

Cazenovia College Student Learning Goals

Students at Cazenovia College become educated, involved, and productive citizens, well-prepared to act as leaders in the global community. Through the general education curriculum, professionally-oriented and liberal arts curricula; experiential, co- and extra-curricular programs; and residential life experiences, they experience intellectual, social and ethical growth, developing the knowledge and skills necessary for success in the classroom, the workplace, and the community.

Academic Support

Transition to College

Transition to college begins with the decision to apply for admission to Cazenovia College. The first step involves deciding what degree program to mark on the application form. Admissions counselors and faculty assist applicants in this process.

Following acceptance to Cazenovia College, students are tested to determine their level of academic skills in the key competency areas of mathematics, writing and reading. Depending on these tests and high school record, the College may recommend that students participate in the pre-college program and/or take developmental courses.

Students are asked during the summer to indicate their preference for a First Year Seminar and are asked to complete a summer reading for this program. During a one-day summer orientation program, students meet with faculty to schedule courses for the upcoming fall academic term.

All new students begin their first semester with the First Week fall orientation program. During orientation, students learn more about the social and academic aspects of being a college student. Students meet with their academic advisers to discuss goals and adjust their academic schedules.

Following the start of classes, the transition to College is made easier by the advice and assistance of a number of Cazenovia faculty including advisers and First Year Seminar instructors. The Academic Learning Center is available to any students who may need academic tutorial assistance. Student Life staff, particularly Resident Assistants, Resident Directors, and counseling staff are available to assist in the transition to life in a residential college setting.

First Year Program

All First Year students are participants in the academic First Year Program. This experience helps students adjust to college life, and especially helps them to understand the

academic expectations in this new stage of their education. The First Year Program includes a number of components.

All first year students participate in the Summer Reading Program. Each year incoming students read a selected book over the summer in preparation for a discussion session held during the first week orientation program. Many fall term co-curricular events further explore themes raised in the selected book.

The First Year SOAR (Student Observation, Assessment & Response) Committee works with first year students who have academic or social issues that place them (or their peers) at risk. SOAR helps students resolve these issues. Committee members include faculty, academic and student life staff, and a representative of the athletic program.

Cazenovia College also participates in *The New York Times* Partners in Education Program. Copies of *The Times* are provided to first year students on a Monday through Friday basis throughout the academic year.

The centerpiece of the First Year Program is the First Year Seminar. New students select the First Year Seminar course that is of special interest to them. This course counts toward their graduation requirements, either as a major requirement, an elective or general education requirement. Courses that substitute for required courses in a major or general core have been approved as such by appropriate division chairs and program directors.

First Year Seminar instructors serve as academic mentors to first semester freshmen. This gives new students the opportunity for group discussion of academic issues, guidance in obtaining necessary academic assistance, help in identifying academic opportunities, and responses to questions about academic life in and out of the classroom.

As a further aid toward adjustment to college, upper division students serve as master students and peer mentors within many First Year Seminars. They assist new students in addressing academic concerns and keep them up-to-date on campus and community activities of interest.

A number of co-curricular activities are part of the First Year Program. Such activities include trips to museums, attendance at musical and theatrical events, and lectures by guest speakers. Additional activities are offered by the College's Office of Student Development through the First Year Residential Program. Student Development staff and First Year faculty collaborate in helping students adjust to college life.

Academic Advisers

At the beginning of the semester, new students consult with assigned academic advisers on their academic schedules. Advisers assist students to design programs of study that will satisfy their interests while meeting academic requirements. During students' four years at Cazenovia, academic advisers do much more than simply assist students in scheduling classes. Advisers identify potentially valuable educational experiences for their advisees, suggest opportunities for educational and professional growth, and serve as guides to all available College resources that will benefit students' personal and academic growth. Adviser/advisee relationships evolve as students' needs change over the course of their years at the College.

The relationship between advisers and advisees stems from Cazenovia's declared mission of actively engaging students in learning. Advisers work with their advisees toward fulfilling the following objectives in cooperation with faculty and staff across the campus:

- Growth of students' skills and knowledge both within their chosen major and the College's general education program;
- Increased student maturity and self-confidence;

- Enhanced capacity for independent, self-sustained learning; and
- Identification and clarification of personal, educational and career goals.

The Office of the Registrar assigns advisers. Students may change advisers by completing change forms, obtained from the Registrar's Office, with the signatures of both old and new advisers. These forms must be returned to the Registrar's Office and approved by the Registrar prior to any official change of adviser.

Academic Learning Center

The Academic Learning Center (ALC) is designed to promote academic excellence, effective learning, and assist students to maximize their academic potential by collaborating with faculty and Student Life staff. The Center provides extensive academic support services, including those funded institutionally as well as those funded by state and federal grants.

Cazenovia College students are expected to succeed within a challenging intellectual environment. In such a scholarly environment, it is not unusual for the typical student to need help in gaining and maintaining an adequate level of academic excellence. To achieve this goal, the Center offers a variety of methods to assist in learning, such as: individual or group tutorials, study skills assistance, workshops, summer academic preparation and academic counseling. All services are free to full-time Cazenovia College students.

Continuing Education and Professional Studies

Cazenovia College has an earnest commitment to lifelong learning and offers educational opportunities through Continuing Education. Courses are scheduled throughout the calendar year at times and places convenient to the students, including weekend college classes.

Certain designated programs are available through Continuing Education to non-traditional students, including associate degree, bachelor's degree and certificate programs. Some Cazenovia College programs are available only through Continuing Education. Some programs offered through Continuing Education can only be completed by enrollment in day classes, with all the requirements that pertain to those programs. Because of the nature of Continuing Education programs, not all courses are available every year.

Continuing Education also provides seminars for continuing education units (CEUs) for professional development for a variety of occupations. Pre-employment Police Basic Training, Phase 1, for both civilians and sworn police officers, is offered on a yearly basis. This approved course is certified by the State of New York, Division of Criminal Justice Services.

Students enrolled in Continuing Education may enroll in no more than nine credits per semester, or a total of nine credits for all summer program options (see financial services section for per-credit charges).

Full-time or part-time Cazenovia College day students may, on occasion, be permitted to enroll in Continuing Education courses with the prior written permission of the Registrar and the Director of Continuing Education. Students enrolled through Continuing Education may also, on occasion, be permitted to enroll in day courses with the prior written permission of the Registrar and the Director of Continuing Education (see financial services section for per-credit charges).

All students seeking to enroll in a degree program through Continuing Education who have not been matriculated at another recognized institution of higher education must provide, prior to enrollment, official transcripts from high school if they wish to apply for financial aid. Those who have been matriculated at another college or univer-

sity must provide official transcripts for all other institutions prior to enrollment into a degree program.

For further information or clarification about programs, offerings and opportunities through Continuing Education, call 315.655.7107.

Career Services

The Office of Career Services and Internship Programs supports the mission of the College; preparing students to become leaders in the global community by providing a balanced approach to career and life planning. Students and alumni are encouraged to view career development as a life-long process, and to proceed through this process with confidence, fully prepared by their liberal arts education and experiential learning opportunities obtained at Cazenovia College. The Office of Career Services and Internship Programs serves as a resource and support system to students and alumni as they progress through the many stages of career development on their way to becoming leaders in their chosen fields.

Internships

Internships are required for many College degree programs and are open to all Cazenovia College students. Internships connect academic study and professional experience. Cazenovia College program faculty maintain close ties with professional sites, assist students in the placement process, and conduct internship seminars. The College holds an annual Internship Expo to which the entire campus community and outside visitors are invited.

Students must meet general education and degree program requirements to be eligible for internships. In most instances, students are expected to reach junior standing and complete prerequisite courses. Students who do not meet these requirements may be provided a course substitution or advised to change their major. Students ordinarily do no more than two internships. Placements must be prearranged and approved by the student's Program Director or designated internship instructor.

Interns must meet high standards. Interns, instructors, and site supervisors complete an Internship Learning Agreement. Students average 40 hours on site per credit earned for an internship, with variations due to programmatic requirements and site availability. Interns may be removed from a site for poor performance or inappropriate behavior. Removal from the site may also result in failure of the course.

Students are responsible for transportation to their internship sites. Program faculty and College internship staff may assist students in arranging car-pooling and other means of transportation to internships when possible.

Internship requirements vary according to program. Refer to specific degree program requirements and internship course descriptions for further information. Students considering an internship should consult with their advisers and Program Directors. Students must pre-register for internships the semester prior to beginning an internship.

National and International Internships. While most internships are in the Central New York region, students may choose to be placed at sites throughout the nation and at select international sites. Students also may arrange an international internship or participate in programs like the Washington, D.C. Capital Experience.

Students with Special Needs

The College complies with all federal, state and local laws governing education of students with special needs. Students requiring reasonable accommodations should file their requests in writing with the College's Director, Office of Special Services (315.655.7308) at least 30 days prior to expected need for accommodations.

Study Abroad

Cazenovia College has established a collaborative relationship with Canterbury Christ Church University in the United Kingdom. Through this relationship, Cazenovia College students are afforded the opportunity to live in Canterbury, England, and to attend Canterbury Christ Church, a British university. This international study experience takes place during the fall semester and is recommended for the junior year. The program is selective and students must complete an application process. To qualify as an applicant, a student must achieve a cumulative grade point average of 2.75 or higher at the end of the spring term of the previous academic year and must be recommended by his/her faculty adviser and by the Office of the Dean for Student Life. Other study abroad opportunities may be possible; students interested in such opportunities should consult with the Office of Academic Affairs.

Pre-Freshmen Summer College

Summer College at Cazenovia is a five-week program for pre-freshmen students. Students who are required to attend this program must earn a “C” or better in each course taken. Attending Summer College allows students to get a head start on earning credits or making up credits, improving their grade point averages, or satisfying prerequisites for the advanced courses. Academic counseling, tutorial services and cultural activities are all available during Summer College.

This program is usually held from the beginning of July to the beginning of August. Students stay in a residence hall, and financial aid may be available to qualified students.