-590-8808.

## Army ROTC 5-Year Plan of Study

### First Year

#### Fall

MLSC 101	Basic Leadership Lab/Practicum	0.0
MLSC 110	Leadership and Personal Development	1.0
<b>Term Credits</b>		<b>1.0</b>

#### Winter

MLSC 102	Basic Leadership Lab/Practicum	0.0
MLSC 120	Foundations in Leadership	1.0
<b>Term Credits</b>		<b>1.0</b>

#### Spring

MLSC 103	Basic Leadership Lab/Practicum	0.0
MLSC 130	Continuing Studies: Foundations in Leadership	1.0
<b>Term Credits</b>		<b>1.0</b>

### Second Year

#### Fall

MLSC 201	Basic Leadership Lab/Practicum	0.0
MLSC 210	Innovative Tactical Leadership	2.0
<b>Term Credits</b>		<b>2.0</b>

#### Winter

MLSC 202	Basic Leadership Lab/Practicum	0.0
MLSC 220	Leadership in Changing Environments	2.0
<b>Term Credits</b>		<b>2.0</b>

### Third Year

#### Fall

MLSC 203	Basic Leadership Lab/Practicum	0.0
MLSC 230	Adaptive Team Leadership	2.0
<b>Term Credits</b>		<b>2.0</b>

#### Winter

MLSC 303	Leadership Lab/Practicum	0.0
MLSC 330	Military Leadership Co-op Preparation	2.0
<b>Term Credits</b>		<b>2.0</b>

### Fourth Year

#### Fall

MLSC 302	Leadership Lab/Practicum	0.0
MLSC 320	Complex Team Leadership Issues	2.0
<b>Term Credits</b>		<b>2.0</b>

#### Winter

MLSC 301	Leadership Lab/Practicum	0.0
MLSC 310	Leadership in Contact	2.0
<b>Term Credits</b>		<b>2.0</b>

### Fifth Year

#### Fall

MLSC 401	Leadership Lab/Practicum	0.0
MLSC 410	Developing Adaptive Leaders	2.0
<b>Term Credits</b>		<b>2.0</b>

#### Winter

MLSC 402	Leadership Lab/Practicum	0.0
MLSC 420	Leadership in Contemporary Environments	2.0
<b>Term Credits</b>		<b>2.0</b>

### Spring

MLSC 403	Leadership Lab/Practicum	0.0
MLSC 430	Advanced Leadership in Contemporary Environments	2.0
<b>Term Credits</b>		<b>2.0</b>

Total Credit: 21.0

### Military History Requirement

To receive a commission, cadets must also take one of the following courses:

HIST 230	United States Military History I (before 1900)	3.0
HIST 231	US Military History II (since 1900)	3.0

## Army ROTC 4-Year Plan of Study

### First Year

#### Fall

MLSC 101	Basic Leadership Lab/Practicum	0.0
MLSC 110	Leadership and Personal Development	1.0
<b>Term Credits</b>		<b>1.0</b>

#### Winter

MLSC 102	Basic Leadership Lab/Practicum	0.0
MLSC 120	Foundations in Leadership	1.0
<b>Term Credits</b>		<b>1.0</b>

#### Spring

MLSC 103	Basic Leadership Lab/Practicum	0.0
MLSC 130	Continuing Studies: Foundations in Leadership	1.0
<b>Term Credits</b>		<b>1.0</b>

### Second Year

#### Fall

MLSC 201	Basic Leadership Lab/Practicum	0.0
MLSC 210	Innovative Tactical Leadership	2.0
<b>Term Credits</b>		<b>2.0</b>

#### Winter

MLSC 202	Basic Leadership Lab/Practicum	0.0
MLSC 220	Leadership in Changing Environments	2.0
<b>Term Credits</b>		<b>2.0</b>

#### Spring

MLSC 203	Basic Leadership Lab/Practicum	0.0
MLSC 230	Adaptive Team Leadership	2.0
<b>Term Credits</b>		<b>2.0</b>

### Third Year

#### Fall

MLSC 301	Leadership Lab/Practicum	0.0
MLSC 310	Leadership in Contact	2.0
<b>Term Credits</b>		<b>2.0</b>

#### Winter

MLSC 302	Leadership Lab/Practicum	0.0
MLSC 320	Complex Team Leadership Issues	2.0
<b>Term Credits</b>		<b>2.0</b>

#### Spring

MLSC 303	Leadership Lab/Practicum	0.0
MLSC 330	Military Leadership Co-op Preparation	2.0
<b>Term Credits</b>		<b>2.0</b>

**Fourth Year****Fall**

MLSC 401	Leadership Lab/Practicum	0.0
MLSC 410	Developing Adaptive Leaders	2.0
<b>Term Credits</b>		<b>2.0</b>

**Winter**

MLSC 402	Leadership Lab/Practicum	0.0
MLSC 420	Leadership in Contemporary Environments	2.0
<b>Term Credits</b>		<b>2.0</b>

**Spring**

MLSC 403	Leadership Lab/Practicum	0.0
MLSC 430	Advanced Leadership in Contemporary Environments	2.0
<b>Term Credits</b>		<b>2.0</b>

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Total Credit: 21.0

**Military History Requirement**

**To receive a commission, cadets must also take one of the following courses:**

HIST 230	United States Military History I (before 1900)	3.0
HIST 231	US Military History II (since 1900)	3.0

**Naval Reserve Officers' Training Corps**

Students are eligible to participate in the Naval Reserve Officers' Training Corps (<http://www.vpul.upenn.edu/nrotc>) (NROTC) through a cross-enrollment agreement with the University of Pennsylvania. All naval science courses are held on Penn's campus. The NROTC program enables a college student to earn a commission in the Navy or the Marine Corps while concurrently satisfying requirements for his or her baccalaureate degree. Scholarship and nonscholarship programs are available.

Navy-option scholarship and college program (nonscholarship) students must enroll in Naval Science (NSCI) 101 and 102 during their freshman year, NSCI 201 and 202 during their sophomore year, NSCI 301 and 302 in their junior year, and NSCI 401 and 402 in their senior year. Those seeking commissions in the Marine Corps will enroll in NSCI 310 and 410 instead of 301-302 and 401-402.

Scholarship program students must complete one year of calculus, one year of calculus-based physics, a course in computer science, one course in American military history/national security policy, and one year of English. College program students must complete one year of college-level algebra, one year of physical science courses, one semester of a computer science course, and one year of English. Students must check with their naval science instructors to determine specific courses that fulfill the above requirements.

In addition to the above, all students are required to attend a two-hour professional laboratory period scheduled on Wednesday afternoons (no academic credit) that emphasizes military drill, physical fitness, and leadership/military topics.

For further information regarding physical and other qualifications for admission and other matters pertaining to participation in the NROTC (<http://www.upenn.edu/nrotc>) program, you can write to the Professor

of Naval Science, NROTC Unit, Hollenback Center, 3000 South Street, Philadelphia, PA 19104; 215-898-7436; fax: 215-573-2067.

**Air Force Reserve Officer's Training Corps**

Students are eligible to participate in the Air Force Reserve Officers' Training Corps (<http://www.sju.edu/afrotc>) (AFROTC) through a cross-enrollment agreement with St. Joseph's University. All aerospace studies courses will be held on the St. Joseph's campus. The AFROTC program enables a college student to earn a commission as an Air Force officer while concurrently satisfying requirements for his or her baccalaureate degree.

The program of aerospace studies at St. Joseph's University offers one-year, two-year, and four-year curricula leading to a commission as a second lieutenant in the Air Force. In the four-year curriculum, a student takes the General Military Course (GMC) during the freshman and sophomore years, attends a four-week summer training program, and then takes the Professional Officer Course (POC) in the junior and senior years. A student is under no contractual obligation to the Air Force until entering the POC or accepting an Air Force scholarship. In the two-year curriculum, a student attends a five-week summer training program and then enters the POC in the junior year. In the one-year curriculum, a senior or graduate student can enroll in aerospace studies and, after completing the undergraduate degree or graduate coursework, attend a seven-week summer training program and be commissioned upon completion of summer training.

The subject matter of the freshman and sophomore years is developed from a historical perspective and focuses on the scope, structure, and history of military power, with an emphasis on the development of air power. During the junior and senior years, the curriculum concentrates on the concepts and practices of leadership and management, and the role of national security forces in contemporary American society.

In addition to the academic portion of the curricula, each student participates in a leadership laboratory for two hours each week, during which the day-to-day skills and working environment of the Air Force are discussed and explained. The leadership lab utilizes a student organization designed for the practice of leadership and management techniques.

Air Force ROTC offers one-, two-, and three-year scholarships on a competitive basis to qualified applicants. All scholarships cover tuition, lab fees, and books, plus a tax-free monthly stipend. All members of the POC, regardless of scholarship status, receive the tax-free monthly stipend.

For further information on the cross-enrollment program, scholarships, and career opportunities, contact the Professor of Aerospace Studies, AFROTC Det 750, Saint Joseph's University, Philadelphia, PA 19131; 610-660-3190; [rotc@sju.edu](mailto:rotc@sju.edu).

## Cooperative Education

### Courses

#### **COOP 001 Co-op Essentials 0.0 Credits**

Co-op Essentials is an accelerated version of the required course for co-op students, COOP 101. It is designed for non-traditional students with significant work history. The course covers all of the essential job development topics including, introduction to the SCDC and SCDCOnline, resumes, interviewing, and workplace issues. The emphasis of Co-op Essentials is on integrating and adapting the student's previous experience to a co-op environment.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Restrictions:** Can enroll if concentration is 4COP or concentration is 4TOP or concentration is 5COP or concentration is 5TOP.

#### **COOP 101 Career Management and Professional Development 0.0 Credits**

Prepares new students to achieve success, personally and academically, in their first co-operative education experience. Topics covered include career exploration, resume skills, interview techniques, professional conduct in the job search, contemporary workplace issues, and job searching and the Internet.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

#### **COOP 201 Co-op Experience 16.0 Credits**

**College/Department:** University Courses

**Repeat Status:** Can be repeated 6 times for 96 credits

#### **COOP 250 Professional Skills Enrichment 0.0 Credits**

Professional Skills Enrichment is designed to enable the student to hone their job search skills. Taught as a series of workshops, each class focuses on a different career-related topic including Networking, Utilizing Social Networking Sites, and Mastering the Interview. Students are required to attend a mock interview and participate in a mock networking event.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

#### **COOP 301 Co-op/Internship Experience 16.0 Credits**

**College/Department:** University Courses

**Repeat Status:** Can be repeated 2 times for 34 credits

## Common Exams

### Courses

#### **EXAM 080 Common Exam Period - I 0.0 Credits**

**College/Department:** University Courses

**Repeat Status:** Can be repeated multiple times for credit

#### **EXAM 081 Common Exam Period - II 0.0 Credits**

**College/Department:** University Courses

**Repeat Status:** Can be repeated multiple times for credit

#### **EXAM 082 Common Exam Period - III 0.0 Credits**

**College/Department:** University Courses

**Repeat Status:** Can be repeated multiple times for credit

## Military Science

### Courses

#### **MLSC 101 Basic Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

#### **MLSC 102 Basic Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

#### **MLSC 103 Basic Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

#### **MLSC 110 Leadership and Personal Developmnt 1.0 Credit**

Introduces students/cadets to the personal challenges and competencies that are critical for effective leadership. Focus is placed on developing basic knowledge and comprehension of the U.S. Army's Leadership Dimensions while gaining a "big picture" understanding of the Army ROTC program, its purpose in the U.S. Army and our nation, and its advantages for the student. Classes are conducted for one hour once each week.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

#### **MLSC 120 Foundations in Leadership 1.0 Credit**

Reviews leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback and using effective writing skills. Students/cadets are also exposed to key fundamentals of skills required to be successful as an MS II cadet; namely, military map reading and land navigation, and small unit operations/leadership drills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

#### **MLSC 130 Continuing Studies: Foundations in Leadership 1.0 Credit**

Continues to develop leadership fundamentals, while emphasizing increased awareness of and proficiency in military map reading and land navigation skills, and small unit operations/ leadership drills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]

#### **MLSC 201 Basic Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**MLSC 202 Basic Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**MLSC 203 Basic Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**MLSC 210 Innovative Tactical Leadership 2.0 Credits**

Explores the dimensions of creative and innovative tactical leadership strategies and styles by studying historical case studies and engaging in interactive student exercises. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of rank, uniform, customs and courtesies.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Restrictions:** Cannot enroll if classification is Freshman

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B]

**MLSC 220 Leadership in Changing Environments 2.0 Credits**

Examines the challenges of leading in complex contemporary operational environments. Students/cadets are exposed to more complex land navigation/map reading tasks, as well as more advanced small unit operations/ leadership drills. Cadets develop greater self awareness as they practice communication and team building skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Restrictions:** Cannot enroll if classification is Freshman

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B]

**MLSC 230 Adaptive Team Leadership 2.0 Credits**

Challenges cadets to study, practice, and evaluate adaptive leadership. Cadets begin to analyze and evaluate their own leadership values, attributes, skills, and actions. Primary attention is given to preparation for LDAC and the development of both tactical skills and leadership qualities.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B]

**MLSC 301 Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B]

**MLSC 302 Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B]

**MLSC 303 Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B] and MLSC 320 [Min Grade: B]

**MLSC 310 Leadership in Contact 2.0 Credits**

Uses increasingly intense situational leadership challenges to build cadet awareness and skills in leading small units. Skills in decision-making, persuading, and motivating team members when "in combat" are explored, evaluated, and developed.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Restrictions:** Cannot enroll if classification is Freshman

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B]

**MLSC 320 Complex Team Leadership Issues 2.0 Credits**

Challenges cadets with more complex leadership issues to further develop, practice, and evaluate adaptive leadership. Cadets continue to analyze and evaluate their own leadership values, attributes, skills, and actions in preparation for the Leadership Development and Assessment Course (LDAC). Primary attention is given to preparation for LDAC and the development of both tactical skills and leadership qualities.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Restrictions:** Cannot enroll if classification is Freshman

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B]

**MLSC 330 Military Leadership Co-op Preparation 2.0 Credits**

Continues the methodology of MLSC 320 by using increasingly intense situational leadership challenges to build cadet awareness and skills in leading small units. Skills in decision-making, persuading, and motivating team members when "in combat" are explored, evaluated, and developed. Emphasis is also placed on honing oral and written communication skills and mastering group dynamics while conducting tactical and Garrison operation orders.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B] and MLSC 320 [Min Grade: B]

**MLSC 390 Special Topics in Military Science 0.5-12.0 Credits**

Special Topics of interest in Military Science. May be repeated for credit.

**College/Department:** University Courses

**Repeat Status:** Can be repeated multiple times for credit

**Restrictions:** Cannot enroll if classification is Freshman

**MLSC 401 Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B] and MLSC 320 [Min Grade: B] and MLSC 330 [Min Grade: B]

**MLSC 402 Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B] and MLSC 320 [Min Grade: B] and MLSC 330 [Min Grade: B] and MLSC 410 [Min Grade: B]

**MLSC 403 Leadership Lab/Practicum 0.0 Credits**

Provides hands-on experience to reinforce leadership fundamentals, while emphasizing increased awareness of and proficiency in military skills.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B] and MLSC 320 [Min Grade: B] and MLSC 330 [Min Grade: B] and MLSC 410 [Min Grade: B] and MLSC 420 [Min Grade: B]

**MLSC 410 Developing Adaptive Leaders 2.0 Credits**

Develops cadet proficiency in planning, executing, and assessing complex operations, functioning as a member of a staff, and providing leadership performance feedback to subordinates. Cadets are given situational opportunities to assess risk, make ethical decisions, and provide coaching to fellow ROTC cadets.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Restrictions:** Cannot enroll if classification is Freshman

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B] and MLSC 320 [Min Grade: B] and MLSC 330 [Min Grade: B]

**MLSC 420 Leadership in Contemporary Environments 2.0 Credits**

Explores the dynamics of leading in the complex situations of current military operations. Cadets examine differences in customs and courtesies, military law, principles of war, and rules of engagement in the face of international terrorism. Aspects of interacting with non-government organizations, civilians on the battlefield, and host nation support are examined and evaluated.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Restrictions:** Cannot enroll if classification is Freshman

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B] and MLSC 320 [Min Grade: B] and MLSC 330 [Min Grade: B] and MLSC 410 [Min Grade: B]

**MLSC 430 Advanced Leadership in Contemporary Environments 2.0 Credits**

Continues exploration of the dynamics of leading in the complex situations of current military operations. Culminates the ROTC curriculum with a capstone "hands-on" small unit leadership exercise which tests the cadet's tactical, technical and leadership skills utilizing an intense, realistic tactical scenario based on actual military operations in the contemporary operating environment of the 21st century.

**College/Department:** University Courses

**Repeat Status:** Not repeatable for credit

**Restrictions:** Cannot enroll if classification is Freshman

**Prerequisites:** (MLSC 110 [Min Grade: B] or MLSC 120 [Min Grade: B]) and MLSC 130 [Min Grade: B] and MLSC 210 [Min Grade: B] and MLSC 220 [Min Grade: B] and MLSC 230 [Min Grade: B] and MLSC 310 [Min Grade: B] and MLSC 320 [Min Grade: B] and MLSC 330 [Min Grade: B] and MLSC 410 [Min Grade: B] and MLSC 420 [Min Grade: B]

## Career Integrated Education

### Courses

**CIE 601 Graduate Career Integrated Education and Internship Comp 12.0 Credits**

This is the Masters equivalent of the career integrated experience. It is a companion course to supplement the internship/CIE F/T requirement.

**College/Department:** University Courses

**Repeat Status:** Can be repeated multiple times for credit



# Cooperative Management

## Courses

**COOP 501 Co-op Guidance for Master's Degree Students 3.0 Credits**

**College/Department:** University Courses

**Repeat Status:** Can be repeated multiple times for credit

**COOP 601 Advanced Co-op Guidance for Master's Degree Students  
3.0 Credits**

**College/Department:** University Courses

**Repeat Status:** Can be repeated multiple times for credit

**COOP 995 Graduate CO-OP Companion Course 1.0-9.0 Credit**

A non-billable course that is paired with CO-OP 501 or CO-OP 601 to reflect the true commitment to experiential learning expected in those two courses. Applies to Master's Level Co-Op Programs in LeBow College of Business, College of Engineering; School of Biomedical Engineering, Information Science, and Health Systems.

**College/Department:** University Courses

**Repeat Status:** Can be repeated multiple times for credit

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