

# Academic Programs and Resources

## The Department of University Studies

The Department of University Studies represents an integrated unit of campus-wide academic initiatives that support student success at Kennesaw State University. Programs which support collegiate student success in the Department of University Studies include an award winning Honors Program, long standing Freshman/Senior-Year Experience Programs, an innovative Serve and Learn Center, and a recently recognized Learning Communities Initiative. The programs work closely with the integrated General Education program as well as with all undergraduate programs on campus. In addition, the department offers academic assistance in English, Reading and Mathematics to entering international and non-traditional students as well as, a well-staffed Math Lab for walk-in instruction.

## Honors Program

The Kennesaw State Honors Program has two divisions: the Undergraduate Honors Program and the Joint Enrollment Honors Program. Recipient of a 1999 University System of Georgia Board of Regents Teaching Excellence Award, KSU's Undergraduate Honors Program offers entering freshmen or currently enrolled students opportunities for academic enrichment in regular or Honor-designated courses, as well as in applied contexts outside the traditional classroom. The Undergraduate Honors curriculum is particularly noteworthy for its emphasis on flexibility, self-direction, and interdisciplinary perspectives. In the Joint Enrollment Honors Program, high school juniors and seniors take KSU courses for both high school and college credit. These courses may include special Honors sections of the English, Political Science, Economics, and Mathematics classes required for high school graduation, and are at least partially subsidized by the state's Post-Secondary Options Tuition Grant.

**KSU 1101/Freshman-Year Experience**

Begun as only a single course, this program has developed into a comprehensive academic program with its own director and faculty. More than 35 sections of the course are offered in the fall term, a trend that has been growing since 1998. While the course has changed over the years, the KSU Freshman Seminar's primary focus on student success and campus orientation has remained constant. Letter grades are assigned to students and they earn three elective credits toward graduation. More than half of all entering new students elect to take the course in their first year of college. In addition, KSU 1101 is the anchor course in KSU's CLASS (Communities for Learning Success), a model that links students in three common courses in an effort to increase retention and promote academic success. Faculty collaborate, share syllabi, and cooperate developing co-curricular experiences to enhance learning as described below.

**Communities for Learning Success (CLASS)**

Communities for Learning Success help entering, first-year students adjust easily to college life and improve their chances for a successful college career. In each community, a group of twenty-five first-semester students enroll in the same sections of three freshman classes. Because they take three classes together, these students get to know each other quickly, forming lasting friendships and their own small tight-knit community within the considerably larger 14,000-student university. Communities for Learning Success provide the perfect environment for successful learning. Students in the CLASS program benefit from small classes and instructors known for and committed to teaching excellence. Because they know each other well, first year students are more comfortable speaking out in class and working collaboratively. They form natural study groups and support groups with their peers. They begin to see connections between their courses through specially designed assignments. Academic research shows that participation in learning communities consistently improves

students' retention as well as their GPA—keeping them in college and helping them to be more successful.

**KSU 4401/Senior-Year Experience**

A “bookend” to the Freshman-Year Experience, the Senior-Year Experience is a program designed around an institutional capstone course, KSU 4401, which offers upper classmen an opportunity to learn how best to prepare for the “post-university” experience. With its director and team of designated faculty, the Senior-Year Experience Program focuses on career development, graduate school explorations, and community service opportunities. Students earn three hours of upper-level elective credit, develop a portfolio that highlights their skills and experience, and collaborate with peer teams and experienced faculty.

**Service-Learning**

A brand new initiative, the KSU Learn-and-Serve Program, began in June 2000 when a director was hired to expand service-learning initiatives on campus. Learn and Serve reinforces the academic objectives of a course through meaningful and thoughtful organized community service. By emphasizing experiential learning, it enhances curriculum-based academic knowledge while meeting community needs and/or promoting the public good. The director promotes and facilitates service learning by developing resources, publicizing the program, and educating, engaging and collaborating with the larger KSU community.

**English as a Second Language**

International students for whom English is a second language can find instruction and support in Learning Support Programs. The ESL director assists international students with transitions in language and culture, providing extensive testing for admission and placement along with appropriate diagnostic recommendations. In keeping with LSP's continuing commitment to student success across all academic levels, the ESL Program recently had two new courses approved: ESL 1105 and 1106. These courses are specifically geared to non-native speakers of English,

offering intensive study of grammar, usage, and pronunciation of the English language. Application of course material will be in the form of written and oral presentations, with particular emphasis on professional adaptations that might be required of business or nursing majors.

The premiere Conversation Partners program coordinated out of University Studies, pairs native students, faculty, and staff with International students. Improving retention as well as helping to internationalize our campus, this popular program is offered both fall and spring semesters.

### Learning Support Programs

Learning Support Programs have a specific mission: providing academic support to those students whose entrance and placement scores indicate that they need remedial instruction before they enroll in regular credit classes. Students whose SAT or ACT scores are in the lower quadrant of all applicants are required to take the corresponding sub-tests of COMPASS (Computer –Adaptive Placement Assessment and Support System). The Office of Admissions, the CAPS Center, or the Department of University Studies will contact students needing to take these courses. According to these placement scores, students may be placed in Learning Support courses in English, math, or reading. These are non-credit courses such as English 0099 (grammar and composition), Math 0097 (Elementary Algebra), Math 0098 (Intermediate Algebra), and Reading 0099 (Reading Comprehension and Vocabulary Skills). Learning Support courses are designed so that students may complete all requirements in an area in a maximum of two semesters.

Since these are academic assistance courses, there are certain restrictions placed by the Board of Regents and/or by Kennesaw State University upon students enrolled in these courses. The following restrictions apply to all Learning Support students: Students must register for the LSP courses they are required to take each semester of enrollment at KSU before they are eligible to register for any regular credit courses. If they do choose

to take credit courses at the same time, these courses must not have LSP courses as prerequisites. They may not, however, accumulate more than 20 hours of academic credit before completing all Learning Support requirements. They also may not attempt any Learning Support discipline more than two times. Students may not withdraw from their Learning Support courses unless they withdraw from credit courses as well. Although these courses do not carry degree credit, students do receive institutional credit and thus may satisfy requirements for VA benefits and other financial assistance. Unsuccessful completion of Learning Support requirements by students will result in exclusion from further study at KSU. Also, the program offers two courses in Regents test preparation, Reading 0020 and English 0020. In addition, the program provides a variety of tutorial services, including ESL tutoring for non-native speakers, math tutoring for math students and writing assistance for non-traditional students.

### The Math Lab

The Math Lab is a free, on campus tutoring service available to all currently enrolled KSU students. Services are on a first-come, first-serve basis. Access to videos, software, such as Scientific Notebook, Workplace, NovaNet, and other math-related computer software is also available. Tutors assist students with the understanding of math concepts, analysis of math problems, and skill building. All tutors have had Calculus I or higher and have completed the KSU tutor training workshop.

The lab is located on the 4th floor of the Library in room 433. For other information about the Math Lab, call 770-423-6044.

## The Division of Continuing Education

Continuing Education at Kennesaw State University offers nationally award-winning programs in a creative and flexible environment for individuals to continue to learn and acquire new skills. Twelve months a year, Continuing Education develops and conducts noncredit programs for professional development and personal enrichment. From infants through seniors, programs are offered that touch every stage in a person's life. The division is comprised of the following centers: Public Programs, Computer Training, The University Learning Center, The Golden University, Corporate Training and Development, International Programs, Conferences and Project Ideas. Every year, through over 2,000 noncredit courses, Continuing Education reaches approximately 35,000 community members.

Continuing education classes provide practical skills students can take from the classroom and immediately use in their professional lives. With certifications in the majority of information technology fields and in areas including management, landscaping/horticulture, medical coding/transcription, paralegal, real-estate and more individuals looking for opportunities to advance in their careers, or to change careers, are equipped with the skills they need. Continuing education also customizes programs, through the Center for Corporate Training and Development, to meet the needs of business and industry. Courses can be taught at our facilities or on site by our team of professional instructors. All customized training is designed to provide immediate, practical, and long-term application of new knowledge and techniques that increase productivity and job satisfaction.

For people considering going back to school or who would like to improve their academic performance, continuing education programs are available in Study Skills, English and Grammar Review, Algebra Refresher, Computer Training, Microsoft Office, Photoshop,

Presentation Skills, Career Exploration, Foreign Languages, SAT Prep and more. Students may also prepare for postgraduate entrance exams and professional examinations with preparatory classes for the Graduate Record Exam (GRE), the Graduate Admissions Test (GMAT), the Law School Admissions Test (LSAT) and the Certified Public Accountant (CPA) exam. Those with college degrees and/or careers may participate in courses to update professional skills and keep up with the rapid changes encountered in today's business world.

A wide variety of personal interest courses in leisure and life enrichment, personal growth, sports and recreation, visual arts house and garden and mind and body fitness are available throughout the year. In addition, specialized programs for children (including spring and summer camps) and classes through the Golden University, for people 50 and older, are available.

Continuing Education Units (CEUs) are assigned to all professional development programs and one CEU is awarded for every 10 contact hours of participation. Several selected courses carry SDUs for teacher recertification. Transcripts or records of earned CEUs are available upon request.

To request a free catalog or to register for a course, please call (770) 423-6765.

## The International Center

The International Center serves as a catalyst for internationalizing the curriculum, and for expanding international opportunities for faculty, students and the community. It coordinates a wide range of international programs and events, including study abroad and the annual country-study program, and seeks external funds to promote the university's global initiatives. The International Center also assists international faculty and students with visa issues.

## Teacher Resource and Activity Center (TRAC)

The Teacher Resource and Activity Center is sponsored by the Bagwell College of Education at Kennesaw State University. The TRAC is located on the 2nd floor of Kennesaw Hall and is open to all KSU students, faculty, and staff. Designed specifically to meet the needs of educators and education majors in the teacher preparation program, the center provides a curriculum library, media services, and instructional materials. It also provides a variety of unique professional development opportunities for all teachers in the geographic areas served by the University, including mini-grants for innovative projects, the Project RESPECT mentoring program, and a regular workshop series.

The center maintains a large library of professional books and periodicals, textbooks for curriculum planning at all grade levels, theme-related activity guides, supplemental kits, and educational videos. It also houses a production workroom equipped with a copy machine, laminators, spiral and heat binders, poster printers, paper cutters, badge makers, and other assorted machines that support the development of classroom materials. The TRAC has an extensive die-cut collection of over 500 shapes, letters, and numbers for creating bulletin boards and learning center manipulatives. Additional equipment such as computers, opaque projector, tape recorder, CD player, and televisions with VCRs are available for use in the TRAC. Friendly staff is available to assist visitors.

## Writing Center

The Writing Center, located in Humanities Rm. 237 (770-423-6380), is a free service available to all members of the university community, not just those enrolled in English classes. Tutors assist writers in the writing process, from conception and organization of compositions to revision, documentation of research,

and remediation of problems in grammar and punctuation. Students needing information about the Regents' Test in writing and practice in writing the essay itself should contact the Writing Center. The Writing Center encourages writing across the curriculum in all classes and serves as a research center in the practical and theoretical aspects of composition theory.

Writing Center hours of operation for the academic year:

Monday - Thursday	9:00 a.m. - 7:00 p.m.
Friday	9:00 a.m. - 12:00 p.m.
Saturday	10:00 a.m. - 4:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

Other times by appointment. Please call for details. On-line tutoring and other information available through writing center website: [www.kennesaw.edu/english/WritingCenter/](http://www.kennesaw.edu/english/WritingCenter/)

