

Organizational Development & Leadership  
Graduate Student Guidebook  
Shippensburg University

8/1/2024



**SHIPPENSBURG  
UNIVERSITY**  
**THE GRADUATE SCHOOL**

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## Part 1: General Information for All Graduate Students

This section of the guidebook contains general information about graduate school and the university's programs and services.

### Welcome to Grad School

Congratulations on starting your journey as a graduate student at Shippensburg University! As a student at this university, you have access to a variety of resources. Some of these resources are specifically tailored to graduate students. This guidebook will help you become familiar with those resources as well as introducing you to general need-to-know information. More information about The Graduate School can be found on this website: <https://www.ship.edu/academics/colleges/graduate/>

#### *The Hidden Curriculum of Grad School*

Graduate school can come with its own set of unwritten rules and expectations for students. These unwritten rules and expectations are known as the “hidden curriculum.” Hidden curricula may vary across disciplines, degree types, and institutions. When you start your classes, you may find that there are hidden messages, assumptions, beliefs, values, and attitudes that you did not expect—especially if you are returning to college several years (or decades) after earning your undergraduate degree or if your cultural background differs from many of your classmates. You may feel worried about navigating these unwritten social and academic expectations or feel like you don't belong. This feeling of not belonging is also called imposter syndrome, and it is common among graduate students!

SU faculty, staff, and administration wish to take a moment to remind you that ***you belong here***. Your presence and the individual diversity you bring enriches our university. Your acceptance into The Graduate School validates that your skills, intellect, experiences, and academic background qualify you to meet the demands of graduate-level education. You can expect to be challenged and to grow academically during grad school, but we believe that you have the tools to rise to this challenge, and it is the mission of The Graduate School to guide you along this journey.

To help you prepare for the “hidden curriculum,” consider common expectations faculty and staff have for graduate students:

- **Email response time:** Email is the primary means of communication for obtaining essential information from the university. You should aim to respond to important emails within 24 hours, just like you would at a professional job. Check your email at least once a day when taking classes and once a week when not taking a class. Consider downloading the Microsoft Outlook app on your phone so that you are informed when you receive new emails.
- **Scholarly writing expectations:** Graduate-level writing exceeds the writing conventions expected of undergraduate students. Writing in graduate school requires proper citing of sources, demonstrates proper use of grammar and punctuation, reflects originality, and reveals competence in writing in the discipline and a specific writing style, such as APA or MLA. Your assignments should focus on critical thinking and analysis rather than mere memorization. The Graduate Writing Center can help you with meeting these scholarly expectations.
- **Online program etiquette – D2L discussion posts:** When enrolled in an online class or program, you will likely have to create discussion posts on D2L. Discussion posts are less formal than a traditional writing assignment, but they should still be free of grammatical errors and show that you have thoroughly considered the topic. Online discussions and responses should be respectful of other students and their viewpoints.

- **Program-specific terminology:** You may encounter specific terms that you are unfamiliar with that your professors or other students use often. They may be so used to using these terms that they forget that new students are not aware of their meanings. Do not hesitate to ask about specific terms you are not familiar with.
- **Program values:** Depending on the program you pursue, there may be specific professional values. For example, some programs may focus on research whereas other programs may focus on practice. Make sure you are enrolled in the program that is the best fit for you, based on your personal academic and professional goals.
- **Grading approaches and Quality Point Average (QPA):** Grading approaches in grad school may be different from what you are used to, especially if you are an international student. Read the grading policies outlined in your class syllabi and ask your professor questions if you are unsure of grading policies. You must be aware that maintaining a 3.0 QPA to graduate means that any grade below a B is below the 3.0 standard and could jeopardize your academic standing. Thus, earning a B- in your class could lead to a QPA below 3.0, which could result in placing you on academic probation. You may only repeat a course one time to improve your QPA, and this option must be used judiciously.
- **Importance of peer relationships:** Some students may fear forming relationships with peers due to competition for jobs and research opportunities and awards. However, your fellow students can be one of your greatest resources at grad school. We encourage you to form study groups and to talk about both academic and personal matters with your classmates to help relieve the stress of grad school. Studies show that peer relationships are highly influential to success in graduate school, and relationships formed during this time may also lead to ongoing professional relationships in the future.
- **Advising:** As a graduate student, you will need to be proactive in reaching out to your advisor, which may be different from your experience with undergraduate advising. Though you do not need a PIN to schedule your classes, you should discuss the courses you plan to take each semester with your advisor. Your advisor's guidance is important for making the best decisions in selecting courses, determining course sequences, finding internships, and providing guidance throughout your academic journey as a graduate student.
- **Student-faculty relationships:** You may feel unsure about what level of interpersonal communication is appropriate between students and faculty. This will depend on the individual preferences of students and faculty. However, you should not be afraid to reach out to your professors with any academic questions. Studies show that the student-faculty relationship is one of the most influential factors to student success, so do not be afraid to start the conversation or to let your professor know if you are struggling with any part of their course.
- **Research and conference attendance:** Graduate students are often expected to perform research and to present that research at a conference. Students may not know the expected attire, standards for research presentation, how to network, or how to pay for conference attendance. Don't be afraid to ask your advisor, professors, or fellow students questions about these types of expectations. The university also has graduate research grants available to help fund the cost of conference participation and travel. Check out the opportunities on the Graduate Research Grant Program webpage:  
[https://www.ship.edu/about/offices/public\\_service/graduate\\_research/](https://www.ship.edu/about/offices/public_service/graduate_research/)
- **Classroom etiquette for meals and drinks:** Students may wonder if it is okay to eat and drink in classrooms. This varies by instructor, so students should ask instructors about their policy. Typically, food and drink are not permitted in computer labs, but are okay in other classrooms if you are not disruptive to the rest of the class.

- **Classroom discussions (including online discussion boards):** Graduate classes often have robust classroom discussions that you will be expected to participate in. Your participation should be respectful of other people's opinions, but it is okay to disagree and discuss different sides of an issue. Some cultures expect students to be passive recipients of knowledge, but graduate faculty encourage challenging academic discourse.

As a graduate student, the best way for you to navigate the hidden curriculum is to ask questions. Engage with your peers and faculty both inside and outside of the classroom. If possible, attend some academic or social events that are hosted by the university. Many events are available online if you are not able to attend in person. High engagement is the number one way to help you feel more comfortable in the unique cultural environment of graduate school. Participation in extracurricular activities can help you form lasting friendships and professional relationships and increase your chances of academic success.

### Registering for Courses

Before registering for courses, you should meet with your advisor or program coordinator. Your program may have a suggested timetable for degree completion, identified courses required for graduation, and a selection of courses available as electives.

Before registration, consider whether to enroll as a part-time or full-time student. To qualify as a full-time student for most programs, you will need to take a minimum of six credits per semester (excluding summer semesters). However, if you take fewer than 9 credits per semester, your program may take longer to complete. You may take a maximum of 15 credits per semester, although most programs will recommend taking 6-9 credits per semester to keep the course load manageable.

If you choose to take fewer than 6 credits per semester, you will be considered a part-time student. This may impact your ability to receive financial aid or qualify for a graduate assistantship.

Check out our graduate student catalog here: <https://catalog.ship.edu/index.php?catoid=17>

Graduate school contacts: <https://www.ship.edu/academics/colleges/graduate/coordinators/>

### Balancing Work and School

Most graduate students at Shippensburg University report that they are employed. Whether you work as a graduate assistant, work on-campus, or are employed as a full-time professional, you will need to plan how to manage your courseload and your workload. Graduate courses are more academically rigorous than undergraduate courses. You will be expected to rise to new intellectual and academic challenges. Courses are often fast-paced and require a heavy reading load. When compared to undergraduate courses, your assignments will likely be more analytical in nature and take more time to complete. You will need to keep up with weekly assignments, some of which may be ungraded but are still essential to your progress and conceptual understanding of course material.

It is important to remember the rigors of graduate studies when scheduling courses and planning your degree completion timeline. Students who work full-time may want to consider enrolling as a part-time student and completing their program at a slower pace. If you are a professional in the workforce, you can also apply for Credit for Professional Experience, which may shorten your degree completion timeline. For information on how to obtain this credit, visit our webpage:

<https://www.ship.edu/academics/colleges/graduate/successcenter/forms/>

## General Information

### *Graduate Housing*

Shippensburg University offers campus housing in Mowrey Hall for graduate students without prohibitive costs and with the independence offered from off-campus living. Check out this website to learn more: <https://www.ship.edu/academics/colleges/graduate/graduate-housing/>

### *Photo ID*

To obtain a student ID, you need to go to the Information Desk at the Ceddia Union Building (CUB). Your ID will be needed for things like meal plans, Mowrey Hall entrance, getting a parking permit, and utilizing campus printers.

### *Getting Around On and Off-campus*

#### **Campus maps**

Check out these campus maps to help you navigate to your classes, find parking, and other on-campus resources: [https://www.ship.edu/admissions/visit/directions/campus\\_maps/](https://www.ship.edu/admissions/visit/directions/campus_maps/)

#### **Parking**

Use the following website to register for a university parking permit, then pick up your permit at SUSSI fiscal office (CUB 204): <https://parking.ship.edu//>

#### **Bus Routes**

The Raider Regional Transit bus service provides free transportation to SU students. Different routes go around campus, into town, and to Harrisburg. Check their website for specific routes and travel times: <https://www.ship.edu/life/resources/rrt/>

#### **Bike Share Program**

ShipShare is a free bike share program available to Shippensburg University students, staff, and faculty. Venture downtown or enjoy routes/trails on and nearby campus! Get details here: <https://www.ship.edu/life/wellness/recreation/bikeshare/>

#### **Cumberland Valley Rail Trail**

The Cumberland Valley Rail Trail is a flat, paved trail that passes through campus. This 13-mile trail runs from Newville to Shippensburg and is available for walking, jogging, biking, horse-back riding, dog-walking, and other non-motorized uses. The trail also connects to the nearby Shippensburg Township Park. Learn more about the trail here: <https://www.cvrtc.org/>

#### **Explore Downtown Shippensburg**

Shippensburg has a variety of options for food, recreation, and shopping. Don't forget to check out the historic downtown area, Shippensburg History Center, Conrail Museum, and the Shippensburg University Fashion Archives and Museum.

Restaurants: <https://www.visitcumberlandvalley.com/towns/shippensburg/restaurants/>

Downtown market: <https://www.explorefranklincountypa.com/events/downtown-shippensburg-market-e-king-st-shippensburg/>

Public events calendar: <http://shippensburg.chambermaster.com/events>

### *Etter Health Center*

Located on campus, the Etter Health Center is the primary resource for student health. They offer a variety of non-emergency health services available to all students who have paid the comprehensive health fee. Learn more on the Etter Health Center webpage: <https://www.ship.edu/life/wellness/health-center/>



### *Bookstore*

You can purchase your course textbooks and supplies from the university bookstore. Shop in-person on the ground floor of the Ceddia Union Building, or order online. The bookstore also provides SU merchandise, notebooks, planners, travel mugs, backpacks, and other miscellaneous items. Visit their website to order online or search what materials you need for your courses:

<https://www.bkstr.com/shippensburgstore/home>

### *Dining*

There are many dining options available on campus. Check out the dining website for more information:

<https://ship.campusdish.com/en/>

### *Safety*

The safety of all members of the Shippensburg University campus community is our top priority. Our purpose and responsibility are to provide the safest possible living and learning environment. The University Police Station is located in the Reed Operations Center. There are also outdoor and indoor emergency phones throughout the campus that will connect directly to the police station. Watch out for SU-Alert emails and text messages for any important safety information. Learn more about campus safety measures at <https://www.ship.edu/life/campus-safety/>

## Graduate Student Resources at Ship

In this section, you will find descriptions of the resources available to you as a graduate student at Shippensburg University. Some of these resources have been uniquely crafted for graduate students, and some are available to the entire student body.

You can also visit the online orientation to become familiar with the many on-campus and online resources and support services at Ship. Not only does this orientation contain useful information about resources and support services, but you will also find useful tips about how to access your courses, learn about policies, and explore student life opportunities. Watch the orientation here:

<https://orientation.ship.edu/>

## Academic Resources

### *The Graduate Writing Center*

The Shippensburg University Graduate Writing Center empowers graduate students to become effective and confident communicators. Graduate writing consultants foster these skills through collaborative, conversational writing consultations, by providing an array of writing resources, and by promoting graduate writers' scholarship.

Graduate-level courses require an elevated level of scholarly writing competency, which can feel intimidating at times. The friendly graduate assistants are ready to provide one-on-one support when it comes to brainstorming, planning, organizing, and formatting your writing assignments. They can help with APA and MLA style, citations, content feedback, library research techniques, and understanding assignment expectations. Appointment types include in-person, online synchronous, or online asynchronous sessions.

Graduate students are highly encouraged to book at least one writing consultation with the Graduate Writing Center during their tenure at SU, especially if they are working on completing a thesis. Navigate to the Graduate Writing Center website to learn more about their services or to book an appointment:

[https://www.ship.edu/academics/colleges/graduate/graduate\\_writing\\_center/](https://www.ship.edu/academics/colleges/graduate/graduate_writing_center/)

You may also contact [onlinewriting@ship.edu](mailto:onlinewriting@ship.edu) with questions.

### *Library Services for Graduate Students*

The Ezra Lehman Library has various services for graduate students and is equipped with computers, printers, quiet study areas, meeting rooms for study groups, and more. Librarians can help you find research materials, learn how to use the library's databases, create citations, and understand how to borrow materials. One-on-one research consultations can also be scheduled directly on the library website: <https://library.ship.edu/c.php?g=21548&p=6796028>.

### *Office of Accessibility Resources*

The Office of Accessibility Resources is committed to guiding students with documented disabilities in utilizing their academic potential in a university environment. By providing direction, offering resources, and coordinating appropriate accommodations based on federal laws, regulations, and individual need, department administration and staff encourage and support self-advocacy among students served. Being student-centered in nature, the department strives to convey a vision for academic success and a goal of developing confident, independent, life-long student learners. New students should fill out the Accommodation Request form available on their website: <https://www.ship.edu/about/offices/oar/>

### *The Graduate Success Center*

The mission of the Graduate Success Center is to ensure that all graduate students have the maximum opportunity to develop academically and professionally. To achieve this goal, the Graduate Success Center works to connect students with resources. They collaborate across programs and organizations to enhance resource availability, support the Graduate Student Association, work with faculty advisors, develop workshops, perform research on best practices in graduate student support, and analyze student feedback on their academic and student experience. To learn about services, resources, and workshops, visit the Graduate Success Center website:

<https://www.ship.edu/academics/colleges/graduate/successcenter/>

If you have questions or concerns about your academic success, you can email [gradsuccess@ship.edu](mailto:gradsuccess@ship.edu). A dedicated staff member will answer your questions and help connect you with the resources you need to succeed.

### *Academic Workshops*

Watch out for an annual series of academic workshops organized by the Graduate Success Center, Graduate Student Association, and other support departments. Potential workshop topics include scholarly writing, library databases and research, APA style, and more. Workshops will be available online and in-person.

## Other Resources and Support

### *Financial Resources*

#### **Graduate tuition and fees**

This webpage outlines the tuition and fees for graduate and doctorate programs:

<https://www.ship.edu/paying/tuition-fees/graduate/>

If you get a graduate assistantship, you will be eligible to have your tuition waived; see the assistantship website for more details.

### **Financial Aid Office**

Graduate students are only eligible for loans. You must complete the [FAFSA](#). Contact Financial Aid for more information <https://www.ship.edu/paying/financial-aid/>

### **Employer Reimbursement Tuition Deferment**

Graduate students whose employers provide funding for tuition and fees can request to have their tuition payments deferred to allow their employer time to make payments to the university. The office of Student Accounts will defer tuition so that the student may take the class while waiting on the employer to send in the tuition payment. To participate in this program, you must complete the [Employer Reimbursement Tuition Deferment Application](#). To learn more about billing, consult the [Student Accounts website](#).

### **Assistantships**

Graduate assistantships can provide you with the opportunity to participate in professionally related activities with faculty and administrators. These assignments can extend your learning experience beyond the classroom and enhance your professional development. Graduate students are encouraged to apply. Assistantships cover the cost of tuition and pay an \$10 hourly wage. To learn more about the assistantship program here, visit this webpage: <https://www.ship.edu/academics/colleges/graduate/assistantships/>

### **Other on-campus jobs**

A variety of jobs are available on campus. Learn more about these opportunities here: <https://career.ship.edu/channels/on-campus-employment/>

### **Graduate Research and Travel Grant**

The Graduate School offers grants for graduate student research and travel. This grant can help cover costs related to student research, such as equipment and travel to conferences to present your research. Learn more about the grant here: [https://www.ship.edu/about/offices/public\\_service/graduate\\_research/](https://www.ship.edu/about/offices/public_service/graduate_research/)

### **PSECU**

This credit union has a location in the Ceddia Union Building (CUB). PSECU provides information on financial literacy, student employment, and special incentives for students who sign up for an account. Watch out for some financial literacy workshops that will be presented by PSECU staff, and check out their website here: <https://www.ship.edu/life/facilities/cub/psecu/>

### **Scholarships**

Several scholarships are available for graduate students and listed below. To apply, search for the scholarship by name below on the SU Foundation website: <https://ship.scholarships.ngwebsolutions.com/Scholarships/Search>

**Carl A. Naugle Family Graduate Fellowship** - The Carl A. Naugle Family Graduate Fellowship is for a full-time graduate student, with a 3.2 cumulative GPA in their undergraduate degree, pursuing a Master of Science degree in either college student personnel work or college counseling. Please contact the Counseling and College Student Personnel Department for more information. The scholarship may be retained for two years providing the student maintains a 3.2 QPA.

**Catharine H. Ellenberger Scholarship**- The Catharine H. Ellenberger Scholarship is presented to a full-time graduate student in the Counseling Program at Shippensburg University pursuing a

Master of Education degree and specializing in the Elementary School Counseling or in the Secondary School Counseling Program. Please contact the Counseling Department for more information.

**Dr. Kimberly L. Bright Scholarship-** The Dr. Kimberly L. Bright Scholarship is for students currently enrolled in an undergraduate or graduate degree program leading to a certification or master's in special education. Undergraduate students must have completed sixty (60) credits to qualify and have completed at least nine (9) credits of Special Education coursework. Applicants must have a cumulative GPA of 3.0. The scholarship may be retained through the undergraduate student's senior year or through completion of graduate courses providing the student remains eligible.

**Dr. Nathan K. Mao Scholarship-** The Dr. Nathan K. Mao Scholarship is for graduate or incoming freshman students who are of Chinese descent from Taiwan, Hong Kong, or the People's Republic of China. If there are no candidates from the People's Republic of China, Taiwan or Hong Kong, preference will be given to American citizens of Chinese descent. Applicants must have a high school or collegiate cumulative GPA of 3.0 or home country equivalent. The scholarship is renewable providing the student remains eligible according to the criteria.

**Eldon L. and Louise Eppinger Nuernberger Scholarship-** The Eldon L. and Louise Eppinger Nuernberger Scholarship is for incoming students enrolled in SU's School of Graduate Studies who have completed their undergraduate degree with a cumulative GPA of 3.2. The scholarship may be retained for up to three academic years providing the student maintains a 3.2 QPA.

**Jack Ford Scholarship-** The Jack Ford Scholarship is awarded to a full-time graduate student within the Geography/Earth Science Department who will complete at least six graduate credits during the semester in which he/she benefits from the scholarship.

Students should submit a resume and application that documents there:

- academic performance
- research activities
- community involvement
- demonstration of leadership

Please contact the Department of Geography/Earth Science for more information. This is a one-year scholarship.

**Lawrence Tyson Wolfrom Memorial Scholarship-** The Lawrence Tyson Wolfrom Memorial Scholarship is for students who have earned 60 or more credits, or a graduate student, enrolled in the geography/earth science or geo-environmental program. Selection is based upon achieving a cumulative GPA of at least 2.8, personal character, and financial need. This is a one-year scholarship.

**Rupe-Stuart College Student Personnel & College Counseling Scholarship for Graduate Students-**The Rupe-Stuart College Student Personnel & College Counseling Scholarship for Graduate Students is an annual award presented to students enrolled in the College Student Personnel or the College Counseling master's degree program. Recipients must demonstrate financial need by completing the FAFSA, be in good academic standing, and demonstrate good character and citizenship. Please contact the Counseling and College Student Personnel Department for more information.

#### **Additional Funding Opportunities**

**Student Emergency Fund-** The Student Emergency Fund was established with donor contributions to the Shippensburg University Foundation to assist students who have immediate financial needs that directly affect their ability to continue their education at Shippensburg University. **(Note: Graduate students can apply for this fund even though the grant specifies undergraduates.) This fund is intended to be a supplemental financial resource when**

**students are unable to meet immediate and essential expenses due to times of crisis such as illness or death of a family member, medical emergency, or job loss. This is NOT a scholarship. Students may apply for funds when they have exhausted all other financial resources.** The fund does not cover fees. Carefully read the details on the website before applying:

[https://ship.scholarships.ngwebsolutions.com/CMXAdmin/Cmx\\_Content.aspx?cpld=1072](https://ship.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpld=1072)

**Big Red's Cupboard-** Ship's on-campus food pantry provides staples for students experiencing food insecurity. The cupboard is located in the CUB 239.

### *Career Center*

The Career Center can help you find on-campus employment and internship opportunities. Career Center staff also provide a variety of services such as resume help, career planning, interview preparation, and a Professional Dress Closet stocked with free clothes for students who need to look professional for an interview. To learn more, visit the Career Center website at <https://career.ship.edu/>

### *Graduate Student Association*

The Graduate Student Association (GSA) is the primary organization for graduate students at Shippensburg University. The mission of GSA is to promote engagement, connection, and advocacy amongst graduate students. The Graduate Success Center and the GSA work together to provide engagement opportunities for graduate students, including a series of annual workshops on topics such as financial literacy, time management, scholarly writing, and library resources. Check out their website here: <https://ship.campusgroups.com/gsa/home/>

### *Multicultural Student Affairs*

Shippensburg University's Office of Multicultural Student Affairs (MSA) promotes diversity and enhances human understanding within the university and surrounding communities. MSA supports events, organizations and experiences that help students grow, develop self-confidence and gain assertiveness. Learn more at the MSA website: <https://www.ship.edu/about/offices/msa/>

### *Office of Inclusion, Belonging, and Social Equity*

The Office of Inclusion, Belonging, and Social Equity assists the university in ensuring equal opportunity and access to educational, employment, and contract opportunities for all persons including students, faculty, staff, and administrators. The university will make every effort to provide these opportunities to all persons regardless of race, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, gender expression, marital status, disability, or veteran status. This applies to all members of the university community, all applicants for admission or employment and all participants in university-sponsored activities. Visit their website to learn more: <https://www.ship.edu/about/offices/EIC/>

### *Student Clubs and Organizations*

Shippensburg University has over 150 clubs and organizations on campus that provide opportunities for community service, recreation, professional development, fraternity, and sorority life, and much more. If you don't find exactly what you're looking for, you can create your own organization. Graduate students are welcome to join all university clubs and organizations. Learn more here: <https://www.ship.edu/life/clubs-organizations/>

### *Pride & Gender Equity (PAGE) Center*

The PAGE Center strives to empower students, faculty, and staff by promoting equality. They assist students with their personal, social, and ethical development through educational programming, specialized resources, celebrations of the communities' achievements by and for students, and the

pursuit of social justice. They are dedicated to fostering a safer, more inclusive educational environment for all members of our campus and support the wellbeing of gender-based violence survivors, LGBTQ+ students, women, LGBTQ+ men, and agender students. Learn more about the PAGE Center here: <https://www.ship.edu/life/resources/page/>

### *The Technology Help Desk*

The Help Desk offers free technical support services for all students. Staff are located in the MCT building, and they also provide remote support. They can help you with a variety of technical needs, including help with email, account support, D2L, the course management system. Contact the Help Desk website for more information. For more information, go to the Help Desk website: [https://www.ship.edu/about/offices/technology/student/student\\_help\\_desk/](https://www.ship.edu/about/offices/technology/student/student_help_desk/)

### *Free Microsoft Software*

Microsoft Office 365 is freely available to all students! This software suite of programs includes Microsoft Word, PowerPoint, Excel, Outlook, and Publisher, all of which will help students as they complete assignments in their program. Instructions on how to use and install the programs can be found on the [Ship website](#).

### *Nontraditional and Graduate Student Lounge*

The lounge is a private space on campus for graduate and non-traditional students to gather, work, and study. Located in the Ceddia Union Building (CUB) room 209, this room offers nontraditional and graduate students a quiet place to relax, eat meals, or study between classes. The lounge comes equipped with computers, furniture, and kitchen appliances such as a microwave, refrigerator, and coffee maker. For more information, visit the Nontraditional and Graduate Student Lounge webpage. To learn more about the Graduate Student Lounge, visit this webpage: [https://www.ship.edu/life/dean-students/NonTraditional/nts\\_lounge/](https://www.ship.edu/life/dean-students/NonTraditional/nts_lounge/). To enter the lounge, use this code: 1213#

### *Graduate Student Computer Lab*

The Graduate Student Computer Lab is exclusively reserved for graduate students and is on the first floor in Shippen Hall in room 170. The lab has twenty computers and is connected to a printer. You can print documents using your printing quota. To access the lab, you will need to key in this PIN to enter the room: 0420#.

### *Veterans Services*

This resource provides veterans with assistance with navigating benefits, academic and career support, mental health services, and mentorship through SVA (Student Veterans Association). To learn more, visit the Veterans Services webpage at <https://www.ship.edu/life/resources/veterans/>.

### *Counseling Services*

The University Counseling Center provides individual, couples and group counseling, crisis intervention and psychiatric services for undergraduate and graduate students. To learn more about these services and to schedule an appointment, visit the University Counseling Center webpage at <https://www.ship.edu/life/wellness/counseling-center/> .

### *Professional Development*

There are a variety of opportunities available at Shippensburg University to help you reach your professional development goals.

- **Internships:** Many programs require students to complete an internship. Even if it is not required for your program, internships can provide valuable on-the-job experience that can boost your resume. Learn more about internships here: <https://career.ship.edu/channels/internships-and-experiential-learning/>
- **Minds@Work annual student conference:** This conference celebrates student scholarship and allows students the opportunity to share their research. Check out some highlights from past conferences here: <https://www.ship.edu/academics/student-research/minds-at-work/>
- **Graduate Student Research and Travel Grant:** The Graduate School offers grants for graduate student research. This grant can help cover costs related to student research, such as equipment and travel to conferences to present your research. Learn more here: [https://www.ship.edu/about/offices/public\\_service/graduate\\_research/](https://www.ship.edu/about/offices/public_service/graduate_research/)

### *Connection AOD Program*

If you are struggling with drug or alcohol addiction, the AOD program can provide support. They host recovery and support meetings and can connect students with a variety of resources to combat addiction, including certified recovery specialists. Visit their website to learn more:

[https://www.ship.edu/life/wellness/office\\_of\\_connection/recovery\\_friendly\\_campus/](https://www.ship.edu/life/wellness/office_of_connection/recovery_friendly_campus/)

### *Spiritual Center*

The Cora I. Grove Spiritual Center includes a 2300 square foot Interfaith Chapel with movable seating for up to 100 people. In addition to the worship space, the Center houses office space for religious organizations and campus ministries, and meeting spaces. Visit their website to learn more:

[https://www.ship.edu/life/facilities/cub/spaces/spiritual\\_center/](https://www.ship.edu/life/facilities/cub/spaces/spiritual_center/)

### *Bartos Child and Family Center*

The Bartos Child and Family Center at Shippensburg University, a project of the Shippensburg University Foundation, provides a safe, enriching, and supportive educational program for young children and their families. To learn more about their programs, visit the Bartos Child and Family Center website:

<https://www.bartoschildandfamilycenter.org/childfamilycenter/>

### *Physical Recreation*

A variety of physical recreation options are available to all students. Check out this resource to learn more about the recreation center (ShipRec), sports, and other recreation opportunities:

<https://www.ship.edu/life/wellness/recreation/>

## **International Student Support**

Shippensburg University is committed to helping international students transition to their new environment and succeed academically. The following resources have been cultivated for international students. In addition to these resources, international and non-native English speakers will find the Graduate Writing Center a valuable support for completing their academic papers.

### *Global Education Center*

The Global Education Center is your first and best resource for making the transition to the United States and to Shippensburg University. This center hosts over 50 students from over 20 countries and provides unique services for both international students and Ship students who wish to study abroad. The staff in the Global Education Center are dedicated to helping you understand life at Shippensburg University as a new student on campus. This center provides the following services:

- New student orientation
- Housing information



- Employment information
- Student travel information
- Help with maintaining your legal status in the United States
- Connections to academic support services and more

You can learn more about the Global Education Center here:

<https://www.ship.edu/academics/academics-resources/international/>

### *International Student Organization*

The International Student Organization (ISO) aims to increase understanding of cultural differences. The ISO is comprised of international students as well as American students at Shippensburg University. If you are interested in joining the organization, please attend one of the general meetings.

The International Student Lounge is in the Ceddia Union Building Room 234. Students are welcome to stop by and hang out! Fall event information will be coming out in August.

Learn more about the International Student Organization here:

[https://www.ship.edu/academics/academics-resources/international/international\\_student\\_organization/](https://www.ship.edu/academics/academics-resources/international/international_student_organization/)

### *International Student Health Insurance Options*

All students can use the services provided by the Etter Health Center. For other healthcare services not provided by the university, you may want to consider the following insurance options:

- ISO/International Student Insurance [www.isoa.org](http://www.isoa.org)
- Compass Student Insurance [www.studenthealthusa.com](http://www.studenthealthusa.com)
- PGH Global <https://www.pghstudent.com/>

## Forms

There are several forms on the [Ship website](#) you may need to submit as you progress in your graduate program. Some of these forms include receiving credit for prior learning, and changing your academic program, appealing a grade, applying for readmission, or completing necessary documentation for thesis and dissertation work. An explanation for each form along with an active link is included in this section.

### *Prior Learning Assessment for Professional Experiences Credit*

You may be able to transfer credit from other accredited graduate schools either during the initial admissions process or program progression. Each graduate program should be consulted on which courses or requirements are eligible for transfer credit. Transfer courses must be earned at the graduate level and appropriate for the student's degree program. To be evaluated for transfer credit, courses must be listed on an official graduate transcript with a final grade of B or higher. Credit earned more than five years prior to the date you begin your graduate program at Shippensburg does not qualify for transfer credit unless approved by the student's department and The Graduate School.

You may also be permitted to earn credit or have program requirements waived by meeting specific learning outcomes through assessment of professional experiences. Each graduate program should be consulted on which courses or requirements are eligible for credit through professional experience assessment. To receive credit, students will submit a detailed portfolio describing the experience for which credit is being requested. Some programs also have agreements with employers regarding eligibility for credit for specific professional experiences. You may request a course outline or syllabus



for the targeted course from the appropriate academic department chair for review in preparing the portfolio. Student procedures for applying for Professional Experiences Credit can be found on the [Graduate Student Success website](#).

No more than nine graduate credit hours toward a degree can be earned through any combination of coursework earned at another institution or through assessment of **professional experience**. Evaluation of transfer credit and/or prior learning assessment is conducted by the academic department of the graduate degree program you are pursuing. Additional documentation, including catalog course descriptions, job descriptions, professional portfolios, etc., may be required to complete this process. You must fill out the [Professional Experiences Credit Approval Form](#) and submit the form to [gradschool@ship.edu](mailto:gradschool@ship.edu) as part of your request to obtain credit.

### *Changing Your Academic Program*

If you believe that your current program is not the right fit, you can change your major. However, you should discuss this change with the Program Coordinator of the program you are leaving as well as with the new Program Coordinator to understand how a change of major will affect your new program requirements and financial aid. The form and instructions can be found on [this webpage](#).

### *Appealing a Grade*

Students may appeal a grade when they believe there has been a miscalculation of their grade. They may also appeal a grade if they believe their grade was not calculated consistently, fairly, equitably, or without discrimination. Details on how to appeal a grade along with the form can be found on the [forms webpage](#).

### *Reapplying for Admission*

Students will need to reapply for admission under two conditions: if they dismissed from their degree or certification program or if they do not schedule any courses for 24 months. To reapply, use [this online form](#) and submit the form with the application fee.

## Dissertation and Thesis Forms

### *Thesis*

Before registering for your thesis, you should confer with the department chair concerning the appointment of your research advisor and the other members of your thesis committee. The names of the approved advisor and committee members must be submitted to the Registrar's Office at the time you register for the thesis. Registration for the thesis may be completed at the beginning of any semester or summer session. In planning work on your thesis, you should take into consideration faculty members are not always on campus during the summer sessions.

You may register for Thesis I and Thesis II concurrently or in different semesters. A temporary grade of Q will be recorded for a thesis when the work is not completed at the end of the semester. Only when the thesis is completed can a regular letter grade be recorded. Under no conditions may a regular letter grade be submitted unless the thesis is completed and signed by all thesis committee members.

You must submit the thesis to the Registrar's Office in final approved form within one calendar year from the date you register for Thesis II. Otherwise, you must register again for Thesis II and pay the appropriate course fees. Students are not required to register during the winter or summer terms. If you

do not complete the thesis within the required time and do not re-register for Thesis II, grades of F will be recorded for both Thesis I and Thesis II.

When registering for thesis credit, you must submit the [Arrangements for Completing the Thesis/Dissertation Requirement for the Masters/Doctoral Degree](#) form. At least two weeks in advance of your thesis defense, you must submit the [Notification of Thesis/Dissertation Defense](#) form. Both forms are available through The Graduate School website. Completed and approved theses will be published through ProQuest Open Access Dissertations & Theses. For additional information, contact The Graduate School or Registrar's Office. To obtain these forms along with additional forms that need to be submitted while completing your thesis, visit the Graduate Success Center website on the [Forms page](#).

### *Dissertation*

Before registering for your dissertation, you should confer with the department chair concerning the appointment of your research advisor and the other members of your dissertation committee. The names of the approved advisor and committee members must be submitted to the Registrar's Office at the time you register for the dissertation. Registration for the dissertation may be completed at the beginning of any semester or summer session. In planning work on your dissertation, you should take into consideration faculty members are not always on campus during the summer sessions.

You may register for Dissertation I after completing the Dissertation Seminar. You may register for Dissertation II in a subsequent semester or concurrently with Dissertation I. A temporary grade of Q will be recorded for Dissertation I and II when the work is not completed at the end of the semester. Only when the dissertation is completed can a regular letter grade be recorded. Under no conditions may a regular letter grade be submitted unless the dissertation is completed and signed by all dissertation committee members.

You must submit the dissertation to the Registrar's Office in final approved form at the end of the semester in which you register for Dissertation II. Otherwise, you must register for a 1-credit Dissertation Extension and pay the appropriate course fees. If you do not complete the dissertation within the required time and do not register for the 1-credit Dissertation Extension, grades of F will be recorded for both Dissertation I and Dissertation II.

When registering for dissertation credit, you must submit the [Arrangements for Completing the Thesis/Dissertation Requirement for the Masters/Doctoral Degree](#) form. At least two weeks in advance of your dissertation defense, you must submit the [Notification of Thesis/Dissertation Defense](#) form. Both forms are available through The Graduate School website. Completed and approved dissertations will be published through ProQuest Open Access Dissertations & Theses. For additional information, contact The Graduate School or Registrar's Office. To obtain these forms along with additional forms that need to be submitted while completing your dissertation, visit the Graduate Success Center website on the [Forms page](#).

### **Academic Standards**

As a graduate student at Shippensburg University, you must maintain a minimum QPA of a 3.0 (B). If your cumulative QPA drops below 3.0, you will be placed on academic probation, and if your cumulative QPA drops below a 2.0, you will be dismissed from the degree or professional certification program. Students on academic probation will be dismissed if they fail to earn a term QPA of 3.0 or better in their

subsequent semesters, which may include retaking a course or courses for which they earned less than a B grade. A cumulative QPA of a 3.0 (B) is required for graduation. Students who are experiencing academic or personal distress should reach out to the Graduate Success Center for resources or to obtain support at [gradsuccess@ship.edu](mailto:gradsuccess@ship.edu).

### *Repeating Courses*

To improve your QPA, you may wish to repeat a course, but you need to be **very careful in making this decision**. Keep in mind that you may **repeat a single course for grade improvement only once and the most recent grade, whether higher or lower, will be the grade used for GPA calculation**. This means that you can only retake a course once, and the grade received from the repeated course is the one entered for GPA calculation. **You are also limited to a maximum of two course repeats across your entire program**. Thus, you may repeat two different courses only once, and the second course attempt is recorded for your GPA. Students may request individualized instruction to repeat an F grade if a course is unavailable during the time students are enrolled in the program. If you believe your success in a course is at risk, schedule an appointment with your instructor to determine if you should withdraw from that course. Students who are experiencing academic or personal distress can also reach out to the Graduate Success Center for support by contacting the center at [gradsuccess@ship.edu](mailto:gradsuccess@ship.edu).

### *Fresh Start*

Former Shippensburg University graduate students may request to be considered for readmission to their previous program or admission to a different graduation program under the Fresh Start program. Students are limited to applying for Fresh Start one time. If you have a cumulative QPA that would place you on academic probation immediately upon matriculation (ie less than 3.0), and you have been separated from the university for at least one year, you may request your previous record not be calculated in your QPA for subsequent graduate course work. Under Fresh Start, previous course work at Shippensburg will appear on your academic record, but grades of C or lower will not be calculated in your QPA. Courses in which you earned at least a B and which are appropriate in meeting current program requirements may be accepted at the discretion of program faculty, in which case these courses will count toward both credits earned and QPA. If you are approved for readmission or admission under this program, you will be considered as newly matriculating and be subject to all policies and requirements in effect.

### *Appealing Financial Aid*

If you encounter difficulties in your program and do not maintain a GPA of 3.0, you may lose your financial aid. However, you can appeal your financial aid by using [this form](#) if there were circumstances that prevented you from making satisfactory progress. You can find instructions for filling out the form [here](#). Please note there are deadlines for submitting this form. The deadline for the fall term is August 1st or the following business day if August 1st is on the weekend. For the spring semester, the appeal must be submitted by January 1st or the following business day. You will also need to write a letter of appeal that explains why you did not make satisfactory progress and what has changed to allow you to progress. For more information on this process, consult the [financial aid website](#) or the [Paying for College](#) tab on the Graduate Success Center webpage.

### *University Code of Conduct*

The code of conduct outlines university policies on student rights, ethics, academic standards, appeals, student records, harassment, sexual misconduct, and violence. Please refer to this resource here: [https://www.ship.edu/life/dean-students/student-conduct/student\\_code/](https://www.ship.edu/life/dean-students/student-conduct/student_code/)

## Get Involved in Community Events

### Ship First Fridays

This local, community-led program is located adjacent to campus at the Shippensburg Station trailhead of the Cumberland valley Rail Trail. Food trucks, a beer and wine garden, live music, and an art market are featured on first Fridays from April through October, 4:30-8:00 PM. Learn more here: <https://shipfirstfridays.us/>

### Luhrs Performing Arts Center

Located on campus, this performing arts center puts on various concerts and live entertainment throughout the year. To see their event calendar and learn more, check out their website: <https://luhrscenter.com/>

## Helpful Links

Campus Map	<a href="http://www.ship.edu/Visit/Campus_Maps/">http://www.ship.edu/Visit/Campus_Maps/</a>
Career Center	<a href="http://www.ship.edu/career">http://www.ship.edu/career</a>
D2L Brightspace	<a href="http://d2l.ship.edu">http://d2l.ship.edu</a>
Graduate Assistant Program	<a href="http://www.ship.edu/Graduate/Assistantships/About_Graduate_Assistantships/">http://www.ship.edu/Graduate/Assistantships/About_Graduate_Assistantships/</a>
Graduate Catalog	<a href="http://www.ship.edu/catalog/graduate/">http://www.ship.edu/catalog/graduate/</a>
Graduate School Contacts	<a href="https://www.ship.edu/academics/colleges/graduate/coordinators/">https://www.ship.edu/academics/colleges/graduate/coordinators/</a>
Graduate School Website	<a href="https://www.ship.edu/academics/colleges/graduate/">https://www.ship.edu/academics/colleges/graduate/</a>
Graduate Success Center	<a href="https://www.ship.edu/academics/colleges/graduate/successcenter/">https://www.ship.edu/academics/colleges/graduate/successcenter/</a>
Graduate Writing Center	<a href="https://www.ship.edu/academics/colleges/graduate/graduate_writing_center/">https://www.ship.edu/academics/colleges/graduate/graduate_writing_center/</a>
MyShip Student Portal	<a href="https://my.ship.edu/">https://my.ship.edu/</a>
Office of the Registrar	<a href="http://www.ship.edu/registrar/">http://www.ship.edu/registrar/</a>
On-campus Graduate Housing	<a href="https://www.ship.edu/academics/colleges/graduate/graduate-housing/">https://www.ship.edu/academics/colleges/graduate/graduate-housing/</a>
Online Orientation	<a href="https://orientation.ship.edu/">https://orientation.ship.edu/</a>
Parking	<a href="http://parking.ship.edu">http://parking.ship.edu</a>
Shippensburg University Bookstore	<a href="https://www.bkstr.com/shippensburgstore/home/en">https://www.bkstr.com/shippensburgstore/home/en</a>
Shippensburg Weather Alerts	<a href="http://www.ship.edu/weather">http://www.ship.edu/weather</a>
Technology Help Desk	<a href="https://www.ship.edu/about/offices/technology/student/student_help_desk/">https://www.ship.edu/about/offices/technology/student/student_help_desk/</a>
Tuition and Fees	<a href="https://www.ship.edu/paying/tuition-fees/graduate/">https://www.ship.edu/paying/tuition-fees/graduate/</a>
Zoom Meeting Guide	<a href="https://support.zoom.us/hc/en-us/p/zoom-meetings-guide">https://support.zoom.us/hc/en-us/p/zoom-meetings-guide</a>

## Part 2: Program-Specific Information

### Program Mission and Goals

ODL is a unique, interdisciplinary program that aims to prepare students for leadership positions in various career fields. Through instruction, an internship, and capstone course, students will gain a broad understanding of leadership strategies and the operational characteristics and concerns of organizations, while also providing the opportunity to select a concentration area for one's career goals.

### Program Website Address

<https://www.ship.edu/programs/organizational-development-leadership/>

### Department Building and Contact Information

One of the benefits of the ODL Program is that our program is fully online, however the program director, Dr. Carey, is located in Grove 428. She can be reached at [accare@ship.edu](mailto:accare@ship.edu) or 717-477-1735.

### Program Structure

#### Program Structure In Brief

This 30-credit interdisciplinary program has three key components:

1. 12 credits of core coursework in Organizational Theory, Leadership Theory, Research, and Diversity Equity and Inclusion.
2. 12 credits in a concentration which may be either a specific area of expertise or an individualized concentration that offers students a flexible array of graduate classes to achieve their self-identified skills across disciplines.
3. Internship and capstone experience.

#### Program Concentrations

ODL offers four concentrations:

1. Business
2. Higher Education and Student Affairs
3. Individualized
4. Management Information Systems (MIS)

**Business:** The business concentration is designed for students *without* a business or business-related undergraduate degree. It is focused on leadership theory, leading change and organizational theory to prepare strong and effective leaders in the workforce.

**Higher Education and Student Affairs:** This concentration is designed for students pursuing leadership positions in higher education. Many alumni from this concentration go on to work at Shippensburg University.

**Individualized:** This concentration is the broadest of the program, allowing you to select from a wide range of graduate courses in social sciences and humanities to best prepare for your own career aspirations. An Individualized concentration is best for those who want to tailor their degree to their particular goals.

**MIS:** The MIS concentration is best for those interested in pursuing careers in the various applications of management information systems. This is a greatly versatile degree in an in-demand, high-paying field.

### Program Curriculum

#### Core Coursework (12 credits, regardless of concentration):

- SOCI 550 - Leadership Theory and Practice (Credits: 3)
- SOCI 565 – Leading Diverse, Equitable, and Inclusive Organizations (Credits: 3)
- POLI 501 - Organizational Theory and Behavior (Credits: 3)
- POLI 601 - Research Methods (Credits: 3) **or**  
COMM 520 - Applied Mass Communication Research (Credits: 3) **or**  
COUN 600 - Research and Statistics (Credits: 3)

#### Internship and Capstone Experience Courses (6 credits):

- SOCI 570 - Applied Organizational and Leadership Analysis (Credits: 3)
- SOCI 609 - Sociology Graduate Internship (Credits: 3) (For more information on the internship, see Internship Policy)

#### Courses for Business Concentration (12 credits, at least 6 must be BSN):

- BUSN 511 - Business Operations and Analysis (Credits: 4)
- BUSN 519 - Essentials of Information Systems (Credits: 2)
- BUSN 520 - Essentials of Economics for Business Administration (Credits: 2)
- BUSN 521 - Essentials of Accounting (Credits: 2)
- BUSN 530 - Essentials of Finance (Credits: 2)
- BUSN 534 - Essentials of Marketing (Credits: 2)
- COMM 505 - Strategic Communication Foundations (Credits: 3)
- COMM 525 - Social Media Analytics and Strategy (Credits: 3)
- COMM 529 - Crisis Communication (Credits: 3)
- POLI 502 - Human Resources Management (Credits: 3)
- SOCI 575 - Community Development (Credits: 3)

#### Courses for Higher Education and Student Affairs Concentration (12 credits):

- COUN 521- Emotionally Intelligent Leadership (Credits: 3)
- COUN 587 - Assessment Strategies and Program Assessment (Credits: 3)
- COUN 562 - Student Personnel Work in Higher Education (Credits: 3)
- COUN 565 - The College Student and the College Environment (Credits: 3)
- SOCI 525 – Student Success and Student Life (Credits: 3)
- SOCI 530 - Sociology of Higher Education (Credits: 3)
- SOCI 594 - Selected Topics in Sociology (Credits: 3)

#### Courses for Individualized Concentration (12 credits):

- Due to the wide array of departments that are involved in the coursework for this concentration, the specific course offerings vary greatly from year to year, with roughly 40 different courses across the aforementioned departments being offered in 2024. Courses may include:
  - BUSN 511 - Business Operations and Analysis (Credits: 4)
  - BUSN 519 - Essentials of Information Systems (Credits: 2)
  - BUSN 520 - Essentials of Economics for Business Administration (Credits: 2)
  - BUSN 521 - Essentials of Accounting (Credits: 2)

- BUSN 530 - Essentials of Finance (Credits: 2)
- BUSN 534 - Essentials of Marketing (Credits: 2)
- COMM 505 - Public Relations Foundations (Credits: 3)
- COMM 506 - Public Relations Strategies (Credits: 3)
- COMM 520 - Strategic Comm Research (Credits: 3)
- COMM 525 - Social Media Analytics and Strategy (Credits: 3)
- COMM 529 - Crisis Communication (Credits: 3)
- COMM 548 - Global Strategic Communication (Credits: 3)
- COMM 570 - Fund Raising and Association Public Relations (Credits: 3)
- COUN 521- Emotionally Intelligent Leadership (Credits: 3)
- COUN 587 - Assessment Strategies and Program Assessment (Credits: 3)
- COUN 562 - Student Personnel Work in Higher Education (Credits: 3)
- COUN 565 - The College Student and the College Environment (Credits: 3)
- INFS 515 - Information Systems Project Management (Credits: 3)
- MBA 547 - Management Information Systems and Applications (Credits: 3)
- INFS 550 - Database Design (Credits: 3)
- INFS 570 - Information Analysis (Credits: 3)
- POLI 502 - Human Resources Management (Credits: 3)
- POLI 504 - Ethics for Public Service Managers (Credits: 3)
- POLI 522 - Advocacy in Public Administration (Credits: 3)
- POLI 523 - Communication for the Public Manager (Credits: 3)
- PSYC 516 - Motivation (Credits: 3)
- PSYC 517 - Women and Gender (Credits: 3)
- PSYC 531 - Cognitive Psychology (Credits: 3)
- PSYC 533 - Advanced Social Psychology (Credits: 3)
- PSYC 539 - Community Psychology (Credits: 3)
- PSYC 590 - Introduction to Group Dynamics (Credits: 3)
- SOCI 435 - Gender, Organizations, and Leadership (Credits: 3)
- SOCI 440 - Global Leadership for Global Society (Credits: 3)
- SOCI 445 - Sexuality and Sexual Orientation: A Social Approach (Credits: 3)
- SOCI 525 – Student Success and Student Life (Credits: 3)
- SOCI 575 - Community Development (Credits: 3)
- SOCI 594 - Selected Topics in Sociology (Credits: 3)

Courses for MIS Concentration (12 credits):

- INFS 515 - Information Systems Project Management (Credits: 3)
- MBA 547 - Management Information Systems and Applications (Credits: 3)
- INFS 550 - Database Design (Credits: 3)
- INFS 570 - Information Analysis (Credits: 3)

## Program Timeline

The ODL Program is typically completed in a 1.5 or 2-year model. The bulk of courses are taken during the traditional fall and spring semesters, with additional winter and summer course offerings as well. With that said, each student may take courses at their own pace, and there are no full-time or part-time requirements (although one's financial aid or GAsip may require full-time status of 6-9 credits). Many ODL students are professionals in the workforce, and the program is very flexible to meet diverse needs.

**Example of 1½-year model:**

Fall 1: SOCI 550 - Leadership Theory and Practice, POLI 501 - Organizational Theory and Behavior, Elective #1

Spring 1: Research (POLI 601, COMM 520, or COUN 600), SOCI 565 – Leading Diverse, Equitable, and Inclusive Organizations, Elective #2

Summer 1: Elective #3

Fall 2: SOCI 609 - Internship, SOCI 570 – Capstone in Applied Organizational and Leadership Analysis & Elective #4

**Example of 2-year model:**

Fall 1: SOCI 550 - Leadership Theory and Practice, Elective #1

Spring 1: Research (POLI 601, COMM 520, or COUN 600), SOCI 565 - Leading Diverse, Equitable, and Inclusive Organizations

Summer 1: Elective #2

Fall 2: POLI 501 - Organizational Theory and Behavior, Elective #3

Spring 2: SOCI 609 Internship, SOCI 570 – Capstone in Applied Organizational and Leadership Analysis, Elective #4

**ODL 4+1:**

The ODL 4+1 Program is an accelerated option for Shippensburg Undergraduate students to complete their bachelors and master's degrees in five years. Eligible students should apply by April 1 of their junior year. During their senior year, 4+1 students should take two graduate-level courses. These courses will count towards both their bachelors and masters. This saves the student money, as they will be taking two graduate courses at the undergraduate tuition rate.

**Example timeline:**

Fall of Senior Year: 400 or 500-level ODL graduate course (Credits: 3)

Spring of Senior Year: 400 or 500-level ODL graduate course (Credits: 3)

Summer of Graduate Year: Two 3 credit classes (Credits: 6) \*\*

Fall of Graduate Year: Three ODL 3 credit classes (Credits: 9)

Spring of Graduate Year: Three ODL 3 credit classes (Credits: 9)

*\*\*\*In lieu of Summer classes, students may be able to take one or two Winter classes*

**Advising and Scheduling Information**

New ODL students must schedule an advising appointment with the ODL Director, Dr. Allison Carey, to discuss their individualized plan for their timeline and coursework to complete ODL. She advises *all ODL students* regardless of concentration. She can be reached at [accare@ship.edu](mailto:accare@ship.edu).

After the initial advising meeting, students may use Degree Works to track their progress and schedule each semester. Students are *always* welcome and encouraged to meet with Dr. Carey before scheduling.

Some scheduling tips:

- SOCI 550 is offered every fall semester, and SOCI 565 is offered every Spring.
- Internships (SOCI 609) can be completed during fall, spring, or summer; this class must be taken with or before SOC 570.
- SOCI 570 is only offered Fall and Spring (not Summer or Winter).
- Students must take either POLI 601, COMM 520, **or** COUN 600 to fulfill the research requirement.



## Internships

Completing a degree in ODL requires completion of a 6-credit capstone experience, including SOCI 609 (internship) and SOCI 570 (Applied Organizational and Leadership Analysis). The internship is a 3 credit experience requiring 120 hours of work experience. Dr. Dave Monaghan, [dbmonaghan@ship.edu](mailto:dbmonaghan@ship.edu), coordinates ODL internships, and students must meet with him to plan their internship and complete the required paperwork.

### Internship Options

ODL does have different Internship options based on one's work experience:

Students who are not employed or are employed in a position that is not full-time, including Gas at SU, must complete an internship at an organization other than their current place of work and other than at Shippensburg University.

Students who are current full-time employees who do not have a position of leadership or who have not been in their current full-time leadership position for at least one year must complete an internship but may do so at their workplace if they prefer to do so. They will be required to identify leadership and special project opportunities that expand their skill set and experience.

Students who are current full-time employees in positions of leadership, who have been in a leadership position at their current workplace for at least one year, have several choices with regard to the internship. They may:

- Complete an internship at their worksite or another site, OR
- Request to have the internship requirement waived and substitute it with another elective course. This option requires a resume, job description, and a letter from one's supervisor documenting your FT employment status for one year or more and that your position constitutes a position of leadership as defined below. The ODL program director will make this determination on a case-by-case basis, OR
- Fulfill the internship requirement through Professional Experiences Credit by documenting one's leadership, project management, and organizational decision-making. See the guidelines for this process at:  
<https://www.ship.edu/academics/colleges/graduate/successcenter/forms/>

For the purposes of this policy, a "position of leadership" is one with supervisory authority and with significant input into organization policy, direction, and decision-making.

All students must complete SOC 570 Applied Organizational & Leadership Analysis.

### Course Modalities

ODL may be completed online. Many of these courses are asynchronous, but some are synchronous. Students who desire a fully online, asynchronous program may do so if they select the Business, Individualized concentration, or MIS concentration. The Higher Education concentration can be completed fully online but some of the classes are online synchronous. There are also Face-to-Face options for some classes for students who are on campus and prefer that modality (but ODL cannot be completed as a Face-to-Face program).

Face-to-face: These courses have regular meeting times in classrooms, each week.

Online-synchronous: Online-synchronous courses have regular meeting times via Zoom, each week. However, coursework is mainly on D2L.

Online-asynchronous: Online-asynchronous courses do not have regular meeting times. Students are expected to review the materials on their own time and turn in required assignments as noted by their professor on D2L. Some asynchronous courses have a few optional synchronous meetings and all provide for opportunities to meet via zoom with one's professor.

## Admissions

Students may apply to ODL through the SU admissions website at [apply.ship.edu](http://apply.ship.edu). Admissions are rolling, and decisions usually take about 1 week. Although admissions are rolling, we strongly encourage admits to confirm their registration by mid-October for spring admission and mid-March for summer/fall admission to ensure full class schedule availability and for access to compete for GAships if that is desirable.

To apply students need to

- Complete the application form
- Provide *all* academic transcripts
- Submit a 1-2 page personal statement of educational and career goals. This statement is meant to demonstrate that the applicant is familiar with ODL, has educational and career goals that fit ODL's program, and writes at a level appropriate for graduate school.
- A GPA of 2.75 is expected. Applicants with a lower GPA may be asked to interview. The personal statement is also a good place for applicants to discuss the reasons for their GPA, their academic potential, and if relevant their work and life experiences that would contribute to their success in ODL.

## Graduate Assistantships

**Overview:** Shippensburg University provides financial assistance to graduate students through graduate assistantships (GAs), student life graduate assistantships (SLGAs), graduate residence director appointments, student loans, and student payroll positions (SPPs).

Graduate assistant appointments can provide you with the opportunity to participate in professionally-related activities with faculty and administrators. These assignments can extend your learning experience beyond the classroom and enhance your professional development.

GA and SLGA appointments are awarded on a competitive basis, without regard to financial need. They provide a tuition waiver as well as compensation for work performed. SPP appointments are also awarded on a competitive basis. SPPs do NOT provide tuition waivers.

**Appointments:** Lists of available graduate assistantships and student payroll positions are available online at the following link: <https://www.ship.edu/academics/colleges/graduate/assistantships/>. You may wish to contact some of these departments directly to express interest in their positions. You should also work with your academic department to identify potential positions.

Departments that hire students will review the applications that have been submitted and consult with academic departments to identify candidates. They may contact you and conduct an interview before making a final decision. If you are selected, the department will make a verbal offer and ask for your acceptance before making the formal recommendation for appointment.

After the appointment is submitted online by the department, The Graduate School office will verify your eligibility and then send an official letter of appointment. You will then be required to sign a memorandum of agreement and return it to The Graduate School.

The ODL department, specifically, has 1-2 graduate assistantships. Most ODL students with GAships work throughout the university in offices such as Admissions, Career Counseling, Athletics, and more. ODL students university usually do very well in securing university GAships because of their interest in Higher Education, Leadership, and Organizational Development.

**Tuition Waiver:** The tuition waiver applies to courses necessary for graduation. Therefore, in most cases, students may not hold graduate assistant positions for more than two years, defined for this purpose as four regular semesters and one summer session. The tuition waiver covers a varying amount of credits depending upon the specific graduate assistantship position.

Some programs are on an accelerated schedule where 12 credits is the norm for the department; Applied Psych, Business (MBA), Computer Science, Criminal Justice, Social Work, and Strategic Communication the graduate assistantship tuition waiver extend from a maximum 12 credits.

Graduate Assistantship Status for those who fail, withdraw from class(es), or need to repeat class(es), the tuition waiver will be prorated based on the date of withdrawal, and the student will be billed accordingly. Under no circumstances will the Graduate School award a tuition waiver for a class from which the student previously withdrew (received a W on their transcript) or received a grade of F grade on their transcript, or received a grade which fails to meet academic requirements and the student is repeating the course.

## ODL Career Pathways

Because of the diversity of ODL concentrations and students, ODL Alumni have careers in many areas. Some examples include: Army Community Service at US Army War College, Army Heritage Center Foundation, Gettysburg College, JLG Industries, Johns Hopkins University, Keystone Human Services, Messiah University, National Science Foundation, North Carolina Central University, Pennsylvania State

System of Higher Education, Orlando Magic, Philadelphia 76ers, US Department of Defense, US Lacrosse, and US Veterans Administration.

## Important Program Links & Forms

Professional Experiences Credit:

<https://www.ship.edu/academics/colleges/graduate/successcenter/forms/>

Program Website:

<https://www.ship.edu/programs/organizational-development-leadership/>

Graduate Assistantships:

<https://www.ship.edu/academics/colleges/graduate/assistantships/>

## Faculty Contact Info

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