

BUFFALO STATE & NIAGARA FALLS AIR FORCE BASE

SPRING 2013 COURSE CATALOG

New Student Enrollment

Buffalo State

1300 Elmwood Avenue
Buffalo, NY 14222-1095

<http://www.buffalostate.edu/continuingstudies/veterans.xml>

Introduction

Buffalo State is an affirmative action/equal opportunity institution that subscribes to all federal, state, and SUNY legal requirements and does not discriminate against applicants, students, or employees on the basis of race, sex, ethnicity, national origin, sexual orientation, gender identity, religion, age, disability, or marital or veteran status. Any violation of this policy should be reported to the Equity and Campus Diversity Office, Cleveland Hall 415, (716) 878-6210. It is the policy of Buffalo State that no otherwise qualified person with a disability shall, solely by reason of the disability, be excluded from participation in employment or access to programs of the college. The Buffalo State TTY/TDD phone number is (716) 878-3182.

This catalog is current as of November. The college reserves the right to cancel any course described in this catalog and to change any rules governing curriculum, administration, tuition, fees, admissions, regulations affecting students, dates, and course content. Each student is expected to have knowledge of the information contained in this catalog and in other college publications. This catalog describes all undergraduate programs. For graduate programs, consult the graduate catalog.

This publication is available in large print or other accessible formats upon request; contact the Continuing Professional Studies, Military and Veteran Services Office.

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Welcome

Buffalo State & Niagara Falls AFB Spring 2013

The Niagara Falls Air Force Base (NFAFB) in conjunction with Buffalo State (BSC) has developed a program to enable NFAFB personnel to advance their academic goals while serving at the NFAFB. This program is targeted at personnel working to complete their General Education requirements. However, BSC is a diverse college with 166 majors and minors to choose from for individuals with other academic goals. Additionally, the Base has opened this program to the member's dependents. We will extend the same discounted rate to the dependents. Dependents may not have the same educational assistance and may have to pay out-of-pocket for these courses.

Note: All General Education Courses offered will meet the requirements set forth by the CCAF to fulfill your general education requirements.

If you wish to continue taking classes with us as a current student, please follow the below steps:

1. Print and Complete application
2. Print and complete the Course Registration Request Form
3. Print and complete the Health Fee Waiver Form
4. Send all completed forms to our office either by mail, email or fax.
5. Contact your Education NCOIC to initiate your Tuition Assistance or GI BILL benefits

Mailing Address:

Buffalo State
Continuing Professional Studies
Cleveland Hall Room 210
1300 Elmwood Avenue
Buffalo, NY 14222

Email: vetservices@buffalostate.edu

Fax Number: 716-878-5930

IMPORTANT: NATIONAL GUARDSMEN MAY HAVE TO REGISTER FOR 6 CREDITS (TWO CLASSES) IN ORDER TO USE THEIR TUITION ASSISTANCE. PLEASE CONTACT YOUR EDUCATION NCOIC TO SEE IF YOU FIT IN THIS CATEGORY.

You will receive a phone call from Veteran and Military Services when we have received your Course Registration Request Form and Health Fee Waiver Form. If you have not heard from us in 6 – 8 business days after submit your application, please give us a call at (716) 878-5907.

Additionally, there will be an Orientation offered by BSC for you to learn more about this program:

**914TH UTA: Saturday, January 13 2013 from 5:00 pm to 6:00 pm in the Base Theater.
What will take Place during Orientation; Collection of course tuition, textbook distribution, ANGEL overview, class drop period and policy, expectations and more...**

Unfortunately because the 107th does not have a UTA everyone will have to attend the Orientation during the 914th UTA.

Sincerely,

Margaret Shaw-Burnett, Ed.D.

Associate Vice-President

Continuing Professional Studies and Military Services

716-878-5907

NFAFB and BSC Project FAQ

Buffalo State & Niagara Falls Air Force Base

Buffalo State (BSC) will offer General Education classes during Spring 2013 that will help you earn general education credits transferable to Associate and Bachelor bearing institutes and your CCAF Degree. These classes will be offered on the 914th Reserve and 107th Guard's UTA weekend. They will be given in Hybrid, Online and/or Traditional setting.

What you need to know...

- 1) *How will it work?*
- 2) *What do I need to do to apply?*
- 3) *How do I know what application to complete?*
- 4) *What do I do with my completed application?*
- 5) *How much is the cost of the course and how will I pay for it?*
- 6) *What deadlines do I need to be aware of?*

If you have any questions about any part of this process, please contact Dr. Margaret Shaw-Burnett at 716-878-5907

FAQ's

1) *How will it work?*

The classes given by Buffalo State (BSC) will be offered in one of three methods; Hybrid, Online, or in a Traditional Setting. The Hybrid Classes will meet with a professor on Saturday's of the UTA weekend for two hours and forty minutes and the rest of the course work will be completed online through our ANGEL program. The Traditional Classes will meet once a week for two hours and forty minutes during the entire semester. Class meetings will be held on Niagara Falls ARB. Finally, the Online Classes will work much like your CBT's. The course work for these classes will be completed entirely online through our ANGEL program. BSC will run classes during the 914th and 107th's UTA. This will allow you to sign up for more than one course. **This is especially important for National Guardsmen because these individuals may have to sign up for 6 credits (Two Classes) in order to use their Tuition Assistance benefit (TA).**

IMPORTANT NOTE 1: In order to run any one class Buffalo State must have at least 10 students enrolled in that class. Otherwise, the class will be canceled. Please encourage your colleagues to consider furthering their education.

IMPORTANT NOTE 2: This program does not qualify for cross registration from another college or university. If you have questions on whether this affects you, please contact us.

2) *What do I need to do to apply?*

Please review the enclosed class schedule, determine what course(s) you would like to sign up for, and complete course registration form. You will mail this form back along with one of the two types of applications, a one page Non-Degree Students or a SUNY Application. If you have taken course(s) with us before, just send us you're the completed course registration and health fee form.

3) *How do I know what application to complete?*

Complete the **SUNY APPLICATION** if you are:

- Air Force National Guard, Active Duty Navy, Active Duty Army, Army Reserve, Army National Guard, or Army AGR

Complete the **APPLICATION FOR NON-DEGREE STUDENTS** if you are:

- Active Duty Air Force, Air Force Reserve, Air Force AGR, Active Duty Marine Corps, Active Duty Coast Guard or Coast Guard.

Note: If your component is not listed above, please contact your education office. You may not be entitled to Tuition Assistance (TA)

4) *What do I do with my completed application?*

Once you have completed your application, course registration form and health fee waiver form, mail all documents directly to our office.

- Buffalo State
Continuing Professional Studies
Cleveland Hall Room 210
1300 Elmwood Avenue
Buffalo, NY 14222

NOTE: If you are unable to get an application and you want to sign up for a class, please contact Buffalo State's Veteran and Military Services at 716-878-5907 or by email at vetservices@buffalostate.edu.

5) *How much is the cost of the course and how will I pay for it?*

Each course will cost \$792.15 plus the cost of the book if the course requires one. To use your Tuition Assistance and have the Air Force Pay for these classes, contact one of the following individuals.

- If you are a member of the 107th ANG contact:
 - Primary Contact:
 - MSgt Robert Audette, Wing Education NCOIC
Building 901
Email: Robert.audette@ang.af.mil
Office: 716-236-2436
Cell: 716-310-5853
 - Alternate Contacts
 - SMSgt Jeffrey Wilczek
Office: 716-236-6302
Email: jeffrey.wilczek@ang.af.mil
 - MSgt Jeffrey Lewis
Office: 716-236-2432
Email: jeffrey.lewis.1@ang.af.mil

Tuition Assistance Reimbursement Payment Policy: The student completes their course(s), and does not get placed on academic probation (student need to receive a "C-" to not be placed on academic probation.

- If you are a member of the 914th AFR contact:
 - SMSgt Alex Millar
Building 800
Email: Alexander.millar.1@us.af.mil
Office: 716-236-2183

Tuition Assistance Reimbursement Payment Policy: "C-" is the Minimum Grade you must receive in order to have the Air Force Reserve pay for the course(s)

- If you are on Air Force AGR status contact:

- McConnell Air Force Base's Educational Office:
Phone: DSN: 743-4240/4251
Commercial: 316-759-4240/4251
Email: education22arw@mcconnell.af.mil
- Members in the Army, please contact:
 - Go Army Ed
 - <https://www.goarmyed.com/login.aspx>
- If you are a dependent
 - You are welcome to take any of these classes. Buffalo State will extend the discounted rate to family members. Dependents will most likely have to pay out-of-pocket for each class(s) taken.

IMPORTANT: You must receive a certain minimum grade in order for tuition assistance to pay for the course(s). **If you do not meet this minimum grade, you will be responsible for paying the course(s) out of you own pocket.** Please contact your perspective Education and Training NCOIC to find out the particular details.

NOTE 1: Full Tuition is due at time of registration. Bring a personal check or money order made payable to "**BSC – Continuing Professional Studies.**"

NOTE 2: Please bring a blank check for the purchase of your textbook or other required course materials.

6) *What deadlines do I need to be aware of?*

- **February 11, 2013**– No-Later-Than date to pay for the course(s)
- **February 11, 2013** – Class Start Date

Course Offering and Schedule

Buffalo State & Niagara Falls Air Force Base

Below are courses that will be offered on base that will cover your General Education Requirements. Classes are being offered on both the Air Force Reserve UTA weekends and the Air National Guard UTA weekends. To learn how to sign up for both sections, and have the military pay for these classes contact our Veteran and Military Services at 716-878-5907.

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General Education Courses

SPC 205 INTRODUCTION TO ORAL COMMUNICATION (Meets CCAF Requirements for Public Speaking) (Hybrid)

Basics of oral communication; examining the principles and contexts of communication; focus on the communication process, interviewing, public discussion, group problem solving, public speaking, and criticism of public messages.

Instructor: Tom Koller

Location: Niagara Falls Air Force Base (During the 914th UTA: Building 800 Room 135 / During the 107th UTA: Building 901 Room 142)

Required Textbook: No textbook required

Section 1: **914th UTA:** Saturdays, Feb. 13, March 13, April 13

Times: Class meets once a month on the Saturday of the UTA from 5:00 pm - 7:40 pm
Remaining course work will be completed online using ANGEL*.

Tuition & Fee: \$792.15

(Dates are subjected to change based on the needs of the Air Force)

Section 2: **107th UTA:** Saturdays – Feb. 12, Mar. 11, April 22

Times: Class meets once a month on the Saturday of the UTA from 5:00 pm - 7:40 pm
Remaining course work will be completed online using ANGEL*.

Tuition & Fee: \$792.15

(Dates are subjected to change based on the needs of the Air Force)

CWP 101 COLLEGE WRITING I (Technical Writing for the Air Force) (Online)

Initiation into all phases of the writing process and Air force protocols. The study and writing of expository and analytic prose, patterns of organization, and the features of good writing. Writing assignments emphasize rhetorical strategies and essay structure.

Instructor: Jane Sullivan

Location: Online

Required Textbook # 1: Ballinger, Bruce. The Curious Writer, Concise Edition; Third Edition ISBN 0205780199

Required Textbook # 2: Diana Hacker & Nancy Sommers, A Pocket Style Manual, 6th Edition; ISBN 978-0-312-54254-2

Required Programs: Computer: a computer with access to Angel & Skype video chat, Microsoft Word 2010 and PowerPoint 2010. Once the semester begins, you may also need to purchase access to MY Comp Lab. It will cost \$35-\$45. It is an online program used for grammar tutorials and professional writing help center. The professor will make a decision once the semester starts.

Section 3: This class is offered online using ANGEL*.
Class Dates: Monday, February 11, 2013 – Thursday, May 16, 2013
Tuition & Fee: \$792.15

Approved Management Courses

BUS325 Human Resource Management (online) (Meets CCAF Requirement for Leadership, Management & Military Studies Requirement)

Theoretical and practical knowledge in the major areas of human resource management including selecting, training, developing, evaluating and compensating employees.

Instructor: Michel Stroh

Location: Online

Required Textbook: FRAMEWORK FOR HUMAN RESOURCE MANAGEMENT

Author: DESSLER

Edition: 7TH 13

Publisher: PEARSON

ISBN: 9780132576147

Textbook Price \$160.40

Section 4: This class is offered online using ANGEL*.
Class Dates: Monday, February, 2013 – Thursday, May 16, 2013
Tuition & Fee: \$792.15

BUS369 Organizational Change and Development (online) (Meets CCAF Requirement for Leadership, Management & Military Studies Requirement)

The process of organizational change, conceptual foundation, principles, and practical applications for use in the design and development of organizations to improve organizational effectiveness in dynamic and competitive environments.

Instructor: Michel Stroh

Location: Online

Required Textbook: CAWSEY

Edition 2ND 11

Publisher: SAGE

ISBN: 9781412982856

Course: SPRING 2013, BUS, 369, 3188

Textbook: Price \$70

Section 5: This class is offered online using ANGEL*.
Class Dates: Monday, February 11, 2013 – Thursday, May 16, 2013
Tuition & Fee: \$792.15

MAT 103 INTRODUCTION TO MATHEMATICS (Traditional classroom)(Meets CCAF Requirement for Math)

Some of the greatest achievements of mathematical thought, highlighting the beauty and creativity of these ideas. Topics include Fibonacci numbers; the golden rectangle; estimation; comparing infinities; fractals; the Pythagorean Theorem; the five platonic solids; and selected topics from probability and statistics. Designed for liberal arts majors who do not plan to take further math courses.

Instructor: Thad Furman

Location: Niagara Falls Air Force Base

Required Textbook :No required textbook listed

Section 6: Class Dates: Monday, February 11, 2013 – Thursday, May 16, 2013
Tuition & Fee: \$792.15

Course Registration Request Form

**Buffalo State
&
Niagara Falls Air Force Base**

Name _____
(Last, First MI) Phone Number Email

Military Unit of Assignment _____
(Example: 914th AW/ 30 APS or 277th Quartermaster)

Please indicate your status. This information is needed to process your application correctly:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Active Duty Air Force | <input type="checkbox"/> Active Duty Army | <input type="checkbox"/> Active Duty USMC | <input type="checkbox"/> Active Duty Navy |
| <input type="checkbox"/> Air Force Reserve | <input type="checkbox"/> Army Reserve | <input type="checkbox"/> USMC Reserve | <input type="checkbox"/> Navy Reserve |
| <input type="checkbox"/> Air Force National Guard | <input type="checkbox"/> Army National Guard | <input type="checkbox"/> Active Duty Coast Guard | |
| <input type="checkbox"/> Air Force AGR | <input type="checkbox"/> Army AGR | <input type="checkbox"/> Coast Guard Reserve | |

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Please place a check in the box of the course(s) that you wish to be enrolled in for Spring 2013. Selecting courses at this time will not obligate you to the course until you application has been processed and you have verified that you do wish to enroll.

- Section 1: SPC 205 Hybrid 914th UTA, Introduction to Oral Communication
- Section 2: SPC 205 Hybrid 107th UTA, Introduction to Oral Communication
- Section 3: CWP101 Online 914th and 107th UTA's, College Writing I
- Section 4: BUS 325 Online 914th and 107th UTA's, Human Resources Management
- Section 5: BUS 369 Online 914th and 107th UTA's, Organizational Change and Development
- Section 6: MATH103 Traditional

Signature _____ Date _____