

# EDUCATIONAL RESOURCES

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**Academic Computing** - General Purpose Academic Computer Laboratories are located on the first floor of Mark Hopkins Hall rooms 3, 4, 5, 6, and 7. The computers are connected to the campus-wide network and to the Internet.

Software packages available in the labs include Netscape, Microsoft Word, Excel, Access, and PowerPoint, and numerous programming languages. Specific software for the completion of classroom assignments may also be placed on computers when provided by individual instructors.

In addition to the General Labs, several other facilities around the campus serve the needs of particular programs such as English/Communications, the social sciences, Computer Science, the Library, the Honors Program, and Learning Services. All labs are tied to the campus network, to the campus email system, and to the Internet. Dial-in connections to email are provided through a modem pool 24 hours a day for off-campus students.

Access to the campus network is available to students in dormitory and townhouse rooms, providing they have a compatible computer that meets certain minimum specifications and can be equipped with an Ethernet network adapter. Students request a connection by visiting the Computing Help Desk in Mark Hopkins. An On-Campus Computing Consultant (OCCC) may come to the dorm room to help set up the connection. Visits can be scheduled seven days a week. Students must provide an ethernet card and cable.

The College has a Computer Support Services Department to maintain the computers and network and a Help Desk to support students, faculty, and offices across campus. The Help Desk Manager, OCCCs, and a variety of work-study students manage the labs and assist students as they complete their computer-related assignments. While the support staff will not contribute directly to the content of assignments, its members will assist students with hardware or software problems that they encounter in the labs.

The College's Internet Web server at <http://www.mcla.edu> presents information about the College to the outside world. The College also operates a second server, at <http://campus.mcla.edu>, for members of the institution. It holds course documents, information about dealing with the College, various bulletin board systems, discussion lists, and links to sites for Internet research.

The MCLA Computer Society, a club operating under the Student Government Association (SGA), maintains a pair of Web sites, <http://sga.mcla.edu> and <http://personal.mcla.edu>, that are available to SGA clubs and to individual students who want to create and publish their own Web documents. Interested parties should contact the Computer Society or the Help Desk.

**Advising Services** - Advising Services provides information about topics such as (1) College policies and procedures; (2) majors and minors; (3) adding or dropping courses; (4) off-campus study; (5) the College Level Examination Program (CLEP); and (6) experiential credit. Students may visit any time to receive academic advice. Advising Services also provides resources for faculty to facilitate their advising of students.

Advising Services supports and counsels students in academic difficulty. The Office also coordinates advising for undeclared students and support services for adult learners who have needs which differ from those of traditional-age students. Contact Information: (413) 662-5400 or [sgreen@mcla.edu](mailto:sgreen@mcla.edu).

**Career Services** - Career Services helps students and alumni assess and explore personal interests, values, and skills. Career Services also helps students make decisions regarding academic majors and careers. Contact information: (413) 662-5332 or [szavatta@mcla.edu](mailto:szavatta@mcla.edu). Services include:

- individual and group career exploration
- computerized career guidance and information/internet search resources
- occupational information/research materials/jobs our alumni have landed
- job skill-building workshops (resume writing, interviewing, job search)
- graduate school information/graduate school fair (fall)
- graduate admission test/information/preparation
- specialized workshops for academic programs
- internship development and referral including The Washington Center Internship Program/Walt Disney World
- recruiting/interviewing opportunities
- student employment/part-time job fair (fall)
- study abroad/International Student Services

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**Learning Services** - Learning Services provides numerous programs that assist students to achieve their academic goals at college. Contact information: (413) 662-5309 or tmiller@mcla.edu. Students use Learning Services to:

- assess academic preparation
- improve basic mathematics and writing skills
- develop effective reading and study techniques
- work with tutors in specific college courses
- work individually with professionals

Services to meet the needs of disadvantaged students, adult students, and students with physical or learning disabilities are available.

**Tutor Exchange Network** -- Learning Services offers tutoring to college students through the Tutor Exchange Network (TEN). The program offers small group tutorial assistance in most core curriculum and freshman-level courses. Tutorials are offered for students enrolled in fall and spring semesters based on the availability of qualified peer tutors.

**Individual Enrichment Program** -- This federally-funded program makes a college education possible for students who demonstrate potential but have been held back in their high school studies for any number of reasons, including economic disadvantage. A summer seminar combines intensive academic work with extracurricular activities designed to smooth the transition to college. Additional support is provided in fall and spring semesters of the freshman year. Students receive support and a variety of opportunities for advancement throughout their college career.

**Disabled Students** -- Students with documented physical and/or learning disabilities are eligible for accommodations. They work with a counselor to define the accommodations and support needed to demonstrate their abilities and fully participate in college.

**Adult Basic Education Program** -- The Northern Berkshire Adult Basic Education Program consists of classes in Adult Basic Education (ABE), preparation for the official GED Exam, English for Speakers of Other Language (ESOL) and ABE Technology (TECH). The ABE program also offers Distance Learning utilizing Workplace Essential Skills curriculum. Students utilize web-based instruction as well as drop-in labs, VHS tapes and workbooks. Students can enroll at any time. Funded by the Adult and Community Learning Services (ACLS) division of the Massachusetts Department of Education, classes are free to students. Area residents 16 years and over who have not graduated from high school are eligible for classes.

**Writing Center** -- Learning Services and the English/Communications Department collaborate to offer tutorial assistance for writing and research. Students may drop in to work with Writing Center Associates when writing or researching papers for their college courses.

**College Academic Program Sharing (CAPS)** - CAPS is a program for sharing academic programs among Massachusetts state colleges. It offers access to the academic resources of another state college while maintaining degree status at Massachusetts College of Liberal Arts. A student may take up to 30 semester hours of credit through the CAPS program. A minimum overall GPA of 2.0 must be achieved in this course work. To qualify for CAPS a student must first earn at least 30 credits at Massachusetts College and have a QPA of 2.0. Further information regarding CAPS is available in the Registrar's Office.

**Cross-Enrollment at Berkshire Community College/Williams College** - A limited number of matriculated students enrolled full-time and in good academic standing may register without additional tuition at Williams College or Berkshire Community College for courses not offered by MCLA. Interested students should consult the Registrar's Office.

**Graphics Services** - This office provides graphic art services. These services are available to all members of the campus community.

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**Library** - The mission of the Eugene L. Freel Library is to support the research needs of MCLA students. To achieve that mission the Library provides access to a wide variety of informational holdings. The holdings of the Library include 189,000 book volumes, 150 current print journals, newspaper subscriptions, over 8,700 full text on-line journals, over 250,000 microform units, and over 6,500 non-print media items. The Library also maintains special collections pertaining to local Northern Berkshire county history and the history of the College.

In addition to these holdings, Freel Library provides a full range of information services to the academic community. The Library is staffed by six full-time and five part-time employees, including two professional librarians. The staff offer assistance in a variety of informational tools. The tools include full reference services, bibliographic instruction for classes and individuals, database searching, and interlibrary loan service.

Freel Library provides a number of computers for student use. Several computers, located in the reference department, are dedicated to database searching. The Library is a member of the Central/Western Massachusetts Automated Resource Sharing network (C/WMARS). Membership in C/WMARS provides access to the holdings of 15 academic libraries, five special libraries and over 120 public libraries in the State. C/WMARS also provides patron placed holds, which eliminate much of the red tape of traditional interlibrary loan.

Beginning in 2004, our C/WMARS membership will provide a gateway into the Massachusetts Statewide Virtual Catalog. The Virtual Catalog will allow MCLA students to search libraries across the Commonwealth and to request books be sent, via courier, to Freel Library. In addition to these agreements, Freel Library maintain cooperative agreements with Williams College and the libraries of all public universities and colleges in Massachusetts. These agreements provide MCLA students access to materials which may not be owned by Freel Library.

**Media Services** -Media Services provides a full range of equipment to support classroom teaching at MCLA. Media Services has a collection of audio and video tapes, slides, CDs and DVDs. Equipment for using these media is available. Media Services also circulates 35mm cameras, digital cameras, and video cameras. Other services include satellite TV programming, media setups for classes, teleconferencing and supports distance classes. Media Services also supports the intelligent classrooms in Bowman Hall, Mark Hopkins Hall, and the Library Viewing Room. Media Services maintains viewing and listening carrels in the Freel Library. Students are encouraged to make use of the equipment and collections offered by the Media Services department.

**Office of Lifelong Learning** - This office plans and implements special programs and non-credit classes for continuing learners throughout the Berkshires. These programs may include topical workshops, conferences, seminars, and symposia for the professional development of personnel in schools or industry. A variety of summer educational programs also are offered. The Office of Lifelong Learning also makes College facilities available to outside groups needing meeting space, educational and training programs, and conferences. Individuals or organizations interested in creating a seminar or workshop on a particular subject may call the Office of Lifelong Learning at (413) 662-5543 or [jchoquet@mcla.edu](mailto:jchoquet@mcla.edu).

**Student Development**- Students are encouraged to take advantage of the many college opportunities to enhance the quality of a liberal arts education through their involvement in co-curricular activities. Taking part in clubs and organizations, as well as the numerous educational and social programs offered on campus, contributes to the college experience. Departments and/or student organizations bring speakers, entertainers, and artists-in-residence to MCLA. Most events are free and open to all students.

The Office of Student Development also holds an annual Leadership Conference as well as other developmental training sessions for student leaders throughout the year. For more information call (413) 662-5120/5129.

**Television Production Facilities** - The television production studio is currently located in Mark Hopkins Hall. The facility serves the English/Communications Department and students within the Broadcast Journalism concentration. The Studio is now also home to the local Educational Access Channel (16). Those involved in the television program may take courses in production and produce actual news, sports, entertainment, and live programming which is seen in the local community. The program is structured with a hands-on approach, giving students the opportunity to direct, produce, edit, write, and perform for television. Students have found internships in both cable and broadcast companies. The studio is equipped with four studio cameras, a video switcher/special effects generator, a sixteen bus audio mixing board, several DV camcorders and three digital non-linear edit systems, two SVHS editing systems, and a post-production switcher. Student interns and qualified work study students assist the technical director of the TV studio.

**Women's Center** - The Susan B. Anthony Women's Center conducts research and provides educational programs and advocacy for all students interested in issues which affect women. The Women's Center is a meeting place for discussion groups involving students, faculty, and staff. In addition, the Center provides a lending and resource library and supports the Women's Studies minor. For more information contact the Women's Center at (413) 662-5497.