

# ACADEMIC INFORMATION AND RESOURCES

## Academic Affairs

**Avinandan Mukherjee, Provost and Senior Vice President for Academic Affairs**  
Old Main 200

The Office of Academic Affairs has primary responsibility for supporting and pursuing the academic mission of the university.

## Center for Teaching and Learning

**April Fugett, Executive Director**  
[www.marshall.edu/c](http://www.marshall.edu/c) (<http://www.marshall.edu/catl/tl>) (<http://www.marshall.edu/ctl/>)

The mission of the Center for Teaching and Learning (CTL) is to empower faculty in their teaching and research by cultivating a campus culture that values pedagogical, disciplinary, and program-based inquiry in support of student learning. More specifically, CTL provides opportunities for faculty to engage with, and develop, the instruments of teaching and learning (e.g., curricula and pedagogy) and the processes of teaching and learning (e.g., data-driven teaching strategies, 2017-18 Undergraduate Catalog Learning Opportunities and Resources 55 reflective and metacognitive practices). In addition to professional development opportunities, the center administers the annual faculty awards, conducts classroom observations, directs a New Faculty Orientation program, hosts an annual teaching conference, and maintains a library of resource books related to a variety of teaching and learning topics. Housed within CTL are the Writing Across the Curriculum and Community Engagement/Community-Based Learning programs.

## Community Engagement/Community-Based Learning

**Brittani Black, Director**  
**304-696-2206**  
[www.marshall.edu/cbl](http://www.marshall.edu/cbl) (<http://www.marshall.edu/cbl/>)

Marshall University's Community Engagement/Community-Based Learning program assists faculty, students, and community partners in course-specific collaborations that connect learning objectives to public service and civic engagement. The combination of Community-Based Learning and academic theory enhances personalized education for students and creates opportunities to connect key course concepts with relevant real-world experiences. Engaging the community empowers students as learners, teachers, achievers, and leaders as students can make a more meaningful and long-term impact on Marshall University and in the community. CBL will empower students who want to become more involved with the community and who wish to learn in an interactive, transformative environment. Community-Based Learning is a mechanism by which the university mission is enhanced. A course in which all learning is passive memorization and library research will not create an environment wherein students can reach their full learning potential. Therefore, the inclusion of CBL in coursework enhances

student research skills and offers them an opportunity to participate in community transformations. CBL coursework provides an element of pedagogy that propels students towards future successes. Participating in Community-Based Learning courses also provides students with the tools they need to be successful in the working world, providing resume-building opportunities and potential contacts for employment.

## Course Modalities

At Marshall University, courses are delivered in-person, online, or some combination of both. Distance courses are courses in which online engagement replaces some or all in-person class meetings (see "**Marshall Online**" in the Graduate Student Resources section for more information on distance courses). Marshall is updating our distance course modalities. See below for fall and spring.

For additional information on course modalities, please visit [www.marshall.edu/oec/course-modalities/](http://www.marshall.edu/oec/course-modalities/) (<https://www.marshall.edu/oec/course-modalities/>).

## Fall 2024 Course Modalities and Attributes

**In-Person:** These courses meet at the location and on the days and times noted in the course schedule. Locations can include the Huntington campus, South Charleston campus, or off-campus spaces. They may require some coursework on Blackboard, so students should have access to a computer and internet.

**Online Course (OC):** The term "online course" refers to any distance education course in which 100% of the course content is delivered asynchronously by technological means. There are no synchronous, face-to-face, or on-site attendance requirements because online courses are the electronic versions of classes offered on the Marshall campus delivered completely over the Internet. Online courses are delivered on Blackboard. There are no required on-campus or real-time meetings.

**Virtual Course (VC):** "Virtual course" refers to any course that employs technological means for live, synchronous class meetings (e.g. live video). An in-person delivery format may also be available simultaneously. Virtual courses require that students attend all class meetings at designated dates/times. Students should check the syllabus for each individual class for equipment requirements and attendance information.

**Hybrid Course (TE, IV):** "Hybrid course" refers to any distance education course in which 75% or more of the course content is delivered by technological means. There will be synchronous, face-to-face, or on-site attendance requirements described in the course syllabus that may require Internet access, a webcam and/or headset with microphone for real-time communication. Hybrid courses may also use Blackboard and require that students attend online class meetings at designated dates/times. Students should check the syllabus for each individual class for equipment requirements and attendance information.

**HyFlex (FLEX):** These courses are delivered by the instructor in-person, synchronously online, and asynchronously online. The course schedule notes the location and days/times the instructor will deliver the course. Students can choose to come to class in-person (at the location designated in course schedule), join class synchronously online (via Teams or other video conferencing tool), or work asynchronously

online for every class. Students need consistent access to a computer and internet to complete learning activities on Blackboard. If they choose to attend class synchronously online, they may need a webcam.

## New Spring 2025 Course Modalities and Attributes

**In-Person:** Meets in-person, on-location.

These courses meet at the location and on the days and times noted in the course schedule. Locations can include the Huntington campus, South Charleston campus, or off-campus spaces. They may require some coursework on Blackboard, so students should have access to a computer and internet.

**Asynchronous Online (AO):** No class meetings, asynchronous work. These courses take place fully online. Members of the class engage in the course at different times, and students have a window of time in which to complete coursework, including exams. Students need consistent access to a computer and internet.

**Synchronous Online (SO):** Meets online at the designated times. These courses take place fully online. Members of the class engage in the course at the same time, as designated by the class meeting days/times in the course schedule. Students need consistent access to a computer and internet to complete learning activities on Blackboard and on Teams (or other video conferencing tool). To participate in synchronous online class meetings, students also need access to a webcam.

**Synchronous Choice (SC):** Students choose to meet online or in-person/on-location at the designated meeting times. These courses are delivered by the instructor synchronously, both in-person and online. All members of the class meet at the same time. Students have the choice to attend class in-person (at the location designated in the course schedule) or online (via Teams or other video conferencing tool). Students need consistent access to a computer and internet to complete learning activities on Blackboard. If they choose to attend class online, they also need access to a webcam.

**Blended (BL):** A blend of online and in-person/on-location requirements determined by the instructor.

In these courses, instructors determine when the class meets in-person and when the class engages online (synchronously or asynchronously). The course schedule notes the location and the days/times the class will meet in-person when it does (ex. 138 Drinko Library, MW 2-3:30). The instructor will communicate more specific in-person and online attendance information in the course syllabus. Students need to have the ability to meet in-person/on-location as required by the instructor and consistent access to a computer and internet for online work on Blackboard. They may also need a webcam if synchronous online meetings are required.

**HyFlex (FLEX):** Flexible attendance options. Students can meet in-person, synchronous online, or asynchronous online for every class. These courses are delivered by the instructor in-person, synchronously online, and asynchronously online. The course schedule notes the location and days/times the instructor will deliver the course. Students can choose to come to class in-person (at the location designated in course schedule), join class synchronously online (via Teams or other video conferencing tool), or work asynchronously online for every class. Students need consistent access to a computer and internet to

complete learning activities on Blackboard. If they choose to attend class synchronously online, they may need a webcam.

For information about fees related to distance courses, see Online Program Tuition and Fees (<https://www.marshall.edu/tuition/2023-2024-online-learning-tuition-and-fees/>).

## English Language Institute

**One John Marshall Drive**

**Huntington, WV 25755, USA**

**1-304-696-4686**

[eli@marshall.edu](mailto:eli@marshall.edu)

[www.marshall.edu/eli/](https://www.marshall.edu/eli/) (<https://www.marshall.edu/eli/>)

The Marshall University English Language Institute (ELI) provides international students with an excellent opportunity to improve their English, develop academic skills, and adjust to the local culture and community. Four levels of instruction are offered across three 15-week terms in fall and spring or a 12-week term in summer. Students receive a minimum of 18 hours of classroom instruction per week. Successful completion of Academic Preparatory II (no grades below C at that level) fulfills the English language proficiency requirement for general admission to the graduate programs.

## Housing And Residence Life

**Mistie Bibbee, Director**

**Holderby Hall/304-696-6765**

[housing@marshall.edu](mailto:housing@marshall.edu)

[www.marshall.edu/housing/](http://www.marshall.edu/housing/) (<http://www.marshall.edu/housing/>)

The Department of Housing and Residence Life is committed to providing a residential experience that supports and enhances students' learning, personal growth, and academic achievement. We strive to be a residential program that aspires to excellence as a leader in campus living. Our commitment is to student learning, safe residential facilities, engaging and educating our students outside of the classroom, and creating communities of learners and responsible citizens, as well as the academic and personal development and success of our students. For more information about living on the Huntington campus, please contact the Department of Housing and Residence Life by phone at 304-696-6765 or 1-800-438-5391, by e-mail or on the web site.

The Landing is a apartment complex geared towards students in Marshall University graduation and professional programs. The Landing is located on the Health Sciences Campus off Hall Greer Blvd. Apartments consist of studio and two bedroom units which include all utilities. For more information about The Landing or to schedule a tour, please visit [www.marshall.edu/thelanding/](http://www.marshall.edu/thelanding/) (<https://www.marshall.edu/thelanding/>).

## Information Technology

**Jodie Penrod, Chief Information Officer**

[www.marshall.edu/it/](http://www.marshall.edu/it/) (<http://www.marshall.edu/it/>)

On the Huntington campus the Marshall University Information Technology (IT) administrative offices are located on the third floor of the Drinko Library and the Information Technology Services Desk is located on the first floor. On the South Charleston campus, all computing services are located on the second floor of the Administration Building. The mission of Information Technology is to "provide and create an evolving, innovative and integrated stable

information technology environment that enables students, faculty, and staff to achieve the Marshall University goals."

## Information Technology Facilities

Information Technology manages a number of computing facilities that provide access to MUNET-connected workstations for the campus community. Information Technology managed public computers, including those in the Drinko 24-Hour Study Center, will always have the latest versions of software available. Information Technology facilities are currently available in Corbly Hall, Harris Hall, Smith Hall, the Drinko Library and Information Technology Center in Huntington and in the administration and academic buildings in South Charleston. All Information Technology facilities provide printing and scanning facilities. Other specialized facilities are available at selected sites.

## Information Technology Policies

Policies regarding computer use are available online at [www.marshall.edu/it/itc/policies/](http://www.marshall.edu/it/itc/policies/) (<https://www.marshall.edu/it/itc/policies/>).

## Computer Purchases

Recommendations on student computer purchases are available online at [www.marshall.edu/it/recommendations](http://www.marshall.edu/it/recommendations) (<http://www.marshall.edu/it/recommendations>).

## E-Mail (see also myMU)

New students are automatically assigned a Marshall University e-mail account. NOTE: All official university e-mail will be sent to your Marshall University e-mail address.

Marshall University student e-mail, Office 365, offers the latest web-based communication and collaboration tools available from Microsoft including the ability to create and edit Microsoft Word, PowerPoint, Excel and OneNote documents using your favorite web browser. Students are provided 25 GB storage per mailbox, improved calendar sharing, web conferencing for online meetings with audio and video, desktop sharing, and virtual whiteboard. Full access details are available at [www.marshall.edu/it](http://www.marshall.edu/it) (<http://www.marshall.edu/it>).

## Information Security

Recommendations on student computer and information security are available online at [www.marshall.edu/infosec](http://www.marshall.edu/infosec) (<http://www.marshall.edu/infosec>).

## Information Technology Service Desk

The IT Service Desk is located on the first floor of the Drinko Library on the Huntington Campus and the second floor of the Administration Building on the South Charleston campus.

You can always get updated information on the main university IT page located at [www.marshall.edu/it](http://www.marshall.edu/it) (<http://www.marshall.edu/it>) or by contacting the IT Service Desk at [itservicedesk@marshall.edu](mailto:itservicedesk@marshall.edu) or by calling 304-696-3200.

## MUNET and WiFi

MUNET is a fiber optic 10 GigE and 1 GigE backbone connecting all campus buildings throughout the campus. The network provides 10/100/1000M connectivity for voice, video and data across a copper infrastructure. MUNET is linked to the Internet via redundant high-speed digital MPLS service. MUNET can also be accessed from off campus through free virtual private networking (VPN) software available on the IT website. The same VPN software allows users to

connect to the MU WiFi network when on campus in the vicinity of a wireless network access point. Wireless 802.11a/b/g/n connectivity is available throughout campus and current coverage levels are available on the IT website at [www.marshall.edu/it/student-guide](http://www.marshall.edu/it/student-guide) (<http://www.marshall.edu/it/student-guide/>).

## myMU Portal

The web portal, myMU, lets Marshall students look at their university records and financial information, stay connected with others and make new connections. Using the many tools available on the portal, students can view and update their personal information, register for classes, check grades, get transcripts, pay bills and even apply for financial aid. Course tools allow students to communicate with their instructors and classmates.

## International Student Services

**Tyler Sharp, Associate Director, PDSO and RO**  
[www.marshall.edu/iss](http://www.marshall.edu/iss) (<http://www.marshall.edu/iss/>)

The Office of International Student Services was established in 1993. Its mission is to assist in globalizing Marshall University and the surrounding community through a coordinated effort. The following programs are coordinated by the office: International Students and Scholars Program, Study Abroad Programs, China Projects, and global academic partnerships and agreements.

## Libraries

**Dr. Monica Brooks, Dean of University Libraries**  
**306 Drinko Library/304-696-6474**

[library@marshall.edu](mailto:library@marshall.edu)  
[www.marshall.edu/library](http://www.marshall.edu/library) (<http://www.marshall.edu/library/>)

### University Libraries

The Marshall University Library System consists of the John Deaver Drinko Library, the James E. Morrow Library, the Health Science Library at the Cabell-Huntington Hospital, and the South Charleston campus library. Together, the University Libraries' holdings support teaching and research needs, with close to 3 million total items (including government publications and audiovisual materials) and access to more than 50,000 periodical titles. Students may use print and electronic books, periodicals, documents, CD-ROMS, videocassettes, sound recordings, electronic journals, online reference materials and microforms. Access to electronic resources and online research services is accomplished through the University Libraries' web pages. Each library operates as part of the university system and provides unique service to the clientele and programs with which it is associated. The libraries play an essential role in the educational and research activities of the individual university programs. Using the library as a gateway, students have access to the tools to search multiple resources and obtain materials from a variety of sources. A dynamic interlibrary loan and document delivery program provides materials from other libraries in electronic format, often in a matter of hours. Courier services also enhance turnaround time and overcome geographical limitations.

*The John Deaver Drinko Library* is open 24/5 and houses more than 150,000 volumes, current print subscriptions, computers, multimedia presentation facilities, an assistive technology center for the visually impaired, faculty and student instructional technology rooms, and a fully wired auditorium. Access Services, Reference, Government Documents, and Information Delivery Services are located in the

Drinko Library, with extensive collections and a team of qualified personnel. For over 100 years, the MU library system has housed a Regional Federal Depository that is now located on Drinko's second floor and is open to the public. The Drinko Library is a state-of-the-art facility which also houses University Computing Services and University Telecommunications.

*The James E. Morrow Library*, situated between Smith Hall and the Science Building, houses Special Collections, and shelving for over 500,000 volumes. Special Collections features the University archives, West Virginia Collection of state and regional materials, and the distinctive Hoffman and Blake collections.

*The Health Science Library*, specializing in medical resources for the schools of medicine and nursing, maintains a current collection of medical monographs, periodicals and electronic resources. Staff provide a variety of document delivery services and searches on medical-related databases. The library is in the Robert C. Byrd Center for Rural Health, next to the Cabell-Huntington Hospital on Hal Greer Boulevard.

*The South Charleston Library* is located on MU's branch campus and is open to users during regular business hours. This facility supports the programs offered on this campus such as Nursing and Psychology. Access to all Marshall Libraries electronic resources is available, along with a professional staff to assist students and faculty with their information and research needs. Items held in the libraries on the Huntington campus can be retrieved through a daily courier service and by the electronic transmission of journal articles between the sites. For details on services and programming, go to the South Charleston library's home page ([www.marshall.edu/musclibrary](http://www.marshall.edu/musclibrary) (<http://www.marshall.edu/musclibrary/>)).

Currently, the Library staff provide support for a multi-campus copyright education program designed to keep faculty apprised of appropriate use of copyrighted materials provided in a variety of formats in both face-to-face and online courses. Members of the team provide copyright workshops each semester and stay abreast of national shifts in copyright interpretation, field questions from the university community, make referrals to University Counsel when appropriate, and provide support for university policies that ensure compliance with Title 17 of the US Code and the TEACH Act.

## Schools And Colleges

The university functions through these academic units:

- The College of Arts and Media
- The College of Business
- The College of Education and Professional Development
- The College of Engineering and Computer Sciences
- The College of Health Professions
- The Honors College
- The College of Liberal Arts
- The College of Science
- The Joan C. Edwards School of Medicine
- The School of Pharmacy
- Division of Aviation

## Testing Center

Demeley Smith, Director

### Room G-45, Morrow Library/304-696-6391

[demeley.smith@marshall.edu](mailto:demeley.smith@marshall.edu)

[www.marshall.edu/testing-center/](http://www.marshall.edu/testing-center/) (<https://www.marshall.edu/testing-center/>)

The Marshall University Testing Center administers the computer-based GRE, Praxis I, TOEFL, and various other tests in contract with the Educational Testing Service. The MU Testing Center serves as a PSI FAA Testing Services site. The On-Campus ACT is administered through the testing center. For additional information please visit the website or call the phone number listed above.

A resident teacher is immersed in the classroom, school, and community for a rich experience that pairs the resident teacher with a master cooperating teacher to co-teach for a full year. This model provides PK-12 students with two teachers in a single classroom while providing an opportunity to incentivize recruitment and support the retention of quality, effective educators in West Virginia. (*For other definitions of Residency, please see Marshall University Professional School websites.*)

## Work Integrated Education Experience

### Applied Research

Applied Research allows students to look for solutions to practical problems using empirical methods. The results of this action-oriented research focus on applying knowledge to existing problems.

### Apprenticeship

An apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce. Individuals can obtain paid work experience, classroom instruction, and a nationally recognized, portable credential. Employers can choose to register their programs with the U.S. Department of Labor (DOL) to show prospective job seekers that their apprenticeship program meets national quality standards.

### Curricular Community-Based Learning (CBL)

Curricular Community Based Learning (CBL) integrates meaningful community service with classroom instruction and critical reflection to enrich the learning experience and strengthen communities. In practice, students partner with a community-based organization to apply their disciplinary knowledge to a community-identified challenge. They then intentionally reflect on the experience to understand how theory and practice align, to interrogate course-based learning, and to understand their role in the community.

### Cooperative Education

Cooperative education is a structured method of combining classroom-based education with practical work experience. A cooperative education experience, commonly known as a "co-op", may or may not provide academic credit for structured job experience. Co-op experiences are either full-time (40 hours per week) alternating semesters of work and school or part-time (20 hours per week) combining work and school during the same time. Co-op experiences are paid experiences supervised by a professional following the same career path as the student. Students complete more than one assignment (2 or more) with progressive levels of responsibility.

**Capstone**

A capstone course or experience requires students to integrate knowledge and skills gained from multiple prior courses in their plan of study and serves as the culmination of an educational program.

**Externship**

In an externship, students complete a hands-on, immersive experience that prepares them for professional practice and their certification exam. Students complete their experience with oversight from an approved preceptor while providing patient care.

**Residency (Teacher Education)**