



VILLANOVA
UNIVERSITY
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Graduate Programs in Human Resource Development

Student Guidebook



AMBITION. THE ABILITY TO COLLABORATE. **ETHICS.** INTELLECTUAL
 CURIOSITY. INTEGRITY. SOCIAL RESPONSIBILITY. NETWORKING.
LEADING PEOPLE. LEADING ORGANIZATIONS. AN OPEN MIND. A
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Dr. Christian Thoroughgood, Dr. Katina Sawyer,
 Dr. David Bush, and Dr. Lawrence Cozzens at
 the 2014 HRD Annual Networking Reception



Students, Alumni, Faculty, and local
 HR Professionals at the 2014 HRD
 Annual Networking Reception



HRD Graduate Assistants at the
2015 HRD 35th Anniversary Gala

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Full-time Faculty, Staff & Graduate Assistants
at 2015 HRD 35th Anniversary Gala

Welcome from the Graduate Programs in Human Resource Development!

Meet our Full-Time Faculty and Staff

DR. DAVID BUSH Professor (610) 519-6280 david.bush@villanova.edu	Founding Director Student Advisor: Students I-P <i>(through Fall, 2015)</i>
DR. GERRY BRANDON Associate Professor (610) 519-8861 gerard.brandon@villanova.edu	Program Director Student Advisor: Students I-P <i>(starting Spring, 2016)</i>
DR. KATINA SAWYER Assistant Professor (610) 519-8915 katina.sawyer@villanova.edu	Student Advisor: Students Q-Z, 5-year
DR. CHRISTOPHER CASTILLE Visiting Assistant Professor (610) 519-4619 christopher.castille@villanova.edu	Student Advisor: Students A-H
DR. LAWRENCE COZZENS Assistant Professor (610) 519-3968 lawrence.cozzens@villanova.edu	Assistant Director Academic Administration
BETHANY J. ADAMS Staff / Adjunct Faculty (610) 519-8336 bethany.j.adams@villanova.edu	Assistant Director - Faculty Development & Student Support
MARIE PELCIN (610) 519-4770 marie.pelcin@villanova.edu	Senior Administrative Assistant
K. SHEA MAZAR (610) 519-4582 kylie.mazar@villanova.edu	Administrative Assistant

Quick Guide to Campus

<u>Where Can I Find...</u>	<u>Building</u>	<u>Map #</u>
Admission Office	Kennedy Hall	33
Alumni Affairs	Garey Hall	24
Athletics	Davis Center	12
	Jake Nevin Field House	30
	Pavilion	42
Bursar's Office	Kennedy Hall	33
Campus Ministry	St. Rita Hall	49
Career Services Office	Garey Hall	24
Dining Facilities	Bartley Hall	4
	CEER	8
	Connelly Center	10
	Dougherty Hall	15
	Driscoll Hall	16
	Falvey Memorial Library	18
	St. Augustine Center	45
	School of Law	52
	VU Conference Center	62
Facilities Management	Facilities Mgmt. Bldg.	17
Financial Assistance	Kennedy Hall	33
Health Services	Health Services Bldg.	27
HRD Graduate Program	St. Mary Hall	47
Disability Services (special needs)	Connelly Center	10
International Student Office	Connelly Center	10
President's Office	Tolentine Hall	60
Public Safety/Parking	Farrell Hall	20
Registrar's Office	Tolentine Hall	60
UNIT	Technology Services	59
University Shop	Kennedy Hall	33
Deans		
Dean of School of Business	Bartley Hall	4
Dean of College of Engineering	CEER	8
Dean of College of Liberal A&S	St. Augustine Center	45
Dean of College of Nursing	Driscoll Hall	16
Dean of Enrollment Mgmt.	Geraghty Hall	25
Dean of Graduate School, A&S	Kennedy Hall	33
Dean of School of Law	School of Law	52
Dean of Students	Dougherty Hall	15

These students will also be able to enroll in three graduate HRD classes, which will be counted as credit toward both their BA and MS degrees. Only three courses will be treated in this manner. The choices for HRD classes are HR Metrics, Organizational Psychology, Organizational Training, Introduction to HR, and Organizational Change Management. If a student takes more than the required three HRD courses during their senior year, please note that those credits will not count towards the MS in HRD and will be noted as additional courses on the undergraduate transcript.

Pre - Master's Certificate

The Pre-Master's Certificate is for baccalaureate degree recipients who wish to continue their education and keep up-to-date on current HR issues. It is also helpful for HR professionals that need course work for certification (PHR, SPHR). To successfully complete this certificate, a student must complete four three-credit courses and three one-credit courses. Three of the four three-credit courses are required.

Post - Master's Certificate

A Post-Master's Certificate provides an opportunity for master's degree recipients to continue their education and keep up-to-date on current HR issues. To successfully complete this certificate, students must complete a variety of one and three-credit courses totaling 15 credits.

Distance Learning

The Distance Learning program was designed for those students who live far from the Villanova campus and cannot attend classes on campus. Candidates for this program should have a Bachelor's Degree from an accredited university, a minimum undergraduate GPA of 3.0, and at least three years of relevant work experience. Students in this program will have different course requirements than on campus students. Required courses are as follows: Introduction to Human Resources, Organizational Change Management, HR Metrics and Statistical Research, Benefits, Organizational Training, Compensation, Employment Law, Human Resource Technology Solutions, Financial Management for Profit, Workforce Planning.

Students in the Distance Learning Program may not enroll in more than two courses per semester and must maintain a GPA of at least 3.0. Distance Learning students must also complete a comprehensive exam requirement by passing the PHR, SPHR, GPHR, Assurance of Learning Assessment, SHRM-CP, or SHRM-SCP.

Get Involved

There are many ways for students in the M.S. in Human Resources to get involved at Villanova and connect with other HR Professionals.

VU SHRM

The central purpose of the **Villanova SHRM Student Chapter** is to offer personal development opportunities outside the classroom for graduate students in the Human Resource Development Program. Events sponsored by the Chapter provide real-world knowledge and experience for burgeoning HR professionals. Operating under the direction of the advisors, the strategic leadership of the Executive Board, and the sponsorship of the Greater Valley Forge Human Resources Association (GVFHRA), the Villanova SHRM Chapter maintains a tradition of excellence and a reputation of quality.



The chapter is thrilled to be honored with the Outstanding Student Chapter Award for the 2015 - 2016 academic year, the highest award given by SHRM. Join the VU Chapter of SHRM today and look forward to another year of enlightening, engaging, and rewarding activities!

HRD Annual Networking Reception

The HRD ANR is an event that is sponsored by the Graduate Programs in Human Resource Development and VU SHRM. The ANR reception provides an opportunity for current students, alumni, faculty and local HR professional the chance to build their network, enhance their knowledge of innovative and practical HR strategies, and receive professional certification credit. All proceeds from the ANR benefit a scholarship fund for HRD graduate students. The HRD ANR is generally held in the Spring each year. Check the Graduate Programs website for more information.

HRD Corner Blog

The HRD Corner Blog serves as an online community for Villanova Graduate Programs in Human Resource Development students, alumni, faculty and friends. The blog features spotlights on students, faculty and HR professionals from around the world, updates on the program, and HR humor and news. This online community reflects what is going on in the program and the world of HR! Join the conversation at: <http://villanovahrdcorner.squarespace.com/>

Campus Services

Dining Services

All dining facilities accept meal plans, points, cash, Visa, Mastercard, and Wildcard debit. For full details on locations and hours of operation, please visit www.diningservices.villanova.edu.

Fitness Facilities

All Villanova University students may utilize any of the following university athletic facilities.

- Butler Annex: Rubber surface basketball/volleyball courts.
- Davis Center: The newest fitness center on campus. Features free weights, life cycles, & treadmills.
- Jake Nevin Field House: Basketball/volleyball court, locker rooms & administrative offices.
- The Pavilion: Four multi-purpose courts, 200 meter track, pole vault pit, batting cages, & locker rooms.
- St. Mary's Hall Gymnasium/Pool: Hardwood intramural basketball/volleyball court, recreational swimming pools & locker rooms.
- Swim Complex: Ten-lane, 25 meters by 25 yard pool with 1 meter and 3 meter diving platforms and locker rooms.
- Tennis Complex: Outdoor tennis courts are located behind Kennedy Hall on the main campus, adjacent to Stanford Hall on the south campus & adjacent to Burns Hall on the west campus.
- Villanova Stadium: 5,900 ft² training center with weight training, cardio machines & free weights.

University Bookstore

The University Bookstore is a convenient, on campus one-stop-shop for all of your textbook and apparel needs! Located in Kennedy Hall. Additional information can be found on the bookstore webpage at: <http://www.bkstr.com/villanovastore/home>. *Please be aware that when the University is closed, the University Shop is also closed.

Off-Campus Housing

For those requiring housing for one or more semesters visit the Office of Residence Life's dedicated off-campus resource page at: <http://www1.villanova.edu/villanova/studentlife/reslife/offcampus.html>. Here you will find a guide to living off-campus, an extended list of properties as well as information about finding a student roommate.

Registration Policies

Class Registration

Prior to each semester, a student must meet with his/her advisor to discuss class registration. For your first semester, your advisor and HRD staff will process your registration with the Registrar. This requires a meeting with your advisor. For all subsequent semesters, students register online and will need a PIN that can be obtained from an advisor. Registration for classes occurs through MyNova (www.mynova.villanova.edu). (Note: PINs change each semester). You can review semester course offerings by looking through the Master Schedule of Classes.

Add / Drop Classes

To drop or add classes, login to MyNova. Go to the "Student" tab, "My Schedule and Registration," and "Login to Registration". If prompted, use the same pin that you received from your advisor. Classes can be dropped or added by the dates specified in the Academic Calendar posted on the HRD website. Generally, the add/drop period ends seven days after the start of classes. If you choose to add or drop a course via a paper form, the drop/add form must be completed by the student and signed by an advisor before submission to the Registrar's Office. When courses are dropped after a class has begun, students will not receive a full refund.

The refund schedule is available on the Villanova website. Please refer to the correct academic calendar, based on program.

Holds

To view holds, login to MyNova, go to the "Student" tab and click "Check Your Registration Status." There are three different types of holds: registration hold, grades hold, and transcript hold. These holds are usually due to an unpaid balance on your account.

Transferring Credits

A student may transfer up to six graduate credits. The student must submit a transcript, course descriptions, and syllabus, as requested to the program director at the time of application. Transfer credits will only be accepted if the student receives a "B" or better and the transferred grades will not count toward a student's cumulative GPA at Villanova. The courses must be evaluated by the faculty committee to have substantially similar learning objectives and grading criteria as the one replaced.

Grading Policies

Graduate students are required to maintain a grade-point average of at least 3.0, and cannot be approved for graduation unless this average has been maintained.

Internships

The Internship requirement is fundamental to a graduate student in gaining practical, on-the-job experience under the guidance of an experienced HR professional. The goal is for the student to learn from someone with proven skills and competencies in one or more of the HR functional areas.

Requirements

Before a student accepts an internship, the student's advisor must approve of the job activities, expectations and must also review the requirements of the internship with the student. Once approved, the HRD office will process a student's registration for the HRD 8010 Internship in HR course. Internships require a minimum of 120 working hours and can be spread over more than one semester. Internships are always paid. The hours worked per week can vary depending on the student's availability or the employer's needs.

Student Log

This form is to be filled out by the student every week to track hours and activities. These logs will be given to your supervisor at the time of your performance appraisal so they can complete your evaluation.

Employer Evaluation of Student Intern

This form will be completed by the employer and reviewed with the employee / student before it is submitted to the student's advisor.

Waiving the Internship

If a student has sufficient work experience, they may submit their resume to their advisor and request to have the internship waived.

All internship forms can be found at:

<http://www1.villanova.edu/villanova/artsci/hrd/current/internships/policies>

Note: There is not an internship requirement for the Distance Learning program due to the work experience requirement for admission into that program.

Tuition Assistance

Bursar's Office

Tuition and other fees are managed through the Bursar's Office and are due by the first day of class in the respective semester. You will be charged tuition each semester for the courses in which you are registered. Please note that you must access your "V Bill" online at: www.villanova.edu/finance/bursar/paymentmethods/. You will not receive an invoice in the mail or via email. The Bursar's Office is located in Kennedy Hall, first floor. For more information, visit www.bursar.villanova.edu or call (610) 519-4258.

Office Of Financial Assistance

All graduate students seeking financial assistance for the academic year must file the Free Application for Federal Student Aid (FAFSA), School Code: 003388, as well as the Villanova University Graduate Institutional Financial Aid Application. We recommend that graduate students applying for federal financial assistance submit their FAFSA and Villanova University Graduate Institutional Financial Aid Application at least two months prior to the first day of classes to ensure the timely disbursement of Federal Direct Loans towards the payment of tuition and fee charges. Financial Assistance for Graduate Students is reviewed and awarded throughout the academic year. Specific requirements and process details are available through the Office of Financial Assistance webpage.

Financing Options

Tuition Reimbursement - Be sure to check with your employer to see if you are eligible for tuition reimbursement.

Tuition Management Systems - A payment plan can be arranged through Tuition Management Systems (TMS). This plan enables a student to pay all or part of your annual charges in 10 monthly payments for a \$60 annual fee. Payments can be made by check, direct withdrawal, or credit card.

Direct Loan - Maximum Direct Loan eligibility for a matriculated graduate student is \$8,500 subsidized and \$12,000 unsubsidized loan. The amount of the loan is awarded to you based on a number of factors such as enrollment status, other financial and cost of attendance.

FINANCIAL AID CONTACT INFORMATION

For financial aid related questions or for additional information, please contact: Meghan Petsko

Assistant Director of Financial Assistance, Graduate Programs
(610) 519-4010 meghan.petsko@villanova.edu

The financial assistance office is located in Kennedy Hall. Additional information is available on the website, www.villanova.edu/enroll/finaid/.

Villanova Student Services

The University Career Center

Located in Garey Hall, the University Career Center partners with employers, alumni and the academic community to support the career development of students and alumni. UCC administers on-campus career fairs, resume and interview workshops, career and industry panels, and presentations to classes and student organizations. Students may also schedule individual career advising appointments. In addition, career services provides access to various online tools including GoNOVAJobs, a web-based system to help manage your career development process. For more information about the UCC, or to schedule an appointment, call (610) 519-4060 or visit www.careers.villanova.edu. Hours of operation are: Monday through Friday, 9:00 am to 5:00 pm.

Library Resources

Falvey Memorial Library, the chief source of academic information for the University community, offers collections, educational and consulting services, as well as technology, programming and a physical study facility. Librarians assist students with critical and evaluative use of information through personal consultation and formal instruction. For hours of operation and additional information, please visit www.library.villanova.edu/.

Villanova University Writing Center

The Villanova Writing Center provides a comfortable atmosphere for your one-to-one session with a qualified tutor. Bring your paper or assignment, and an open mind and the center will help you improve your writing. The Writing Center is located on the second floor of Falvey Library. To make an appointment at the Villanova Writing Center, call (610) 519-4604 or stop by 210 Falvey.

University Counseling Center

The University Counseling Center provides psychological services to undergraduate, graduate, and law students, and to full-time faculty and staff. Contacts with the Counseling Center are voluntary, completely confidential and are not part of an individual's university transcript or record. Counseling is provided by skilled and caring doctoral level psychologist who are licensed or working under supervision of a licensed psychologist. The Counseling Center is open weekdays from 9am to 5pm. To make an appointment stop by the Health Services Building, room 206, or call (610) 519-4050.

Final Exam Requirement

All candidates in the M.S. in Human Resource Development Program must complete and pass one of the following examinations in order to fulfill all degree requirements.

The Assurance of Learning Assessment

The standardized Assurance of Learning Assessment was developed by the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). Those students who present evidence of having passed the Assurance of Learning Assessment will be considered to have passed the Comprehensive Examination required for the MS degree. You may request materials or register for the Assurance of Learning Assessment online. If you have received notice that you have passed the Assurance of Learning Assessment, make sure the HRD Office has a copy of this notice. You may fax it to (610) 519 - 5826.

Registration for the Assurance of Learning Assessment takes place on the ALA-dedicated section of the SHRM website. To register with Villanova for the Assurance of Learning Assessment, fill out the form titled "*Application for Comprehensive/Language/PHR Examination/Assurance of Learning Assessment*" on the HRD website under the "Master of Science" page. Then, fax a copy of this form to the HRD Department. To prepare for the Assurance of Learning Assessment, students can purchase the Student Assurance of Learning Assessment Guide from the SHRM website.

PHR / SPHR / GPHR Examination

The standardized PHR / SPHR / GPHR Examination was developed by the Human Resource Certification Institute (HRCI). Those students who present evidence of having passed the PHR, SPHR, or GPHR examination will be considered to have passed the Comprehensive Examination required for the MS degree. You may request materials or register for the PHR / SPHR / GPHR examination online. If you have received notice that you have passed the PHR / SPHR / GPHR make sure the HRD Office has a copy of this notice. You may fax it to (610) 519 - 5826. Registration for the PHR / SPHR / GPHR takes place on the HRCI website.

SHRM-CP and SHRM-SCP

The standardized competency examinations, SHRM-CP and SHRM-SCP are developed by the Society for Human Resource Management (SHRM). Those students who present evidence of having passed the SHRM-CP or SHRM-SCP examination will be considered to have passed the Comprehensive Examination required for the MS degree. You may request materials or register for the SHRM-CP and SHRM-SCP online. If you have received notice that you have passed the examination, send a copy of the notice to gradhrdoffice@villanova.edu or fax to (610) 519 - 5826.

University Information

Wildcard Office

The Wildcard is your Villanova Photo ID card that provides access to buildings such as the Library. Visit the Wildcard Office on the first floor of Dougherty Hall. Hours of operation are: Monday through Friday: 8:00 a.m. to 5:00 p.m. (extended hours at the beginning of each semester).

Parking and Public Safety

Student parking is available in the Main Lot. Parking Permit fees from August to August for an Evening Student are \$50.

In order to register your vehicle, please follow the below steps:

1. Login to myNOVA using your assigned student ID and PIN number.
2. Click on the NOVASIS link.
3. Click "Personal Information" & follow the "Register for Parking" link
4. Complete and submit the registration form.
5. Visit Public Safety in Farrell Hall to pick up your parking pass.

Hours of operation are: Monday through Friday: 8:00 am to 6:00 pm. For more information, visit the Parking Office's website or call 610-519-6990.

Emergency Closings/Class Cancellations

Nova Alert: Villanova University has added text messaging to our emergency communications process. Nova Alert quickly contacts you during a major crisis or emergency to deliver any important information relevant to the situation. To sign up, please follow this link: alert.villanova.edu.

In the event of a weather-related emergency, class cancellation will be announced on local radio stations (KYW 1060 AM) using the call number, 524 (Delaware County) for evening classes. Students can also call the University Snow and Emergency Line at (610) 519-4505 or visit www.vpaa.villanova.edu for detailed information.

*In the event a faculty member cannot meet the class on a given evening, the faculty will notify students via Villanova email.

MyNOVA

MyNOVA, is the University's online student information system. The myNOVA portal is customized to bring you the targeted information you need based on your university profile. Through myNOVA, you can access your grades and personal address, the Wildcat newswire as well as information relating to class registration, the library, and online classroom resources. In addition, myNOVA provides a gateway to other online systems, such as NOVASIS and Blackboard. To access to myNOVA, go to mynova.villanova.edu and enter your username and password. View UNIT's myNova FAQ guide for support.

Stay Connected

Villanova Email Account

Once you have submitted your intent to enroll, the University Information Technologies Department (UNIT) creates an email account for you. Information regarding your account will be sent shortly after you are registered for classes. If you do not receive this information prior to the start of classes, please call the Helpdesk at (610) 5197777 or email support@villanova.edu. If you forget your password, you can reset it yourself at <http://passwordreset.villanova.edu>.

All messages from the University and the HRD office will be sent to Villanova email accounts. It is imperative that all students utilize and review their personal Villanova email accounts often.

Accessing The Wireless Campus Network

In order to access the wireless campus network on your personal computer, it must meet certain requirements. For detailed information on configuring your PC or MAC, please visit www.villanova.edu/unit/support/wireless.

Computer Help And Support

- UNIT Helpdesk: (610) 519-7777. Hours of Operation: Monday through Friday, 8:00 am to 5:00 pm.
- TechZONE (610) 519-7777. Hours of Operation: Monday through Thursday, 9:00 am to 7:00 pm, Fridays 9:00 am to 5:00 pm.
- Students may also use the UNIT self-service help desk (SSHD). Instructions are available through their website: www.villanova.edu/unit/support

Student Print Program

All registered students receive an annual print allowance (\$60 for full-time students and \$20 for part-time students) accessible with their Wildcard. iPRINT, located in Bartley Hall, is on hand for student black and white academic related work. For hours of operation and instructions, visit their website: <https://iprint.villanova.edu/>