

Philadelphia Center: Quick Facts

Academics

- *Admissions Requirements*
 - 2.5 minimum GPA
- *Program Academics*
 - Internship four days (32 hours)/week, typically 4 - 8 AC credits
Practicum Form must be completed by AC Department Chair
The Communication Department typically awards 8 credits; the requirements are outlined on the Practicum and include:
COM 385 – 4 internship credits towards major and
COM 386 – 4 upper level elective credits (not major)
 - Semester:
 - City Seminar, typically 4 AC credits (meets one day/week)
 - Two elective courses, typically 4 AC credits each
 - Summer:
 - Fitting-in at the Workplace seminar, typically 4 AC credits
 - Academic focus: communications, education, politics, social work, etc.
 - Fulfills “S” course requirement
 - Alma College allows pass/fail for a course provided it meets guidelines published in the Academic Catalog. Refer to the Pass/Fail Option form (provided with Step 4) for complete instructions. Pass/fail must be requested within nine weeks after the class begins.
 - Incomplete grades must be replaced by letter grades within six weeks from being recorded on the Alma transcript, or they convert to “E”. Contact the Registrar for assistance when you have received an Incomplete grade.
 - Cost of books included in the Activity Fee paid to program.

Housing

- Every student is guaranteed a place to live. Participants usually live with other students.
- During the first week, students reside in a hotel until an apartment has been selected. Four students per room will cost approximately \$125 for the week.
- The program guides students through the process of securing an apartment, signing the lease, setting up utilities, etc.
- Room and board are not included in the Alma College off-campus study fees.
- Students discuss their finances with the Student Financial Aid Office to learn how they receive any money they may have taken out in loans to pay for rent, utilities, transportation, meals etc.
- It is not recommended to bring your own car because of limited parking availability and expensive parking tickets.

FREQUENTLY ASKED QUESTIONS

1. *Can I leave the program early to return for an Alma College Spring Term?*
 - In the event program dates overlap with Alma's Spring Term dates, the program can accommodate an early departure request of one week provided that you:
 - Request the leave from the Philadelphia Center at the beginning of Winter term, so that alternative arrangements can be made for the final week of classes/ internship
 - Inform Alma College's Registrar that you plan to leave the program one week early in order to attend an Alma College Spring Term
 - Inform the Academic and Career Planning office of your departure date.
2. *What is the public transportation system like in Philadelphia?*
 - Philadelphia has one of the largest public transportation systems in the country, complete with buses, subway system, trams and commuter trains.
 - The city is easy to navigate because of the gridlock pattern of the roads.
3. *Do I need a physical or TB Test for my internship?*
 - If you will be working with youth or in a health type setting, you may need to have a physical or TB Test. Contact your program coordinator.
4. *Who can I contact if I have questions about the application process or general questions about the Philadelphia Center?*
 - Your first point of contact should be the Philadelphia Center's official website (www.tpc.edu).
 - If your questions aren't answered by thoroughly checking the website, you can call the Philadelphia Center by phone at (215) 735-7300, or by e-mail at admin@tpc.edu
 - Off-Campus Studies staff are always available to help answer your questions.

