

Department of Education  
Bucknell University  
Lewisburg, PA

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# Graduate Program in College Student Personnel

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The following prospectus describes the College Student Personnel Program at  
Bucknell University



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**Bucknell**  
UNIVERSITY

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## **General Education at Bucknell**

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Bucknell University is uniquely suited to support graduate work at the master's degree level in a small and select number of fields. The attractive scale of the university, its favorable student-faculty ratio, and the faculty's commitment to the role of teacher-scholar combine to provide abundant opportunities for close student-faculty collaboration in research. The university's excellent facilities offer the kind of support that graduate students expect and require. And the open and friendly nature of the university and Lewisburg communities supplies a supportive and attractive environment for graduate work. We value highly the contribution of our graduate students to the life of the university, and we believe we offer to them the kind of academic opportunities that will ensure their success in graduate education beyond the master's level or in the immediate pursuit of professional careers.

## **Non-Discrimination Policy**

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Bucknell University admits students of any race, color, national and ethnic origin, religion, or gender to all the rights, privileges, programs and activities generally accorded or made available to students at Bucknell, and does not discriminate on the basis of race, color, handicap, national and ethnic origin, or religion in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other University-administered programs. It complies fully with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. In employment of both students and staff, Bucknell is an Affirmative Action and Equal Opportunity Employer.

The provisions of this prospectus are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provisions or requirement at any time within the student's term of residence. In addition to this prospectus, prospective students should read the latest Bucknell Graduate Studies Catalogue, copies of which are available from the Office of Graduate Studies.

## **Introduction**

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This Prospectus has been developed to answer many of the questions raised by prospective students interested in the College Student Personnel program at Bucknell. While a serious attempt has been made to develop this Prospectus in a comprehensive and accurate manner, it is quite possible that further interpretation of certain points will be needed. Please consult the "For Further Information" section of the Prospectus and write to or telephone the appropriate University Office if you need additional information.

Also, it is very that all applicants to the program carefully review the current Graduate Studies Catalogue as well as this Prospectus. Copies of the Graduate Studies Catalogue may be requested from the Office of Graduate Studies.

## **Rationale for the College Student Personnel Program**

Bucknell University offers a Master of Science in Education, with a major in College Student Personnel. The purpose of the degree program is to prepare aspiring student affairs professionals for entry-level positions in residence life, student activities, career services, admissions, financial aid, and various other areas of practice. The program is also designed to prepare those aspiring to faculty and upper-level administrative positions in academe for doctoral level study in higher education administration.

The Department of Education, in cooperation with the Division of Student Affairs, aims to prepare theory-based practitioners, who are equipped with the foundational knowledge and habits of mind necessary to meet the demands facing American higher education, both today and in the future. A comprehensive program of graduate coursework provides a theoretical understanding of the processes of learning and development that occur in later adolescence and throughout adulthood, as well as the social, cultural, and organizational contexts in which these processes take place. This program of courses also introduces skills of intervention and inquiry, which are further refined through the completion of multiple internship experiences and a major scholarly project.

## **Mission Statement**

The Education Department works to prepare students for prominent roles as public intellectuals. We seek to cultivate citizens who are broadly educated, thoughtful, and committed to lifelong learning as a means to better themselves and society. Our blend of social sciences and professional preparation coursework is theoretically grounded and presents educational issues within social contexts that are diverse and evolving. Graduates will use their capacity for self-reflection and ethical reasoning to respond creatively to challenges encountered in their personal and professional lives.

## **The Course System and Academic Credit**

Bucknell operates on a course system rather than a credit system. Each full course, designated by a 1.0 in transcripts and other materials, is the equivalent of four semester credit hours in a credit system.

## **College Student Personnel Program**

The College Student Personnel Program generally requires nine traditional graduate courses, two internships, and a thesis or treatise for the MSED degree.

1. Students must complete and pass all of the following courses:
  - EDUC 612: Counseling Techniques
  - EDUC 618: Multiculturalism and Education
  - EDUC 650: Higher Education in the United States
  - EDUC 651: Learning and Development in Post-Secondary Education
  - EDUC 697: College Student Personnel Internship (Students must enroll for two semesters, completing 150 hours in each of two

placements. Students holding relevant graduate assistantships or full-time professional positions may substitute an elective for one of the required internships.)

EDUC 698: Student Affairs Programs in Higher Education

2. Students must complete and pass one of the following courses:  
MGMT 635: Seminar in Organization Studies  
MGMT 636: Organizational Behavior  
MGMT 639: Organization Theory
3. Students must complete and pass one of the following courses:  
EDUC 362: Research Methods I  
EDUC 364: Qualitative Methods in Education
4. Students must satisfactorily complete one of the following courses:  
EDUC 680: Thesis  
EDUC 681: Master's Treatise
5. Students must choose one or more courses from among an approved list of electives.
6. All students must pass a comprehensive examination, consisting of questions pertaining to college student personnel and education in general. Students choosing the option of a master's treatise will complete a written comprehensive examination. For those choosing the thesis option, an oral examination focusing primarily on the student's research will substitute for the written examination.

## **Theses**

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The Bucknell Writing Center serves graduate students as well as faculty, staff, and undergraduates. Writing tutors work with individuals at any stage of the writing process – planning, drafting, or revising. They help with such varied pieces as lab reports, term papers, master's theses, and cover letters. Tutors respond to ideas and written drafts, telling the writer where ideas do not seem clear or logical and offering strategies for revision. They also can help students prepare for oral examinations.

Thesis writers often work closely with Writing Center staff, making a series of appointments to talk over their ideas, discuss ways to organize their research, and read through drafts of their theses, section by section. The writing tutor can point out where readers need more information and where connections are unclear. Although Writing Center tutors may not be familiar with the technicalities of a given-discipline, they can show writers methods of making the writing clearer and thus more effective.

The Writing Center is located in Roberts Hall and may be reached at 577-3141. Detailed information is available at the Writing Center's web site <http://www.bucknell.edu/WritingCenter/>.

## **Requirements for Admission**

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Applicants must hold from an accredited American college or university a bachelor's degree comparable to one offered by Bucknell, or certification of corresponding achievement from a foreign institution. A final official transcript, verifying final grades and conferral of the baccalaureate degree, must be filed with the registrar before acceptance to graduate standing can be confirmed and finalized.

1. Applicants must have a minimum undergraduate grade point average of 3.0 (on a scale of A=4.0) in coursework comparable to that offered at Bucknell and a grade point average of 3.0 (a) in the undergraduate major, and (b) in courses of the proposed graduate major.
2. All applicants for admission must submit their scores on the Graduate Record Examination general test and a subject test (if required by department). The minimum score on the general test is 1000.
3. The student must have completed an undergraduate major or a minor of at least four courses or the equivalent in the department of the proposed graduate major. The following exceptions should be noted:
  - a. In education, a candidate's undergraduate work will be appraised in relation to graduate objectives in professional education. Requirements for graduate work and, possibly, for additional undergraduate work will be designed to meet requirements for certification and for a graduate degree from Bucknell.

## **Admission to the Program**

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Admission to graduate Study at Bucknell is a pre-requisite for admission to any graduate program. Admission to graduate study is a responsibility of the Office of Graduate Studies, an office separate and distinct from the Department of Education. The Graduate Office makes offers of graduate admission based upon recommendation by the Department of Education.

Applications for graduate study and other related materials may be obtained from:

Dr. James Rice, Dean of Graduate Studies  
Office of Graduate Studies  
Bucknell University  
Marts Hall  
Lewisburg, PA 17837  
Phone: 570-577-1304

The "Application for Graduation" is available on the Registrar's website at [www.bucknell.edu/documents/registrar/writableptograd.pdf](http://www.bucknell.edu/documents/registrar/writableptograd.pdf).

Priority for admission for the fall semester will be given to prospective students who apply by May 15. However, candidates who are planning to apply for financial aid should complete their application in advance of the financial aid application deadline of March 1.

## Expenses and Financial Aid

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During the University's academic year, tuition is charged at the rate of \$4,455 per course (2009-10 academic year). One course credit equals four credit hours. The maximum number of course credits for which a student may register in a semester is four. During the summer session students may enroll for a total of two full course credits or the equivalent.

Financial assistance is available to well-qualified degree candidates who assist departmental faculty, or who qualify for tuition scholarships granted by the university. **The deadline for financial aid applications is February 1.** Financial aid is awarded on a yearly basis and is normally limited to two years. Preference is given to fulltime students.

There are three types of merit based financial aid available through the University. To apply for this financial aid, the Graduate Studies Financial Aid form must be returned with your application.

- **Graduate Assistantship** - includes a stipend and tuition remission and is available in the Animal Behavior, Biology, Chemistry, English and Psychology departments. The College of Engineering has assistantships available in Chemical, Civil, Electrical, Environmental, and Mechanical Engineering.
- **Graduate Internship** - includes a stipend and tuition remission, and is available through Athletics and small number of individual offices.
- **Tuition Scholarship** - includes tuition remission only and is offered by the Education Department.

**Educator's tuition discount** - may be available to graduate students in the education program. Applicants must be teachers or other professionals (counselors, psychologists, supervisors, administrators, etc.) employed in public, private not for-profit, or parochial elementary or secondary schools or programs and must be enrolled at Bucknell University in an approved program of courses leading to a master's degree or state certification in an area of specialization. Other educational objectives may be considered but at the discretion of the university. Forms are available at the Office of Graduate Studies and the Finance Office.

Information concerning loans and other federal support can be obtained from the Financial Aid Office.

Continuation of financial aid in the form of tuition scholarships is contingent upon the maintenance of an acceptable GPA (3.0). Continuation of financial aid in the form of a graduate assistantship into the second year of enrollment is contingent upon satisfactory performance of duties expected of a graduate assistant, including the maintenance of an acceptable GPA (3.0), progress on the thesis project, and satisfactory performance as a teaching assistant.

The purpose of financial aid is:

- (1) to assist graduate students by providing financial support and work experience which is meaningful for their course of study
- (2) to assist departments in carrying out their mission by providing talented students who can help in the instructional program or in faculty research.

Financial aid is allocated in order to recruit students with exceptional qualifications and talents, to enhance diversity in the student body, and to recruit students whose curricular interests and abilities are particularly compatible with the curriculum and faculty research in a department. Only the dean of graduate studies has the authority to award financial aid through the Office of Graduate Studies. Inquiries concerning financial aid should be addressed to the dean of graduate studies, who will review requests with the department concerned.

Research assistantships are awarded by departments that hold research contracts. Information on such awards is available from departmental chairs.

Graduate students are responsible for arranging their own housing.

Information about the summer school can be obtained by writing to the director of summer school, Bucknell University.

### **Additional Information**

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For additional information regarding the College Student Personnel program, please contact either of the following faculty members:

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### **University Requirements for Graduation**

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The unit of credit at Bucknell University is the course credit, which for transfer purposes is equivalent to four semester hours. Unless otherwise specified, a course listed in the catalog is equal to one course credit. A minimum of seven course credits, at least four of which must be taken in the major department, is required for graduation. One of the seven course credits must be a thesis or project, except that a department may require seven course credits plus a master's essay or treatise or project report (which may equal one-half course credit) instead of a thesis.

1. Courses with numbers at the 600-level are open to graduate students for graduate credit. Undergraduate students may register for the same course under the corresponding 300/400 number. In such courses graduate students are expected to perform at a significantly higher level and/or to submit additional assignments.

2. Candidates for the master of arts degree may be required by their department to demonstrate a reading knowledge of an approved foreign language. This requirement may be met by passing a reading test given by the appropriate department at Bucknell or by presenting evidence of having completed two years of college-level language study.
3. A minimum cumulative grade point average of 3.0 is required of graduate students for all work attempted and must be attained upon completion of courses on the student's approved Program of Courses. No more than two courses of C or C+ work and no course with a grade of C- or below will be accepted toward the required number of courses for the master's degree. In computing the cumulative grade point average and determining good academic standing, all coursework is considered. Any student who does not maintain the minimum grade point average of 3.0 is liable to be dismissed.
4. A thesis, treatise, or research/project report is required for all degrees and must be presented to the department at least three weeks before the last day of classes of the student's final semester. A final approved copy of the thesis must be delivered to the Office of Graduate Studies for approval of format one week before the last day of classes of the student's final semester. A final, approved, copy of the thesis must be submitted online to the University library, and one copy must be filed in the department. Normally the master's essay, treatise, or project report is filed only in the department, unless otherwise required by the academic department, and a notice is sent to the Registrar's Office. The dean of graduate studies must approve essays and treatises for formatting only if they are to be placed in the University library.
5. All departmental requirements for the master's degree must be successfully completed and the results sent by the department chair to the registrar by the last day of classes of the student's final semester. This includes final reports for all courses taken prior to the current semester for which grades I or IP were reported.
6. No course completed more than seven years before the degree is to be granted will be credited toward the master's degree. All graduate courses carrying the grade of I or IP which have not been completed within a seven-year period will revert to the grade of W (withdraw).
7. All incomplete grades must be removed during the first three weeks after the close of the academic semester unless an extension is approved by the dean of graduate studies on the basis of special circumstances; all incomplete grades depending on laboratory work must be removed during the next semester in which the course is offered.

### **Application Deadlines**

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All master's degree candidates must inform the registrar of their intended graduation date. Forms for this purpose are available from the Registrar's Office. Please consult the Graduate Studies website for the deadlines for the Application for Graduation.