

Professional Studies Program Student Handbook



August 2024–June 2025

ABOUT MITCHELL'S PROFESSIONAL STUDIES ONLINE PROGRAM

What is Online Learning?

Online education utilizes the Internet to create learning communities of students and facilitators (teachers). Course materials are provided on a website via the Learning Management System (LMS). In this case, Moodle and Discussion forums are used to interact with other students and teachers. Assignments are turned in online. Students may also be asked to write journals and blogs or to participate in creating Wikis.

At Mitchell College, online learning is asynchronous. This means there are no time requirements for when students must be logged in. Learners and facilitators are usually logged into the course at different times. This has tremendous benefits, allowing participants to log in and contribute when most convenient. One student may work nights and log in early in the morning after work. Another student may have children and do his or her school work at 9 pm after everyone has been tucked into bed. The point is that everyone can work at his or her most opportune time.

There are many benefits to online learning:

- Students can take college courses with virtually no interruption to their career or personal commitments.
- Students can study where it is most comfortable and when they are most productive.
- Interactive technology offers threaded discussions to enhance learning.
- There is technical support via Help Desk.

Mitchell College's commitment to the growth, quality, and transformational impact of student learning ensures that its academic programs not only remain rooted in its mission but also relevant to the job market. The academic programs that Mitchell College offers to undergraduate students prepare them for personal and professional success.

Academic Calendar

See the website for the academic calendar for the online Professional Studies program: <https://mitchell.edu/academic-calendar-2024-2025/>

Mission

The implementation of an online Bachelor of Arts degree is grounded in Mitchell College's commitment to providing access to educational opportunities for our kaleidoscope of learners. The proposed online program is specifically designed for students who are looking for the transferable skills they need to succeed in the workplace, including:

- Interpersonal and communication skills to foster positive and professional relationships;
- Critical and creative thinking skills to gain the confidence needed to generate new or useful ideas, analyze and solve problems, and reflect on personal values and experiences; and
- An appreciation for diversity, including diversity of thought, to understand that the way each person interprets and interacts with the world correlates with their own identity, culture, and personal experiences.

Program Description

Mitchell's Bachelor of Arts degree in Professional Studies is an online degree-completion academic program specifically designed for students who have earned some college credit but no credential. This accelerated program is specifically beneficial for adult learners looking to continue and complete a degree that they already started. Students will practice their soft skills, including leadership, critical and creative thinking, communication and collaboration, and analysis and problem solving as well as hard skills, including writing, reading comprehension, verbal communication and technology readiness.

PATHWAYS

The B.A. in Professional Studies offers two pathways for students:

Business Pathway	Health & Human Services Pathway
Students enrolled in the Business pathway will study environmental, social, and economic systems and emerging trends affecting contemporary business operations to prepare for a variety of careers in the business world.	Students enrolled in the Health and Social Services pathway will develop the tools they need to make a positive impact in their community, including physical and mental health, ethics, communication and organizational leadership.

Upon completion of this program, students will be able to:

1. Use critical analysis to identify and solve problems.
2. Think critically and creatively to understand issues from multiple perspectives, especially ones that are different from their own.
3. Demonstrate effective written, oral, and visual communication skills; demonstrate mastery of technology skills.
4. Business Pathway
 - a. Evaluate management solutions;
 - b. Apply appropriate professional methods to improve operations; and
 - c. Solve problems and deliver results.
5. Health & Human Services Pathway:
 - a. Demonstrate fundamental knowledge and understanding of the major concepts, theoretical perspectives and current and historical trends related to health and human services; and
 - b. Evaluate how policy and social conditions affect human systems.

Curriculum

Overall Credits: 120 Credits

General Education Requirements:

Credits	Requirement
3	Math, 100 or 200 level
3	Science (no lab is required)
12	Humanities and Social Sciences, 100 or 200 level
6	College Writing
3	Capstone (required to take at Mitchell)
9	4 general education elective courses that include social science and/or humanities
36 Credits	Total

Major Requirements:

Pathway	Gen Ed	Major Courses	Exploratory Electives	Total Credits
Business	36 Credits	45 Credits	39 Credits	120 Credits
Health and Human Services	36 Credits	48 Credits	36 Credits	120 Credits

Course schedules are as follows:

Fall	Spring	Summer
8-Week Session I: Students can take up to six credits	8-Week Session I: Students can take up to six credits	5-Week Session I: Students can take one three-credit course
8-Week Session II: Students can take up to six credits	8-Week Session II: Students can take up to six credits	5-Week Session II: Students can take one three-credit course
Total Credits: 12 credits	Total Credits: 12 credits	Total Credits: 6 Credits
Students can earn a total of 30 credits per year		

Pathways

Business*	Health and Human Services*
SO103: Introduction to Sociology (3 credits)	SO103: Introduction to Sociology (3 credits)
HD110: Race, Ethnicity and Culture (3 credits)	HD110: Race, Ethnicity and Culture (3 credits)
HD305: Ethics, Character and Moral Development (3 credits) OR SO310: Leadership and Group Processes (3 credits)	HD305: Ethics, Character and Moral Development (3 credits) OR SO310: Leadership and Group Processes (3 credits)
SO412 Beyond Skin Deep: Race, Class, and Systems of Inequality (3 credits)	SO412 Beyond Skin Deep: Race, Class, and Systems of Inequality (3 credits)
CO126: Interpersonal Communication (3 credits)	CO126: Interpersonal Communication (3 credits)
CO307: Conflict and Communication (3 credits)	CO307: Conflict and Communication (3 credits)
CO320: Organizational Communication (3 credits)	CO320: Organizational Communication (3 credits)
BU123: Introduction to Business (3 credits)	BU123: Introduction to Business (3 credits)
MG240: Principles of Leadership (3 credits)	MG240: Principles of Leadership (3 credits)
AC103: Principles of Financial Accounting (3 credits)	SO104: Social Problems (3 credits)
MG224: Introduction to Marketing (3 credits)	PY105: General Psychology I (3 credits)
EC101: Introduction to Economics (3 credits)	PY106: General Psychology II (3 credits)
BU250 Management of Organizations (3 credits)	PY216: Psychology of Well-Being (3 credits)
BU310 Marketing Research (3 credits)	PE222: Personal and Community Health (3 credits)
MG321 Human Resource Management (3 credits)	PE226: Nutrition (3 credits)
MG325 Financial Management (3 credits)	PY300: Brain and Behavior (3 credits)
MG340 Business Law (3 credits)	PY395 Psychology of Drugs and Behavior (3 credits)
MG490 Strategic Management Seminar OR MG495 Strategic Management Project (3 credits)	PY445 Health Issues in Behavioral Science (3 credits)
	MG490 Strategic Management Seminar OR MG495 Strategic Management Project (3 credits)
Total Major = 45 Credits	Total Major = 48 Credits
Exploratory Electives = 39 Credits	Exploratory Electives = 36 Credits
General Education = 36 Credits	General Education = 36 Credits
TOTAL: 120 Credits	TOTAL: 120 Credits
*Courses may be substituted for other courses	

Admissions Requirements

1. Must complete an application through the Office of Admission;
2. Must submit official transcripts from any college they attended;
3. Must be 24 years of age or older;
4. Must have earned a minimum of 60 credits but not more than 90 credits; and
5. Should be separated from a college or university for at least 2 years.

When a student expresses interest in the Professional Studies program, Enrollment Management/Admissions reaches out to the student to discuss the requirements for admissions, to ascertain which track the student is interested in pursuing (Business or Health & Human Services), and to let the student know that not all transfer credits may be applicable to the program. Enrollment Management/Admissions sends the student's transcripts to advising; advising then reviews the student's transcripts to (1) ensure that the student meets the requirements, and (2) completes a planned program that outlines the courses that will transfer into Mitchell College and what courses the student needs to complete their degree.

Transfer Credit

Students accepted into the Professional Studies program must have some college experience. They must transfer in a minimum of 60 credits and may transfer in up to 90 credits. Official transcripts must be provided to have any transfer credits apply to the Professional Studies degree. To be accepted as transfer credit, a course must have a grade of "C-" or better, fit into the Mitchell curriculum, satisfy a requirement or elective, and carry credit from an accredited institution. Mitchell College offers credit evaluations for any prospective student interested in attending the school; the Registrar's Office is responsible for the final credit evaluation, maintaining official transcripts from other institutions, and for placing earned credits within our Blackbaud system.

Once a student is accepted into the Professional Studies program, they meet with the Coordinator of Online Education for an onboarding process. This process includes:

1. Information about the required platforms students need to access to participate in an online course (including Moodle, Blackbaud, and the student portal);
2. Information about the support services that are available to them through Mitchell College (including IT, tutoring, library, accessibility and accommodations, and the Bentson Learning Center); and
3. A checklist (see Appendix B) that outlines all of the courses they will need to take to complete their degree with a schedule of when classes are offered.

Financial Aid

Upon approval of a student's application, the Director of Financial Aid will submit corresponding requests to the CT and U.S. Departments of Education for approval to award financial aid for students who qualify (must be enrolled at least half-time). Financial Aid personnel will also assist students in applying for private alternate education loans and outside scholarships. Please refer to the College Catalog for more information about financial aid. (<https://mitchell.edu/college-catalog/>)

Mitchell Ability Model



In Fall 2018 Mitchell instituted Ability-Based Education. Ability-Based Education (ABE) partners the intellectual abilities cultivated by the liberal arts with the professional skills and personal development required to compete in the global economy. Mitchell's Ability-Based Education model brings transferable skills (such as values and ethics and critical and creative thinking) to the forefront of a Mitchell education.

As students progress through their course of study, they produce evidence (papers, videos, presentations and projects) that documents their level of mastery in the Mitchell Abilities.

For more on the Mitchell Ability Model, click this link:

<https://mitchell.edu/mitchell-ability-model/>

The following table shows how the program learning outcomes correspond to the Abilities.

Program Learning Outcome	Corresponding Ability
Students will be able to use critical analysis to identify and solve problems.	Critical and Creative Thinking Analysis and Problem Solving
Students will be able to think critically and creatively, understanding issues from multiple perspectives, especially ones that are different from their own.	Critical and Creative Thinking Diversity and Global Perspectives
Students will be able to demonstrate effective verbal, written, oral, visual communication, and technology skills.	Communication Social Interaction Information and Communication Technology Literacy
Business Pathway	
Students will be able to evaluate management solutions.	Analysis and Problem Solving
Students will be able to apply appropriate professional methods to improve operations.	Values, Ethics and Social Responsibility
Students will be able to solve problems and deliver results.	Analysis and Problem Solving
Health & Human Services Pathway	
Students will be able to demonstrate fundamental knowledge and understanding of the major concepts, theoretical perspectives and current and historical trends related to health and human services.	Diversity and Global Perspectives Values, Ethics and Social Responsibility
Students will be able to evaluate how policy and social conditions affect human systems.	Diversity and Global Perspectives Values, Ethics and Social Responsibility

ACADEMIC SUPPORT

Advising

The Mitchell College Office of Advising is a central part of the student success network, coordinating with departments campus-wide to offer a holistic approach to how we support and challenge our students. Each Mitchell College student is assigned a full-time Academic Advisor to assist and guide in navigating the path to success and graduation. The Advisor is the primary point of contact for the student regarding all issues related to the college experience. Advisors work with each student to determine appropriate classes, monitor academic progress, find enrichment opportunities, and help manage any kind of challenge through the student's entire college experience. The advisor for the Professional Studies Program is Cheri Henault, and she can be reached at henault_c@mitchell.edu or 860-701-5186.

The Tutoring Center

Academic tutors provide, for no additional cost, one-on-one and group tutoring sessions in academic subject areas. Tutoring may be in-person or virtual. Most sessions are reserved by appointment, but walk-ins are offered based on availability. The Tutoring Center offers the following services:

- Content tutoring (both individual and group sessions);
- Assistance in library research and term paper writing;
- Assistance in writing across the curriculum; and
- Test preparation

All staff members are professionals with Master's degrees (or higher) in the subjects they tutor. Check the College Catalog for more information about the Tutoring Center. To make an appointment, go to: <https://mitchell.edu/tutoring/>

Bentsen Learning Center

The Bentsen Learning Center (BLC) at Mitchell College is a fee-based academic support program designed for students with learning disabilities and/or ADD/ADHD. The primary goal of the BLC is to promote the effective and independent use of strategies that will assist students with learning and managing their coursework. Admission to the BLC is separate and distinct from the application process to Mitchell College. Once a student has been accepted to Mitchell College, the staff at the BLC will review application materials and determine a student's eligibility for the program. Students will be contacted by the Bentsen Learning Center to inform them of the Center's decision. Acceptance to Mitchell College does not guarantee acceptance into the program. Students who want to be considered for the BLC should forward the information listed below to the Center:

- Results of a complete psycho-educational evaluation including cognitive and achievement testing
- Current 504 or IEP (optional)
- Completion of the Bentsen Learning Center Application
- Writing sample

It is the student's choice to submit this information which will be used solely to determine the appropriateness of the student for the program and the ability of the program to meet the student's needs. All information will be kept confidential.

Library

The Mitchell College Library is a vibrant hub for collaborative learning, information resources, technology, and highly individualized student support. If you need resources for your course work, classroom technology support, or a place to relax or study, this is the space for you.

<https://mitchell.edu/library/>

Library Service Desk

Service Desk: 860-701-5156

Email us at: asklis@mitchell.edu

Moodle

Moodle is the Learning Management System (LMS) you will use to access your online courses at Mitchell. Moodle is a dynamic open-source platform with many excellent features designed to make your learning experience fun and unique. Log into your courses using the link below with your Mitchell credentials.

<https://mitchelledu.mrooms.net/login/index.php>

Technology Requirements

Online education requires the use of various technologies for student success. Moodle is the learning management system on which your courses will be delivered and taken. Email, student portal, and Microsoft Office are other technologies needed throughout your program.

To access the technology information and logins, navigate to Mitchell College's website

<https://mitchell.libguides.com/studenttech>

Hardware and Software Requirements

Hardware, operating systems, browsers, and software applications recommended and/or required for the Mitchell College Online courses using Moodle are listed below.

Supported Hardware

All students and faculty must have unlimited access to either a desktop or laptop computer with at least 256MB of RAM and broadband internet access.

Supported Operating Systems

- Windows 10 or 11
- Macintosh OSX 10.4 (Tiger) or later

*Specialized operating systems such as iOS (for the iPad) may work; however, they are **not** supported.*

Required Software

Supported Web Browser (supported browsers below):

- Google Chrome (available at www.google.com/chrome) preferred
- Mozilla Firefox (available at www.mozilla.org)
- Microsoft Internet Explorer (comes with Microsoft Windows)
- Apple Safari (comes with Mac OS)

Old browser versions are not supported. Please keep your web browser up to date. All browsers must be Java and JavaScript enabled with pop-up blockers disabled.

A Productivity Suite (can be any below):

- Microsoft Office Suite (Word, PowerPoint, Excel)
- (free suite comparable to Microsoft Office, <https://mitchell.edu/office365/>)
- Google Docs (also acceptable and runs through your browser, needs internet)

Other Required Software:

- Java Runtime Environment (<http://java.com/en/>)
- Adobe Flash Player (<http://get.adobe.com/flashplayer/>)
- Adobe Acrobat Reader (<http://get.adobe.com/reader/>)

Technology Support

Mitchell College has many resources available to help the online student with technology. You can begin here:

IT Service Desk

Service Desk Phone: 860-701-5190

Email: support@mitchell.edu

ACADEMIC POLICIES AND PROCEDURES

Please see the Mitchell College Catalog for all policies and procedures: <https://mitchell.edu/college-catalog/>

Items of particular note are below.

Attendance

For distance education, documenting that a student has logged into an online class is not sufficient to demonstrate academic attendance by the student. A student must demonstrate participation in class or engage in an academically related activity.

Examples of acceptable evidence of academic attendance and attendance at an academically related activity in a distance education course/program include:

- student submission of an academic assignment;
- student submission of an exam;
- documented student participation in an interactive tutorial or computer-assisted instruction;
- a posting by the student showing the student's participation in an online study group that is assigned by the institution;
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; and
- an email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Federal law requires instructors to take online student attendance during the first week of class. To remain in a class, students must log on and complete an activity before the 7th day of the class. If the instructor is unable to record a student's activity during the first week of class, the registrar will automatically withdraw the student from the course.

Refund Policy

A student has the first six (6) days of classes in the semester as an Add/Drop period with 80% reimbursement. The online student should contact their advisor if they wish to add or drop a course. If a student withdraws from the class before the first day of class, 100% will be refunded.

Academic Integrity Policy

Mitchell College is committed to educating students on the importance of academic honesty and protecting original ideas and intellectual property. All members of the community should familiarize themselves with the definitions of academic honesty and will be held accountable for adhering to the policies outlined.

Categories of Academic Dishonesty:

1. Plagiarism, whether from print or electronic resources, is the lifting of words, phrases, sentences, or paragraphs from other writers without attribution.
2. Multiple submissions is the practice of submitting a single paper for credit in two or more different classes (self-plagiarism) in the same or different semesters. The content of papers should reflect the learning in the particular course for which they are written and not repeat work prepared and/or presented for another course. Students who violate this policy may be penalized on the assignment submitted for each course.

3. Cheating involves any dishonest or deceptive effort to give or receive any unauthorized assistance of any form during an academic exercise, including a class assignment or testing or exam session. This includes allowing someone other than the enrolled student to complete the assigned work.
4. Unauthorized use of Artificial Intelligence (AI). Individual instructors are free to set their own policies concerning the use of generative Artificial Intelligence (AI) tools in their courses. In the absence of such a policy, the use of AI may be considered a form of academic dishonesty.

CONTACT INFORMATION

- Patrick Hutchinson, Coordinator of Online Education
Hutchinson_P@mitchell.edu
- Cheri Henault, Advisor for Professional Studies students
Henault_C@mitchell.edu; 860-701-5186
- Office of Academic Affairs
AcademicAffairs@mitchell.edu; 860-701-5028