

## Extension classes — new and ready for you

Much is new in the 1982-83 Extension Classes Bulletin (all 600 pages of it).

While there isn't space here to go into everything that appears for the first time or to highlight all the sections in the bulletin, some of the groundwork has been done already by the bulletin editor.

First of all, in the course offerings section there are many cross references for courses on related topics offered by different departments. And there are summary listings under topics like "health" and "business" to help you find specific departments with the courses you want. The index is expanded significantly

this year with many more single entries as well as broad topical lists such as "energy-related courses" or "photography."

Page references, especially for important policy or procedural matters related to degree requirements, course information, symbols and abbreviations, and registration, are included throughout the bulletin.

Look also at the list of helpful telephone numbers on the inside front cover and at the table of contents for an overview of the bulletin's arrangement.

If you need a copy of the new bulletin, or registration forms, call 376-3000.

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The smiling group of folks which appears on the cover of the 1982-83 Extension Classes Bulletin (some of whom appear in this Info, also) is the creation of local artist G.R. Cheesebrough, whose distinctive, whimsical caricatures are familiar to many Twin Citians. For this year's bulletin, Cheesebrough offers a light look at the variety of people who take Extension classes — and are glad they do.

### from the director . . .

By now many of you have discovered that tuition has increased substantially since last year. There are two major reasons for the increase. First, most of you are familiar with the shortfall that occurred in state tax revenues over the past year. The shortfall resulted in reduced allocations to many state agencies, the University of Minnesota among them. The University responded by making many budget and program adjustments. One of these was to place a 15% surcharge on tuition for at least the 1982-83 academic year. The surcharge will be used by the University to offset partially the reduction in state funding referred to above.

A second, and even more complicated, reason why tuition has increased sharply has to do with how the University will assess tuition effective fall quarter. With implementation of computer registration for day school (CEE hopes to be on the system at a future date), day school tuition will now be assessed per credit and, for upper division students, according to the college in which the student is registered.

In addition, tuition rates have been set in an attempt to reflect more accurately the cost of instruction in the various colleges. The principles of this new tuition assessment method have been extended to CEE as well. What it all means for you, as a CEE student, is that you will pay one tuition rate for a 1000-level course (regardless of the college in which the course is academically located); but 3000 and 5000 course tuitions will vary from one college to another.

So, these tuition rates that vary among colleges, along with the need

to raise tuition to keep up with inflation in our costs and to add the surcharge because of reduced state funding, all add up to a significant tuition increase. While the increases are substantial, they are also unavoidable in the times we are in. I hope this explanation helps you understand some of the reasons for the tuition changes.

I also will take this opportunity to wish you a most successful year, both with us at the University as well as in your other endeavors.

*John Malmberg*

Director, Extension Classes

### You'll be glad you tried an Extension class



You'll be glad you decided to take a class to pursue a favorite interest, or to improve job skills, or even to finish a degree you began earlier.

The people you meet in Extension classes are people like you, who work during the day in business, government, the professions, and at home.

New courses, registration information, and details on student services are featured in this issue of **Info**, but be sure to look through the new 1982-83 Extension Classes Bulletin that describes all the learning opportunities available to you through University of Minnesota Extension classes. Call 376-3000 to request registration forms or a bulletin if you don't have one.



Head coach Joe Salem and his Gopher football team move indoors and into prime time this year. Home games will be played in the new Hubert H. Humphrey Metrodome, and five of the six games will be on Saturday evenings (the exception is October 16, homecoming, against Indiana). Extension students registered for three credits or more this fall are eligible to purchase season football tickets at student rates (\$27 for six games). The seating is reserved for each game and a guest adjacent season ticket may be purchased for the same price. See pages 483-484 in the bulletin for details. Since proof of enrollment is required to pick up or purchase tickets, students may want to register in person (opens September 8) and pay fees immediately so they have a receipted fee statement to present when obtaining tickets (available the week before the first game — September 7 to 10).

## Course costs vary by level and by college

Tuition for Extension classes varies by course level and the per-credit rate of the college offering the credits. The tuition rate times the number of credits the course carries — plus any course fees or special fees — determines the course cost.

All 1000-level courses, regardless of college, are \$30 a credit. Certificate credit courses, entrance credit courses, and most other 0000-level courses have tuition computed at this rate, also.

For 3000- and 5000-level courses, the following per-credit tuition rates by college are used.

Liberal Arts . . . . .	31.00
General College . . . . .	31.00
Agriculture . . . . .	34.25
Home Economics . . . . .	34.75
Education . . . . .	35.50
Management . . . . .	36.00
Forestry . . . . .	36.25
Biological Sciences . . . . .	36.75
Institute of Technology . . . . .	37.25
Nursing . . . . .	38.50
Veterinary Medicine . . . . .	43.00
Public Health . . . . .	43.75
Pharmacy . . . . .	45.25
Medical School . . . . .	46.00
Graduate School (8000-level) . . . . .	53.00

Per-credit rate for Food Science and Nutrition is \$34.50 (interpolated from Agriculture and Home Economics rates).

Students who register for graduate credit pay the indicated CEE cost listed with the course. However, if the credits are transferred to the Graduate School record, the student will be charged the difference, if any, between CEE and Graduate School tuition for credits accepted on the graduate program. The tuition difference charged will be the difference between the rates in effect when the credits are transferred.

The tuition rates above include a 15-percent surcharge imposed for 1982-83 to help offset a state revenue shortfall.

## Workshops help you plan a career

The Extension Counseling Office will be offering several sections of its popular Career Planning Workshop during the 1982-83 school year.

Participants in the workshop will take an interest inventory, complete exercises to help them evaluate their skills and values, and learn how to research the job market. The next six-session workshop will meet on Tuesdays, 6-8 p.m., September 14 to October 19. Cost is \$88. Call 373-3905 for registration information.

The Effective Job Search Workshop will be offered by Extension Counseling on a monthly basis this year also. This

workshop is appropriate for people who have clear career objectives. The workshop covers basic job search skills to enhance opportunities for finding satisfactory work. Topics include defining marketable skills, writing effective resumes, learning interviewing strategies, and making adjustments when unsuccessful. (Participants also may return to attend future workshop sessions at no additional cost.)

These workshops meet twice a week for four weeks. The next series begins September 7. Cost is \$65. Call 373-3905 for registration information.

## Give a second choice

When registering by mail for limited-enrollment classes, be sure to include an **alternate choice form** that lists your second preference for a section or class.

Some sections of heavy-demand classes close during the first day or two of mail registration. If the section you indicated on the registration form is closed, your registration will be returned unless you have listed alternative sections or classes.

Call 376-3000 to request alternate choice forms for Extension classes.



### UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Wesbrook Hall  
Telephone 373-3195

Charles R. Cheesebrough  
Editor

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The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

# Liberal Arts degree requirements changing

New degree requirements for the College of Liberal Arts take effect this fall.

Significant changes are in the Writing Practice requirement (formerly English composition requirement), the Group Distribution requirements, and the newly established World Studies requirement.

The changes, and the students they apply to, are outlined generally here, but if you are considering a degree in CLA or have been admitted to a degree program, you definitely should see an adviser in the Extension Counseling Office. Applicability of certain courses and other details are still being determined.

**Call the Extension Counseling Office, 373-3905, for a day or evening appointment, or stop by, if you are on campus during the day, at 314 Nolte Center. Advisers usually are available on a drop-in basis from 9 a.m. to 4 p.m.**

## Who, how, when

Even students currently enrolled are affected since new lists of approved courses have been prepared for the Group Distribution requirements. Students fulfilling those requirements now (whether under the old degree plan or the new one) must choose remaining course work from the new list.

Students entering as freshmen (fewer than 39 credits) will follow the new requirements. Transfer students who enter CLA in fall 1984 or after also will have to abide by the new requirements. Students currently enrolled may follow the old requirements (although they must use the new list of approved courses for any unfulfilled distribution requirements). A student absent from CLA for more than two years, who has fewer than 75 credits, follows the requirements in effect when he or she re-enters. A CLA student with more than 75 credits may elect either the 1982 requirements or those in effect when he or she last attended.

## The changes

The Writing Practice requirement replaces the Freshman English courses with a new course, Comp 1011 **Writing Practice**. That single course satisfies the lower division part of the requirement if students complete it successfully. A student then takes a writing course germane to his or her major (more than one course may be required); see the note and courses listed in the bulletin on pages 125-126. Be sure to check with an adviser on the specific course requirements in your intended major or how to proceed if you already have taken other composition courses.

In the Group Distribution requirement, Group A is now called "Language, Logic, Mathematics, and the Study of Argument." The list of applicable courses has been narrowed some in comparison to the 1972 requirements, and at least one course should be on a formal language or a formal symbolic system. Group B is the "Physical and Biological Universe," and two of the courses must be selected from a new list of Group B Basic Foundation courses (available at Extension Counseling). In Group C, "The Individual and Society," there are now three subgroups, and students must take at least one course from each group. The subgroups are: (1) Individual and Institutional Behavior; (2) The Historical Perspective; and (3) Social and Philosophical Analysis.

The new World Studies requirement consists of two courses (8-10 credits) dealing with the cultures of Asia, Africa, Latin America, or traditional American Indian culture. The courses can be used to satisfy other degree requirements. See an adviser for a list of approved courses.

More on CLA degrees and requirements is included in the 1982-83 Extension Classes Bulletin, pages 513-519. **The information given here is designed only to make you aware of the changes in degree requirements. Students are expected to follow the requirements as outlined in official bulletins and supplements of the College of Liberal Arts and Extension Classes. Be sure to see an adviser and bring transcripts and other records with you to determine exactly how new requirements affect your degree plans.**

*Applies to many majors*

## New writing requirement begins

A new program in writing proficiency is now in effect and will influence degree plans of many degree seekers in Extension (not just liberal arts students).

**Comp 1011 Writing Practice** replaces the former "freshman English" courses, Comp 1001-1002 and Comm 1001-1002. Students take this new course and then an "upper division" composition course appropriate to their major or college (once they have declared a major and completed 90 credits). In some cases, a third course may be required.

Comp 1001-1002 and Comm 1001-1002 are no longer offered. Students who have taken only one of those courses must substitute Comp 1027 for the second course. Check with an Extension adviser regarding completion

of the writing requirement if you have completed only one introductory composition course.

**Regardless of your major or college, you should check with the Extension Counseling Office about successful completion of the writing practice requirement if you plan to earn a degree through Extension.** Call 373-3905 with questions.

Examples of the upper division courses (3000-level courses intended for students with junior standing, i.e., 90 credits or more) are found on pages 125-126 in the new Extension Classes Bulletin and include such courses as **Comp 3031 Technical Writing for Engineering** and **Comp 3014 Writing for the Quantitative Social Sciences**.

## bulletin changes

(All room changes will be posted in the classrooms)

COURSE	FALL CHANGE
Comp 1011, sec 32	Added for fall semester. W, 6:30-8:25, Richfield HS 141
Dtch 1110, sec 1	Additional credits are \$30 per credit
EE 3351, sec 1	Canceled; winter and spring courses, 3352 and 3353, also are canceled.
Jour 1002, sec 1	Added: <b>Visual Communication</b> , 3 degree credits, \$90. Fall quarter, sec 1, W, 6:20-8:50, MurH 105.
Lib 5101, sec 1	Canceled; two spring courses, 5301 and 5601 also are canceled.
Math 5081, sec 1	Change time to 4:10-5:25
Psy 1001, sec 1	Change time to 6:20-8:15

# Try an Extension class near home or work

In addition to the centrally located Minneapolis and St. Paul campuses of the University, Extension classes are held at six suburban neighborhood locations.

Classes at these local school buildings usually have limits on enrollment, so early registration by mail is recommended (in-person registrations are not accepted at neighborhood centers).

Registration materials are available by mail (call 376-3000) or can be picked up at school district offices or community education centers in the school districts in which Extension classes are offered. See the list of these locations on page 26 in the bulletin.

Neighborhood centers and classes are listed below. New this year are classes at

Armstrong Senior High School in Plymouth, which replaces Robbinsdale High School as a neighborhood center.

**Irondale High School**, 2425 Long Lake Road, New Brighton

GC 1111 **Science in Context: Weather and Climate**

IR 3010 **Human Relations and Applied Organization Theory**

PsyS 5152 **Disturbed and Disturbing Students I: Background and Assessments**

Comp 1011 **Writing Practice**

Econ 1001 **Principles of Economics**

Psy 1001 **General Psychology**

**Minnetonka High School**, 18301 Highway 7, Minnetonka

BFin 3000 **Finance Fundamentals**

Psy 1003 **Application of Psychology to Living**

Comp 1011 **Writing Practice**

Econ 1001 **Principles of Economics**

**Alexander Ramsey High School**, 1261 W. Highway 36, Roseville

AmSt 1101 **American Life**

BLaw 3058 **Business Law**

Math 0009 **Intermediate Algebra**

Math 1111 **College Algebra and Analytic Geometry**

Math 1201 **Pre-Calculus**

Math 1211 **Calculus**

Econ 1001, 1002 **Principles of Economics**

**Richfield Senior High School**, 7001 Harriet Ave. S., Richfield

CPsy 1301 **Introductory Child Psychology**  
Mgmt 3001 **Fundamentals of Management**

Mktg 3000 **Principles of Marketing**

Math 0009 **Intermediate Algebra**

Math 1201 **Pre-Calculus**

Math 1211 **Calculus**

Comp 1011 **Writing Practice** (see "Bulletin Changes" in this issue for sec, day, time, room)

Econ 1001 **Principles of Economics**

Psy 1001 **General Psychology**

**Armstrong Senior High School**, 10635 36th Ave. N., Plymouth

Hum 1111/3111 **European Heritage: Greece**

IR 0001C **Supervision I: Elements of Supervision**

Math 0009 **Intermediate Algebra**

PsyS 5302 **Workshop: Special Education**

Comp 1011 **Writing Practice**

Econ 1001, 1002 **Principles of Economics**

Psy 1001 **General Psychology**

**Scott Highlands Middle School**, 14011 Pilot Knob Road, Apple Valley

CPsy 3303/5303 **Adolescent Psychology**

SPFE 5209 **Sociology of Higher Education**

See pages 581-585 in the new Extension Classes Bulletin for more information.

## Visit us September 8



It's time again for our annual fall open house — and you're invited.

If Extension is new to you, if you want to get acquainted with the campus, or if you have questions about "where" and "how," come to the Extension Classes open house, Wednesday, September 8 in the Nolte Center Lounge (315 Pillsbury Drive S.E.) on the Minneapolis campus. Hours are 5 to 8 p.m.

Staff members and program advisers will be on hand to answer your questions about registration in classes, degrees and certificates, bookstores, and student services. In-person registration for fall quarter and fall semester classes begins the same day.

Departmental advisers can explain courses and programs in their departments and colleges and how they relate to Extension; these include English, engineering, mathematics, accounting, University Without Walls, School of Management, General College, and others.

Special sessions on study tips and what to expect in college classes are scheduled, also. Sources for study skills help will be explained.

Representatives from other departments in Continuing Education and Extension can answer questions about correspondence courses, radio and television courses, non-credit courses and seminars, and programs in the arts and specific professions. Helpful bulletins and literature describing those courses and programs will be available.

You don't have to be an Extension student to attend. Even if you have no specific questions, stop in for a cup of coffee or cider and get acquainted. Campus tours are planned for those who want to go.

Free babysitting will be offered in Nolte Center, and you can park free in Nolte Center garage. See the parking and campus maps near the end of the Extension Classes bulletin for locations. Questions? Call us at 376-7500.

### in short . . .

Starting this year, the **cancellation fee** (for students who cancel classes before the term begins) is \$5; the balance of tuition and course or special fees will be refunded. Late fees and transfer fees are not refundable. Once classes start, students may be eligible for a refund of a percentage of the course costs when they cancel. See pages 54-56 in the bulletin for a complete description of the cancellation and refund policies.

University employees no longer may apply **Regents' Scholarships** to non-

credit Informal Courses and Professional Improvement Courses. Follow the regular registration procedures and dates outlined in the bulletin on pages 9-26.

\* \* \*

Please note that the **first day** for fall quarter and fall semester classes is a Tuesday this year (**September 28**). Monday, September 27, is not a day of instruction; the Extension Classes registration office in 101 Westbrook Hall will be open from 8 a.m. to 8 p.m. that day, however, to handle late registrations.

# Discover travel, outdoors, great ideas, and more

Informal Courses return this year with some new ways to accomplish college learning without college credit.

Informal Courses are short, noncredit courses designed to stimulate and inform; they feature University instructors, lively discussion, and sometimes a guest speaker or field trip. There are no grades, exams, or transcripts.

New this year are Lifetime Adventures in Learning (see below) and Informal Courses Study and Travel Adventures (see related story). In addition, many new courses have been added in the four continuing categories: Arts and Humanities; The Natural World; Society, Behavior, and Culture; and Personal Growth and Survival Skills.

Lifetime Adventures in Learning is a new program of single-day courses. They are self-contained classes that meet either for an afternoon or for the full day and focus on key social issues or important or favorite personal interests. Two courses are offered this fall: IC 0810 **Getting Acquainted with the Opera** (Wednesday, Oct. 20, 8:30 a.m.-4) and IC 0811 **The Arab-Israeli Conflict: Past as Prologue** (Saturday, Nov. 6, 9:30 a.m.-4)

## Travel with a difference — new noncredit learning adventures

If you like to travel, have an interest in a particular place, or would like a tour with a difference, noncredit Study and Travel Adventures are for you.

The study tours, offered as Informal Courses, come in a variety of packages — ranging from two days to two weeks. Each is conducted by a University instructor who is an expert in the field. That expertise, coupled with pre-trip lectures and limited group size, assures valuable interaction.

Two fall tours are described below; also see the new Extension Classes Bulletin, page 287. For a detailed itinerary, call 376-7500 (costs and details subject to change). You may reserve space now in these tours or in winter and spring tours to New York City (Broadway productions), the Caribbean (Spanish American history, culture), Spain (art, culture, history), Yucatan (archaeology and anthropology), South Carolina (birding), as well as local trips to Mississippi River towns (history) and Decorah, Iowa (Scandinavian immigrant culture).

IC 0900 **The Singing Wilderness: Sigurd Olson's Boundary Waters Canoe Area.** Sigurd Olson wrote of a unique wilderness of lakes, streams, smooth granite islands, and rolling wooded hills where travelers follow the ancient canoe routes of Indians and French voyageurs.

The Older Adult Program co-sponsors Lifetime Adventures in Learning. See pages 284-285 in the bulletin for a complete listing of these afternoon and one-day seminars.

Other new and back-by-popular-demand Informal Courses include these.

### Arts and Humanities

IC 0106 **Photo Workshop I** is an exploration of the camera, optics, photographic processes, and darkroom techniques; no experience necessary. An introductory course in color photography, IC 0108, is scheduled, as well.

IC 0116 **Twin Cities Theatre: Roots and Wings** provides an inside look at what has been acclaimed as some of the nation's very best and most original theatre. Students will attend and discuss current plays (admission costs extra). Instructor is David O'Fallon, director of Continuing Education in the Arts.

IC 0167 **Printmaking** is an introductory course that stresses both basic technique and creativity in printmaking using a wide variety of materials.

Other classes cover movie criticism and appreciation, intermediate water

color painting, and the novels of Hawthorne and Melville.

### The Natural World

IC 0200 **Field Ecology in Minnesota** reviews the state's large array of habitats and the interactions of animals, plants, geology, and climate; field trips.

IC 0213 **Natural History of Insects** is a practical look at entomology featuring identification, anatomy, behavior; field trips.

IC 0235 **Minnesota Birds: Abundance and Distribution** is a continuation of the introductory and intermediate birding courses in Informal Courses (also offered this year), but with concentration on the when, where, and how that goes beyond identification.

Other popular courses return on Minnesota's forests (early registration required for this course, IC 0206), waterfowl, mammals, microscopic plants and animals, outdoor survival, energy-efficient construction, and sailing.

### Society, Behavior, and Culture

IC 0341 **The Soviet Union Today** offers an overview of recent Soviet history and affairs, both internal and external. Offered in cooperation with the World Affairs Center.

Other fall courses in society and culture include IC 0365 **Minnesota Railroad History** and IC 0370 **The Celebration of Christmas in Minnesota 1850-1925.**

### Personal Growth and Survival Skills

IC 0417 **Dealing With Job Stress** is offered in cooperation with Continuing Education for Women; the course meets concurrently with PIC 0417 on Saturdays starting October 23.

IC 0418 **Balancing Work and Family Life** is an overview of the common chronic and acute tensions and stresses experienced by professionals attempting to integrate demanding careers with quality family life.

IC 0440 **How To Market Your Photographs** was an added class offered late last year and met with great interest. The course is now scheduled regularly every term in 1982-83. Instructor is nationally recognized expert Ron Engh, author of *Sell and Re-Sell Your Photographs*.

IC 0494 **Gene Cloning: All About Genetic Engineering** explores recombinant technology, gene manipulation, potential applications, responsibility and regulation.

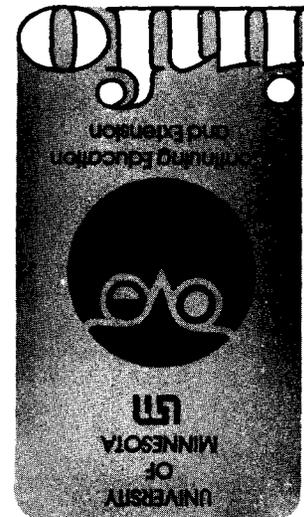
Also offered are courses in yoga, writing, rental income property, and home computers.

For information on these courses, see the Extension Classes Bulletin, pages 250-289, or call 376-7500 with specific questions.

Travel by motor coach to Ely; emphasis on ecology, geology, social and political history. Instructor is Bill Cunningham, professor of genetics and cell biology, who has 30 years experience canoeing, backpacking, and camping. September 8, 9, 10; \$155 (includes bus transportation, hotel, and all meals).

IC 0901 **Natural History of the Prairie.** Explore prairie environments in south-eastern Minnesota in the Mississippi River valley near Wabasha. September 17, 18, 19; \$155 (includes bus transportation, hotel, and all meals.)





Info (UPSS 711-240)  
Extension Classes  
University of Minnesota  
180 Westbrook Hall  
77 Pleasant Street S.E.  
Minneapolis, MN 55455

To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Second class postage paid Minneapolis, Minnesota

# Fall registration

Registration for fall classes begins in just a few weeks. Dates and procedures are outlined here, but be sure to refer to the new 1982-83 Extension Classes Bulletin, pages 10-13 and 20-24 for complete information.

## MAIL REGISTRATION

**August 23 to September 15:** Registration forms with checks will be accepted by mail at 101 Westbrook Hall for limited- and nonlimited-enrollment classes. To request registration forms, call 376-3000.

Students must include a separate check for each limited-class registration; nonlimited classes may be paid for with one check.

Registrations are processed daily; early registrations (received before August 23) will be returned to the student.

If your limited class is closed, your registration and check will be returned. If there is an acceptable alternative section or course you want, include an alternate choice form giving your second and third choices.

## TELEPHONE REQUESTS FOR LIMITED-ENROLLMENT CLASSES

**September 1 to September 7:** Requests accepted for space in limited-enrollment classes. Telephone 376-1371 between 8 a.m. and 4:30 p.m. If space is available, registration forms and a limited-class reservation card (stamped with an expiration date) will be mailed to you. When calling, you must be prepared to give (1) department name, (2) course number, and (3) section number. Please have your bulletin open in front of you when calling.

**Simply reserving a space by telephone does not mean you are registered.** You must complete the registration form and return it with the class reservation card and check for tuition and fees by September 15. Your space in class is forfeited if you do not complete registration by this date.

## IN-PERSON REGISTRATION

**September 8 to September 15:** Registrations will be accepted at 101 Westbrook Hall on the Minneapolis campus; at the MacPhail Center, 1128 LaSalle Avenue, downtown Minneapolis; or at the downtown St. Paul registration booth in the Northwestern National Bank Building, Fifth and Minnesota. See page 11 in the bulletin for registration hours. All registration offices are closed weekends.

**Off-Campus Classes:** Students should register by mail for classes held at neighborhood centers. **In-person registrations are no longer accepted at neighborhood centers.** Extension classes are held at Minnetonka High School, Richfield High School, Armstrong Senior High School in Plymouth, Irondale High School in New Brighton, Alexander Ramsey High School in Roseville, and Scott Highlands Middle School in Apple Valley. Registration materials are available during regular business hours at the school district offices and education centers listed on page 26 in the bulletin.

**September 15 is the last day to register without a late fee.**

**Fall quarter classes begin September 28 (Tuesday).**

## Degree students: meet with program advisers

You can discuss educational objectives, before registering for fall classes, with faculty advisers from specific colleges and departments.

Students with more than 45 credits, who plan to work toward a degree in the following areas, should call 373-3905 to make an appointment: computer science, home economics, mechanical engineering, electrical engineering, civil engineering.

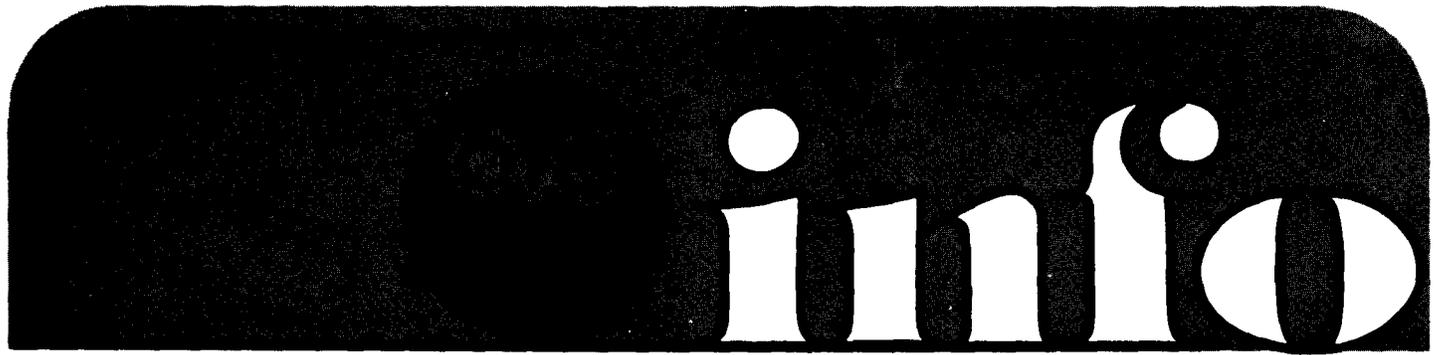
Meetings will take place on campus, in the evening, during the weeks of August 16 and August 23. You must bring transcripts of previous college work.

In addition, General College students may call the General College advising offices, 376-2950, for individual appointments to review past work and degree progress.

Students in the School of Management and the College of Liberal Arts, and all other students with less than 45 credits, should see advisers in the Extension Counseling Office. School of Management students may see Extension advisers now or call during the year to arrange a Wednesday evening appointment with a Management adviser (373-3701).

Counselors and program advisers in Extension Counseling are available for fall registration in 314 Nolte Center, Minneapolis campus, 373-3905, on a walk-in basis from August 9 to September 15, 9 a.m. to 7:30 p.m., Monday through Thursday; 9 a.m. until 4 p.m. on Friday. (Limited service between noon and 1 p.m.)

Regular office hours are 9 a.m. to 4 p.m., Monday through Friday. Or call for an evening appointment Monday through Thursday.



## Fall registration — it's not too late

Registration is open now for fall term Extension classes.

Registration by mail continues through September 15. In-person registration is **September 8 to September 15** at the locations listed below.

**101 Wesbrook Hall — Minneapolis Campus.** You can register in person at 101 Wesbrook Hall between noon and 8 p.m. (except for Friday, September 10, when the office closes at 4:30 p.m.).

**MacPhail Center, 1128 LaSalle Ave. — Downtown Minneapolis.** Registrations are accepted at the MacPhail Center office between noon and 8 p.m. (except for Friday, September 10, when the office closes at 4:30 p.m.).

**St. Paul Registration Booth, Northwestern National Bank Building, Fifth and Minnesota.** The registration booth is on the skyway level and is open from 9 a.m. to 5 p.m.

Don't forget the Extension Classes Open House on Wednesday, September 8, in Nolte Center on the Minneapolis campus. Stop by any time between 5 p.m. and 8 p.m. Extension advisers and staff will be on hand to answer questions, show you around, and give out helpful literature. Free coffee, free babysitting, and free parking (in Nolte Garage). Call for details or directions: 376-7500.



All registration offices are closed weekends.

Registration in Extension classes is on a first-come, first-served basis. Some popular classes, or certain sections of them, have already filled. Register as early as possible.

**The last day to register without a late fee is September 15 for most classes.** If you miss that deadline, you can register **by mail** with a \$5 late fee on September 16-17. Late registration resumes on September 20 at 101 Wesbrook Hall and continues through the first week of classes with the \$5 late fee. See page 11 in the bulletin for late registration hours.

Most Informal Courses and Professional Improvement Courses have extended registration, and late fees do not take effect until one week before the class begins.

Registrations are not accepted at the neighborhood centers. However, you may pick up registration forms and bulletins at the following locations (during regular business hours): Richfield School District Office, Richfield Senior High School, 7001 Harriet Ave. S., Richfield; Robbinsdale Fair Community Education Center, 3915 Adair Ave. N., Crystal; Minnetonka School District Administration Building, Community Services Office, 261 School Ave., Excelsior; Fairview Community School Center, 1910 W. County Road B, Roseville; Moundsview District Office, Community Education Department, 2959 Hamline Ave. N., Roseville; Rosemount Independent School District 196, Community Education Office, 14445 Diamond Path, Rosemount.

## Extension student board reviews year, organizes for 1982-83

Student fees, budget cuts and their effect on tuition and services, library hours, and communication with Extension students were key issues for the Extension Classes Student Board last year, according to 1981-82 chairperson Jo Ann Johnson.

At the annual board dinner meeting in June, Johnson reviewed the board's efforts in those areas and suggested that fees and parking availability and costs would continue to be important matters for the new board.

The dinner meeting was attended by Extension senators and alternates elected to the University Senate this spring, last year's board members, and Continuing Education and Extension (CEE) staff members.

Associate Dean Donald Woods thanked the outgoing board members for their service. He cited the \$50,000 in campus lighting improvements, installed about a year ago in critical areas, as an example of the influence the student board can exert.

Board liaison Beverly Sinniger, assistant director in Extension Classes, commended 1981-82 board members and handed out citations to Judith Zylkowski, Galen O'Connor, David Lenander, Howard Root, Pat Webster, Verna Anderson, Linda Schmidt, Tim Cutting, Polly Hoyer, Cecilia Harrington, and Johnson.

She also welcomed new senators and alternates who will serve on this year's board. They are Steven Hanson, Bruce MacGregor, Brian Meline, Eric Nelson, and Ronald Short, as well as Hoyer, O'Connor, Webster, and Zylkowski. Board members reappointed for 1982-83 were Cutting, Harrington, Root, Schmidt, and newcomer Steve Feig.

Temporary officers were elected. They are Galen O'Connor, chair; Polly Hoyer, vice chair; and Howard Root, secretary.

If you are interested in talking to a board member about an issue important to Extension students or about joining the board, call 376-7500 for information.

# Try a new course this fall

There are more than 100 new courses for fall; the list that follows is just a sampling. See the bulletin for complete course descriptions. The Course Offerings section is arranged alphabetically by department.

## Arts and Humanities

**Clas 1005 Age of Augustus.** The golden age of Latin literature, the monuments, the shift from republic to empire.

**Ger 5601 German Drama in Translation.** Development of national theatre tradition; readings in English.

**Mus 5702 American Music.** From colonial times to present; American Indian music; sacred music; jazz; music education, contemporary music.

**Fin 1104 Intermediate Finnish.** For students who have introductory courses or equivalent ability.

**WoSt 3502 Women and the Arts.** Critical examination of works of art by or about women.

## Science, Engineering

**BioC 1301 Elementary Biochemistry.** Carbon compounds and their chemistry; not intended for majors, particularly directed to nurses.

**CE 3400 Fluid Mechanics.** Fluid properties, statics for liquids and gases; duct flow, boundary layers, lift and drag, measurements.

**ME 5603 Thermal Environmental Engineering.** Thermodynamic properties of moist air; h-W diagram; solar radiation; heat and water vapor transmission; effects of thermal environments, control systems.

**Phys 1041 Introductory Physics.** Replaces 1032. Primarily for students interested in application of physics topics in various technical areas and CLA distribution requirements. Prereq high school algebra and plane geometry (other 1000-level physics classes require calculus, college mathematics courses, or equivalent).

## Social Sciences, Health

**FScN 1603 Family Nutrition.** Basic concepts, nutrient requirements, controversial topics; intended for nonmajors.

**Health Science Units.** A new department this year with courses this fall on health services delivery, aging, human sexuality, and more. Many courses meet concurrently with courses in Public Health. See page 228 in the bulletin.

**Ling 5742 Linguistic Description of Modern English.** Word and sentence structure in present-day English; for students with an introductory course or background.

**PubH 5060 Health Options for the Individual and the Community.** Overview of current health education, personal health strategies, community and organizational efforts to improve health.

**Public Health.** Several new course areas in public health are available this year: Nurse Practitioner Certificate Program (page 417); Public Health Nutrition (page 420); and Veterinary Public Health (page 421).

**SSci 3407 The Developing Global Crisis.** Examines the many serious, and often related, problems facing civilization today: resource shortages, environmental quality decline, violence, war, and economics.

**YoSt 5130 (sec 3) Adolescent Parenthood.** The psycho-social, health, and developmental problems a young parent faces; current research; role of helping professionals.

## Education

**Dnce 1222 Ballroom Dance.** A more advanced course, third in a series (Beginning course offered winter quarter).

**PsyS 5106 Exceptional Children in Regular Classes.** For elementary teachers or majors this quarter; policies, procedures, curriculum adaptations; collaborative roles among teachers, parents, others.

## Register now for workshops

A few spaces still remain in the Extension Counseling Office's next career planning workshop, September 14 to October 19. The workshop is designed for people who are having difficulty selecting a career. Participants learn about career selection, their vocational interests, their skills and values, and decision-making/goal-setting strategies. Cost is \$77 plus an \$11 materials fee. Call 373-3905 for information.

The counseling office also is continuing its monthly effective job search workshops. Students learn to produce positive functional and chronological resumes, to interview actively and positively, and how to handle special problems in the interview. The workshop can be helpful for those who know the careers they would like to pursue. Cost is \$65. Call 373-3905 for details.

**PsyF 5152 Knowing, Learning, Thinking.** Human information processing; memory and thought; comprehension and understanding and mental operations.

**School Health Education.** New courses this year on school and community health education, family life and sex education, teacher stress (winter), student drug use (spring), and other topics.

## in short . . .

### Dates change

Dates have been changed for IC 0214 **Natural History of Microscopic Worlds.** The course will begin and end one week later than described in the bulletin (page 263). Classes are Mondays, October 4 to November 8. Field trips are October 9, 16, 23.

### Added class

**Special Topics: Minority Group Family Relationships in the United States** (Family Social Science 5240), three degree credits, \$104.25. Exploration of the family patterns (husband-wife, parenting, extended family relationships) of several minority groups, including Black, Native American, Chicano, and others. Includes examination of research and case study material. No prereq. Fall quarter, sec 5, Thursday, 6:20-8:50 p.m., BlegH arr, Burkett. Register in person at 101 Wesbrook Hall.

### Names and places

New abbreviations for some existing buildings are being used this year. The Bell Museum of Natural History is now **BellMus.** **Mgmt/Econ** is the new designator for the Business Administration building. The Earle Brown Continuing Education Center on the St. Paul campus is now abbreviated **EBCEC.** The Eddy Hall Annex is **EdHAN.**

Last year some students had trouble locating Akerman Hall. Akerman is adjoined to Mechanical Engineering. When entering on Church Street, walk through MechE to Akerman. (Old timers may remember it as Aeronautical Engineering.)

See the complete list of building abbreviations and campus maps in the bulletin on pages 567-580.



## UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO

USPS 711-240

**Registration Office:** 101 Wesbrook Hall  
Telephone 373-3195

**Charles R. Cheesebrough**  
Editor

**Info** is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year - August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Wesbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

# Buy books early during special hours

University bookstores are open extended evening and Saturday hours at the beginning of the quarter.

Students are urged to buy books early and take advantage of special hours; because of budget cutbacks, hours have been reduced some compared to last year.

Most required texts are in stock before classes begin and may be purchased before or on the first night of classes. You may call the bookstores to see if books are in stock for an Extension class you have registered for. Call early in the day, if possible. See the list below for fall quarter hours and telephone numbers for campus bookstores.

**MINNESOTA BOOK CENTER, WILLIAMSON HALL (east bank)**, 373-3688; books for most departments in CLA, IT, Education, and General College — see the bulletin, pages 29-30.

**First week of classes:** 8 a.m. to 7:30 p.m., Monday through Thursday. **Regular hours:** 8 a.m. to 5:30 p.m., Monday; 8 a.m. to 4:30 p.m., Tuesday through Friday; 10 a.m. to 2 p.m., the Saturday before fall and spring quarters begin and the first three Saturdays of each quarter.

**HAROLD D. SMITH BOOKSTORE (west bank)**, 373-4450; books for the School of Management and several departments in CLA — see the bulletin, pages 29-30.

**First week of classes:** 8 a.m. to 7:30 p.m., Monday through Thursday. **Regular hours:** 8 a.m. to 5:30 p.m., Monday; 8 a.m. to 4:30 p.m., Tuesday through Friday; 10 a.m. to 2 p.m., the Saturday before fall and spring quarters begin and the first Saturday of each quarter.

## Intercampus bus fare information

Please note that there is now a 10-cent fare for riding the intercampus bus either to or from the west bank. The charge is paid only at the west bank bus stops, either as students get on the bus to go to the east bank or as they disembark after coming from the east bank (or St. Paul campus). The charge is a result of University cutbacks.

There is no charge for the intercampus bus route 13, which travels between the Minneapolis and St. Paul campuses, provided students go from campus to campus without getting off at any stops in between. Students who park and ride from the Como Avenue parking lot must pay 30 cents at that stop.

See the bulletin, pages 489-490 for more bus information.

**BOOKS UNDERGROUND (St. Paul campus)**, 373-0800; books for classes taught on the St. Paul campus.

**First week of classes:** 8 a.m. to 6:30 p.m., Monday through Thursday, fall only. Winter quarter and spring quarter and semester, 8 a.m. to 6:30 p.m. on Tuesday

only (other weekdays 8 a.m. to 4:30 p.m.). **Regular hours:** 8 a.m. to 4:30 p.m., Monday through Friday.

**HEALTH SCIENCES BOOKSTORE (2-554 Unit A)**, 376-4007; books for courses in the health fields; see the listing of departments on page 30.

**First week of classes:** 8 a.m. to 6:30 p.m., Monday through Thursday. **Regular hours:** 8 a.m. to 4:30 p.m., Monday through Friday.

For details on resale of books and books for off-campus classes, see the bulletin, page 29.

Be sure to save the sales receipt. If your class is canceled, or you drop the class, you may return books for a full refund through the second week of classes provided you have the sales receipt and the books have not been written in or marked in any way.

**MSA Store:** This store is a student enterprise of the Minnesota Student Association. The store does not carry textbooks but does sell reference books, popular literature, school and art supplies, calculators, crafts and art merchandise, records, clothing, and reduced-admission movie tickets, all at discounted prices. The MSA store is on the ground floor level of Coffman Union; regular hours are 8 a.m. to 7 p.m., weekdays, and 11 a.m. to 5 p.m. on Saturdays. Telephone 373-2408.



## bulletin changes

(All room changes will be posted in the classrooms)

### COURSE

Comp 1011, sec 33  
Dich 1110, sec 1  
EE 3351, sec 1

Engl 1009, sec 1  
FSos 5240, sec 5

IC 0214, sec 1

Jour 1002, sec 1

Lib 5101, sec 1

MacPhail Center

Math 5081, sec 1  
PIC 0107, sec 1  
PsyS 5170, sec 1  
PsyF 5120, sec 1  
PsyF 5121, sec 1  
Psy 1001, sec 1, 9, 10  
PubH 5334, sec 1

WoSt 3301/5301, sec 1

### FALL CHANGE

Added for fall semester, W, 6:30-8:25, Richfield HS 141  
Additional credits are \$30 a credit  
Canceled: winter and spring courses, 3352 and 3353, also are canceled.

Change room to MechE 212  
Added: **Special Topics: Minority Group Family Relationships in the United States**, 3 degree credits, \$104.25. Fall quarter, sec 5, Th, 6:20-8:50, BlegH arr, Burkett.  
Change dates to October 4 to November 8. Last day to register without a late fee is September 27. Field trips are October 9, 16, 23.

Added: **Visual Communication**, 3 degree credits, \$90. Fall quarter, sec 1, W, 6:20-8:50, MurH 105.  
Canceled: two spring courses, 5301 and 5601, also are canceled.

Change registration fee on all MacPhail Center courses to \$3; course cost total for each course increases \$1 (course listings begin on page 304).

Change time to 4:10-5:25  
Change room to HckrH 210  
Canceled

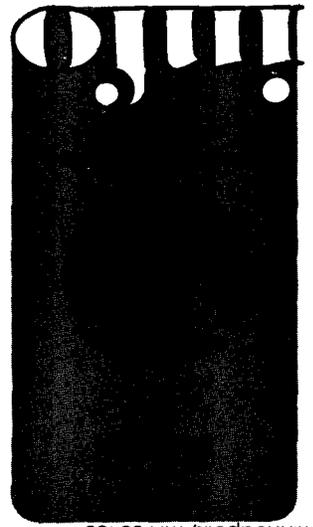
Change room to FolH 209  
Change room to FolH 104  
Change time to 6:20-8:15

Added: **Epidemiology for Infection Control Practitioners**, 3 degree credits, \$131.25. Graduate credit available. Fall quarter, sec 1, T, 6:30-9:30, arr, Mandel.

Change room to Armory 116

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## Courses available by television and radio

Career planning, alcohol use and problems, and jazz, are among the subjects covered in television and radio courses offered this fall by the Department of Extension Independent Study.

Courses are offered for credit; each course is an integrated learning package consisting of a television or radio component, a study guide, and texts. Assignments are mailed in and instructors maintain telephone office hours.

In the Twin Cities, television courses are broadcast on KTCA-TV, Channel 2, and radio courses are on KUOM, 770 AM, and KBEM, 88.5 FM.

Registration is open now through October 15 without a late fee. Call for information or registration materials, 376-4925.

### School of Management

## Revisions in admission policy

Requirements for admission to the School of Management have been adjusted for this fall. Students who recently have inquired about admission, or who plan to apply soon to a Bachelor of Science in Business program, should double check with an adviser in the Extension Counseling Office; it may be advantageous to apply now because of the changes adopted. They are noted below.

1. Students may apply with completion of all but five (rather than all but three) of the pre-management courses required. Those remaining required courses must then be completed after admission (usually by the end of the third quarter in the school). See page 520 in the Extension Classes Bulletin.

2. In the Group A Pre-Management requirements (page 520), Spch 1101 is

### Television Courses

**Career Development and Planning** (Psychoeducational Studies 5300). For those professionally or personally interested in career planning. Topics: lifespan career development, labor market trends and data, unemployment, career decision making, dual careers, and more; 4 degree credits, graduate credit available. Saturdays, 9:30-10 a.m., October 2-December 4.

**Famous Figures in Ancient Biography** (Classics 5006). The hero pattern, psycho-historical outlook. Figures such as Alexander the Great, Sappho, Julius Caesar; 4 degree credits, graduate credit available. Saturdays, 10-10:30 a.m., October 2-December 4.

not a specific requirement. However, students may want to consider taking this course early in their programs since it is a prerequisite to advanced speech-communication courses that can be used in the upper division Composition and Speech requirement (see VI on page 522 in the Bachelor of Science in Business-Regular Program requirements).

3. Space permitting, students may be admitted to the School of Management with a 2.50 grade-point average. See an adviser in the Extension Counseling office if your grade-point was or is a factor in considering whether to apply for admission to the school.

Advisers are available days or evenings at the Extension Counseling Office. Call 373-3905 to talk with an adviser or make an appointment.

**Fundamentals of Alcohol Problems** (Public Health 5033). Entire range of alcohol-related problems, of which alcoholism is one. Social aspects, influences of genetics, life history; 3 degree credits, graduate credit available. Saturdays, 10:30-11 a.m., October 2 - December 4.

**Principles of Human Communication** (Rhetoric 1220). Origins and nature of language; culture and the meaning of words; listening; nonverbal communication, interpersonal communication; 4 degree credits. Tuesdays, 7-7:30 a.m., October 5 to December 7.

**Black Music: History of Jazz** (Afro-American and African Studies 3108). Major styles of this uniquely American music phenomenon; interviews with Dizzy Gillespie, Count Basie, Shirley Manne, Roy Eldridge; 4 degree credits. Thursdays, 7-7:30 a.m., October 7 to December 9.

### Radio Courses

**Murder, Mystery, and Mayhem: Whodunnit?** (General College 3377, 4 degree credits) KUOM, Mondays and Wednesdays, 11-11:30 a.m., October 4 to December 8.

**20th-Century American Music** (Music 5702, 4 degree credits) KUOM, Mondays and Wednesdays, 11:30 a.m.-Noon, October 4 to December 8.

**Journal and Memoir Writing** (Composition 3050, 4 degree credits) KBEM, Mondays and Wednesdays, 6:30-7 p.m., October 18 to December 22.

**Modern Science Fiction and Fantasy** (English 1005, 4 degree credits) KBEM, Tuesdays and Thursdays, 6:30-7 p.m., October 19 to December 23.

**The Holocaust** (Jewish Studies 3251, 4 degree credits) KBEM, Sundays, 10-11 a.m., October 24 to December 26.

# info

## Take care of business with PICs

Communication, leadership, and personal skills assessment — they can be the keys to job success, promotability, and mobility in today's professional world.



Noncredit Professional Improvement Courses (PICs) through Extension are designed to provide convenient, reasonably priced education and training for beginning to mid-level professionals.

The time span for PICs is short, generally four to eight meetings. The weekly classes allow you to apply what you learn and offer a chance for feedback and practical evaluation in class.

For 1982-83, PICs are offered on two levels. Level I courses emphasize basic skills and knowledge for the new or aspiring supervisor or manager. Examples of courses include PIC 0102 **One-to-One Communication**, PIC 0107 **Efficient Reading for Managers**, and PIC 0110 **Basic Arts Management**.

Level II courses are for the manager or professional who has been on the job for a longer time and who wants to sharpen his or her skills in a particular area. Topic sequences include personal development, leadership and management, finance, computer use and applications, external relationships, and professional insights. Specific courses this fall are PIC 0202 **Balancing Work and Family Life**, PIC 0305 **Managing Time in an Organizational Setting**, PIC 0401 **Accounting for Managers**, PIC 0501 **Computer Basics for Management**, PIC 0604 **Professional Selling Skills**, PIC 0701 **Designing Questionnaires and Surveys**, and many more.

See page 362 in the bulletin for PIC course listings and call 373-5166 for more information, quarterly updates on added

classes, and courses offered in cooperation with the American Management Association.



## Noncredit Spanish classes offered

Inexpensive courses in conversational Spanish will be offered again this year on the St. Paul campus.

These noncredit classes, Span 1201-1205, meet over the noon hour. Tuition costs \$45 plus a \$5 special fee, total \$50. The courses are offered for University staff and faculty (and their families), agricultural specialists, and day school and Extension students.

Classes are forming now. Call 373-1855 for registration materials or more information.

## Discover the library — it's free

Learn to use the library effectively and efficiently through the two-evening free library course offered each quarter by Extension Classes and MINITEX (Minnesota Interlibrary Telecommunications Exchange).

The first session shows you how libraries are organized and means of access to library information. The second class introduces reference books and explains how resources are organized in various

subjects. This knowledge helps you find the information you need, especially for papers or assignments, even if you don't know the subject well.

The instructor is Marcia Pankake, assistant professor in Wilson Library.

No preregistration is required. Classes meet this fall on October 6 and 13 (Wednesday), 6:30-9 p.m., in Blegen Hall 360 on the West Bank.

# Explore the University's global campus

Live, learn, and earn University of Minnesota credit in another country with a study abroad program through the Extension Classes Office of Study Abroad (ECOSA).

ECOSA programs are cosponsored by University of Minnesota academic departments and feature University faculty. In most cases, credits can be applied to distribution requirements, second language requirements, or major requirements for University degree programs.

Information meetings are planned this month on October 13. Even if you're only a little interested, plan to attend (call for time and location). If you can't be there (or read about the meetings too late), call 376-5049 to request more information.

Once you apply and are accepted into a program, orientation meetings with instructors and staff help you prepare to live and to study in your host country. **Space is limited; all costs and details are subject to change.**

**Spanish in Cuernavaca — Winter Quarter 1983:** Experience Mexican culture firsthand and build on your Spanish skills through this in-residence term in lovely Cuernavaca, Mexico.

Classes are offered for degree credit by the Department of Spanish and Portuguese. The program is led by University of Minnesota Spanish instructor Marilyn Cuneo. Classes meet at Cemanahuac, an international education and language institute in Cuernavaca.

Intensive language and culture courses are integrated with the experience of daily living with a Mexican family. Host families that welcome students into their homes are selected on the basis of their interest in helping students learn Spanish and participate in Mexican family life.

Intermediate and advanced courses, as well as basic courses, are available. Students must have completed Span 1101 or an equivalent course.

Cost is \$1,094 for tuition (three courses), study abroad fee, and registration and fees to Cemanahuac. Room and two meals a day with a Mexican family is \$726 (double occupancy, 66 days). Group round-trip air fare from Minneapolis to Mexico City is estimated at \$312 (arrangements by ISTC). Total \$2,132. Dates are January 6 to March 13, 1983.

**Studio Arts in Mexico — Winter Quarter 1983:** Live in beautiful Cuernavaca, Mexico, and study studio arts with a special perception for the culture, climate, and landscape of the region.

Classes are offered for degree credit by the Department of Studio Arts and by the Department of Spanish and Portuguese.

## The Global Campus



**Spanish in Cuernavaca**

**Studio Arts in Mexico**

**Literature in London**

**Swedish in Växjö**

**French in Montpellier**

**Hebrew Ulpan in Israel**

**Forestry Seminar in Scandinavia**

**German in Munich**

**Art Education in Europe**

**Family Issues in Scandinavia**



Extension Classes Office of Study Abroad

University of Minnesota

## Studio arts scholarships

Texas International Airlines has donated three round-trip tickets from Minneapolis to Mexico City as partial scholarships for studio arts majors in the Studio Arts in Mexico program, winter quarter 1983, offered through the Extension Classes Office of Study Abroad.

Applicants must be University of Minnesota students. Awards will be determined by the Studio Arts Scholarship Committee and will be based on academic achievement and quality of art work. Three scholarship winners and three runners-up will be selected.

Completed applications, with transcripts and 10 slides of the student's work, must be submitted by 4 p.m., October 18. Application forms are available from the Studio Arts office, 208 Art Building; telephone 373-3663.

The rich cultural heritage and varied environment of Mexico will be used to stimulate artistic expression in the sculpture and drawing courses (beginning through advanced levels) taught by studio arts professor William Roode.

Students are encouraged to study Spanish as an elective. The intensive language courses as well as the experience of living with a Mexican family can provide a unique opportunity to observe and interact with another culture. Optional field trips to Mexico City and other sites of artistic and cultural interest complement the classroom study.

Cost is \$1,150 for tuition (three courses), materials fees, study abroad fee, and registration and fees to Cemanahuac, an educational center where classes meet. Room and board (two meals a day) with a host family is approximately \$726 (double occupancy, 66 days). Group round trip air fare from Minneapolis to Mexico City is estimated at \$312 (arrangements by ISTC). Total \$2,188. Dates are January 6 to March 13, 1983.

**Literature in London — Spring Quarter 1983:** Take a new view of English literature and theatre, one that incorporates literary history, geography, cultural perspectives, and theatre productions into your reading and study.

Classes are offered for degree credit by the Department of English and the Department of Theatre Arts. The literature courses, taught by English professor Calvin Kendall, will focus on the Age of Chivalry and represent an interdisciplinary study of the art, architecture, and literature of the Middle Ages in England and on the Continent. Field trips to Stratford-on-Avon (includes performances by the Royal Shakespearean Theatre Group), Canterbury Cathedral, and Dover are scheduled.

Courses on the contemporary London theatre and the London Fringe theatre are taught by Diana Devlin and Lesley Ferris, theatre instructors who live and teach in London.

Cost is \$1,021 for tuition (12 credits), study abroad fees, and field trips. Accommodations are \$759 (approximate) for 67 days at the Strathmore Lodge in the Kensington Gardens district of London; apartments house two or three students and include refrigerator and cooking facilities. Group round-trip air fare from Minneapolis to London is estimated at \$579 (arranged by ISTC). Total \$2,359. Dates are March 27 to June 2, 1983.

**French in Montpellier — Spring Quarter 1983:** Study French language and culture in historic Montpellier. Classes

*continued page 3*

# Courses focus on key health and social issues

One-day Public Health courses return this year. Fall classes in the Twin Cities focus on working with adolescents and on the sexual abuse of children (see dates below).

Patterned after the successful child abuse and neglect seminars taught by Professor Robert ten BenseL, the one-credit classes meet on Saturdays and are offered in several locations throughout the state. Noncredit registration is available at reduced cost.

The courses are designed for teachers, parents, helping professionals, nurses, police officers, clergy, and others who

## *the global campus from page 2*

are offered for credit by the Department of French and Italian.

Students take French classes at the French Language Institute. Topics courses in literature, history, art, and architecture will be taught by University French professor Judith Preckshot and adjunct faculty.

Students spend five days in Paris before traveling by train to Montpellier. Other field trips will be arranged.

Cost is \$1,042 for tuition (three courses), study abroad fees, registration fees, and field trips. Room and three meals a day with a French family in Montpellier and accommodations in Paris are \$1,130 (approximate). Group round-trip air fare from Minneapolis to London to Paris and rail transportation to Montpellier (one-way) are estimated at \$888 (arranged by ISTC). Total \$3,060. Dates are April 3 to June 11, 1983.

**Swedish in Vaxjo — Spring Quarter 1983:** Investigate the roots of Swedish emigration and study Swedish language and culture through this new ECOSA program in Vaxjo, Sweden.

Credit courses will be offered through the Department of Scandinavian Studies.

The aim of the program is to facilitate rapid acquisition of Swedish and to immerse students in Swedish life and culture as much as possible so that they can use their language skills firsthand in their day-to-day contact.

Contact the ECOSA office in 202 Westbrook Hall, Minneapolis campus (376-5049), for more information about Swedish in Vaxjo.

**Summer Study Opportunities:** Other ECOSA programs during summer terms (some are escorted tours) include Hebrew Ulpan in Israel (nine weeks, 15 credits); Forestry Seminar in Scandinavia (three weeks, 5 credits); German in Munich (intermediate and advanced courses, five weeks, eight credits); Art Education in Europe (two weeks, three-six credits); Family Studies in Scandinavia (two weeks, six credits).

want more insight into these important social and health concerns.

Complete course descriptions are in the bulletin on pages 412-415 and 420. Call 373-1855 for information and registration materials.

## Semester schedule required sometimes

Many Extension classes meet on the 15-week semester schedule rather than on the 10-week quarter schedule.

Generally, semester classes are 5-credit courses or courses which require additional class time.

In some cases, a course may be offered both on the quarter and semester basis; the quarter-length class often meets twice a week or has longer class periods so that the total instruction time is comparable. Examples of classes offered both fall quarter (September 28 to December 17) and fall semester (September 28 to January 29, but including a two-week recess December 20 to January 2) are Comp 1011 **Writing Practice** and Ger 1101 **Beginning German**.

Other semester classes are offered in chemistry, design, physics, several foreign languages, mathematics, economics, psychology, transportation, insurance, business law, and General College.

All credits earned in Extension, whether in quarter-length or semester-length classes, are considered quarter credits.

## Added class

An additional section of **IC 0593 How To Get the Most Out of Your Home Computer** has been scheduled this fall (section 1 filled within a few days after registration began).

Dates for section 2 are November 9 to December 7; day of the week is Tuesday, and the time again is 7-9 p.m. Classes meet in PeikH 355. See page 283 in the bulletin for the course description. Register now by mail or in person; no late fee charged through November 2. Limit of 20.

**October 16:** Working With Adolescents (PubH 5625); instructor is Professor Robert Blum, M.D.

**November 13:** Sexual Abuse of Children (PubH 5643); instructor is Professor Robert ten BenseL, M.D.

Continuing Nursing Education will offer similar one-day courses with a nursing orientation. Topics are battered women (October 19) and children from violent homes (December 4). For information, call 376-1428.

## in short . . .

### Freelancing

Although **IC 0436 Magazine Writing** was canceled this fall, efforts are underway to offer the class later in the year. Watch for an announcement in future issues of Info.

### Dandy daytime diversions

Armchair travelers and amateur gardeners should enjoy two new weekday classes offered by Continuing Education for Women.

**Arts of Garden and Landscape Design** is a noncredit course that includes seven slide lectures and two field trips. Topics range from study of vast architectural landscapes designed by royalty to minute cottage and cloister gardens. Dates are October 13 to November 24 (nine sessions) and students can select from either a morning section (meets at the University Club, St. Paul) or an afternoon section (meets at the Minneapolis Institute of Arts). Instructor is Barbara Kaerwer.

**Great Cities: Beijing (Peking), Budapest, Jerusalem, Madrid** is a four-session noncredit course that explores the history, art, architecture, and culture of each of these great cities. It's great preparation for a trip, naturally. Registration in individual sessions is possible. Classes meet October 14 to November 4, 9:30-11:30 a.m., at the Women's Club of Minneapolis.

Call 373-9743 for registration information.



## UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Westbrook Hall  
Telephone 373-3195

Charles R. Cheesebrough  
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year — August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

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### Sampler lectures

# Edification and entertainment for just a dollar

The Sampler lectures series returns this month with many new features and all new topics (with one notable exception).

Sampler lectures are one-evening presentations by experts. Anyone may attend. Admission is \$1 payable at the door (no preregistration is required). Persons 62 and older are admitted free.

All Samplers begin at 7:30 p.m. But this year, Samplers are scheduled at a variety of campus locations and on different nights of the week to increase the opportunities of matching your schedule. Dates and locations are listed below with the titles.

Sampler topics this fall and winter begin with balancing work and family life and finish with an exploration of the Brazilian jungle. All are new except for the famous "Star of Bethlehem" lecture by Karlis Kaufmanis, Professor Emeritus of Astronomy.

Sampler announcements are issued twice a year. To be placed on the Sampler mailing list, call 376-7500.

**INTEGRATING WORK AND FAMILY: STRESSES, STRAINS, SOLUTIONS (October 6)**, Joyce Portner, Continuing Education in Social Work; 140 Nolte Center, Minneapolis campus.

**AN INTRODUCTION TO THE ARCHAEOLOGY OF THE MAYA OF YUCATAN (October 19)**, Phyllis and Skip Messenger, Department of Anthropology; 155 Earle Brown Center, St. Paul campus.

**SELECTING A CAMERA (October 29)**, Jeff Millikan, General College; 30 Law, West Bank.

**MONEY AND HISTORY IN THE VIKING AGE (November 8)**, Tom Noonan, Department of History; 155 Earle Brown Center.

**THE STAR OF BETHLEHEM (November 10)**, Karlis Kaufmanis, Professor Emeritus, Department of Astronomy; 135 Earle Brown Center.

**HOW TO IMPROVE YOUR MEMORY SKILLS (November 16)**, Joyce Pederson, Extension instructor, 140 Nolte Center.

**BIOMASS AND PEAT ENERGY IN MINNESOTA (November 30)**, David Biesboer, Department of Botany; 156 Earle Brown Center.

**HEY, YOU'RE PULLING MY EAR (December 2)**, Richard Byrne, General College; 140 Nolte Center.

**WINTER SURVIVAL: HOW MINNESOTA**

**WILDLIFE BEATS THE COLD (December 9)**, Jake Miller, Department of Ecology and Behavioral Biology; 155 Earle Brown Center.

**THE CHALLENGE OF PREVENTION AND HEALTH PROMOTION (January 10)**, Stanton Shanedling, School of Public Health; 140 Nolte Center.

**THE AMAZON ADVENTURE (January 18)**, Fred Steinhauser, General College; 155 Earle Brown Center.

## bulletin changes

(All room changes will be posted in the classrooms)

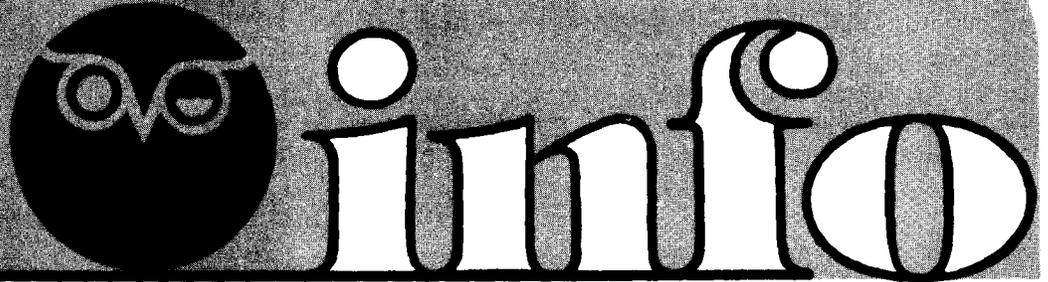
COURSE	CHANGE
Dtch 1110, sec 1	Additional credits are \$30 a credit
EE 3351, sec 1	Canceled
EE 3352, sec 1	Canceled
EE 3353, sec 1	Canceled
IC 0214, sec 1	Change dates to October 4-November 8. Last day to register without a late fee is September 27. Field trips are October 9, 16, 23.
IC 0436, sec 1	Canceled
IC 0441, sec 1	Dates are correct, October 7-28; change day to Th
IC 0593, sec 2	Added: <b>How To Get the Most Out of Your Home Computer</b> , sec 2, fall spec term, Nov. 9-Dec. 7, T, 7-9, PeikH 355, no late fee through Nov. 2, limit 20. Description on page 283.
Lib 5101, sec 1	Canceled
Lib 5301, sec 1	Canceled
Lib 5601, sec 1,2	Canceled
MacPhail Center	Change registration fee on all MacPhail Center courses to \$3; course cost total for each course increases \$1 (course listings begin on page 304).
Mgmt 5101, sec 1-6	Change to 4 degree credits, \$144
PIC 0302, sec 1	Change time to 7-9
PsyS 5170, sec 1	Canceled
PA 3011, sec 1	Canceled
PA 3101, sec 1	Canceled
PA 5401, sec 1	Canceled
PubH 5647, sec 1	Canceled

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# A NEWSLETTER FOR UNIVERSITY EXTENSION CLASSES STUDENTS

Volume 13 / Number 4 / November 1982

Continuing Education and Extension  
UNIVERSITY OF MINNESOTA



## New courses galore this winter

More than 100 new courses are scheduled for winter quarter. A few are highlighted below. Check the course offerings section of the bulletin (arranged alphabetically by department) for other courses in areas of particular interest to you.

### Arts and Humanities

**Arth 5960 Scandinavian Art and Design Around 1900.** Concentration on the milieu which gave birth to Expressionism in painting and Scandinavian Modern in design. Focus on Scandinavian exhibits at the Minnesota Museum of Art and the Minneapolis Institute of Arts.

**Comp 3013 Writing for Arts Other than Literature.** Analysis and generalization, reviews and criticism, using others' commentaries when writing about painting, sculpture, music, etc.

**Engl 3920 (sec 2) American Nature Writing.** Characterization and influence of nature by and on American authors.

**Phil 5105 Theory of Knowledge.** Problems and concepts involved in the explanation and justification of claims to knowledge.

## For campus escort, call 376-WALK

The University Police department offers escort service for students walking alone across the Minneapolis campus in the evenings.

**Extension students leaving classes may call 376-WALK to request a campus safety escort.**

Callers are walked to their destination. The security escorts can go short distances off campus. Escorts generally will wait with callers at bus stops or in parking lots until the car is started.

The escort service, now beginning its third full year of operation, is available Sunday through Thursday nights from 6 p.m. to 1 a.m. during the school year.

**Spch 3104 Broadcast Production and Creativity.** Lectures and exercises in producing material for broadcast media.

### Science, Engineering

**BioC 1302 Elementary Biochemistry II.** Biochemical principles; emphasis on relation to plant and animal nutrition and physiology. Not intended for majors, particularly directed to nurses.

**Biol 5950 Special Topics in Biology** (cell and developmental biology). Research methods and findings; topics such as antibody secretion, motility in cells, DNA packaging in chromosomes, etc. Special term class meets five times (T, Jan. 4 to Feb. 1).

**CE 5300 Theory of Geomechanics.** Groundwater flow, linear elasticity, consolidations, settlement calculations, limit analysis, bearing capacity.

**HSci 1713 Technology and Western Civilization: 19th and 20th Centuries.** Impact of technology, the rise of big business, the growth of science-based industries.

### Social Sciences, Health

**FSoS Dynamics of Family Decision Making.** Concepts, models, review of current literature and research.

**GC 3256 Minnesota Corrections: Penal Alternatives.** Adult penal system in

Minnesota; alternatives such as diversion, probation, parole, half-way houses and community-based programs.

**HSU 5008 Social and Psychological Aspects of Physical Disability.** Disabling conditions, impact of disability on lifestyle, rehabilitation, societal response, responsibilities of health professionals.

**Hist 3625 France in the Age of Enlightenment.** 18th-century France, the writings of leading thinkers such as Montesquieu, Voltaire, Rousseau.

**Pol 3810 International Oil Politics.** Multinational corporations and nations, oil politics and the Western nations, Middle East political issues and international relations.

**SSci 3101 An Introduction to Marxism.** Marxist theory in nature, society, economics, human interaction, government. Taught by faculty from several disciplines.

**PubH 5638 Seminar on Adolescent Child Bearing/Child Rearing.** Adolescent pregnancy, adolescent parenthood; theory and analysis; services and other professional issues. Also offered through Youth Studies (YoSt 5130, sec 5).

### Education

**HiEd 5440 Seminar: The College Student.** Psychology and sociology, research on diversity of populations, student behavior.

**PE 5328 Proseminar: History of Sport and Physical Education.** Development and cultural integration of sport and physical education; U.S. emphasis.

**PsyS 5106 Exceptional Students in Regular Classes.** For secondary teachers or majors. Policies, procedures, curriculum adaptations for teaching handicapped and gifted students in regular class settings; collaborative roles among teachers, parents, others.

### HOLIDAY REMINDER November 25-26 (Thursday, Friday)

**Thanksgiving holidays. All offices are closed; classes do not meet.**

#### On the inside

Career changing; perhaps more common, but not new .....	2
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# For changing careers and changing times

**"Improve your mind and your earning potential by attending the Extension courses at the University of Minnesota."**

Streetcar advertising card, 1929

A German immigrant, Hermann Rothfuss, read those words in a Minneapolis streetcar over 50 years ago. His story, and how that message influenced his life, is reprinted below in his own words. It comes from a letter, written in 1977, to University of Michigan education professor Malcolm Lowther. A copy of the letter, later forwarded to Dean Harold Miller of Continuing Education and Extension, was included with a donation Professor Rothfuss made to the University of Minnesota this summer.

\* \* \* \*

Dear Professor Lowther:

By a fortunate accident, I came into possession of the April 15 issue of the *Innovator*, in which I found your article, "Career Change in Mid-Life." In one of the article's paragraphs, you state that "little is known about adult students aside from statistical information." Perhaps you will be interested in a short case study of a man who changed his career in mid-life 40 years ago (and with the help of a College of Education, to boot).

I am that man. I was born in a small town in the Black Forest of Germany, and after leaving high school, I worked for about five years in various banks, largely during the period of the great inflation. In 1925, at the age of 21, through the agency of a friend, I was able to emigrate to the United States. This step brought about quite an occupational change—from white collar to blue collar work, although that is not the change that prompted me to write to you.

My friend lived in Minneapolis, and that is where I went. I did not realize until years later how fortunate I was in being transplanted to a city with great educational facilities.

My first job was given to me by a friend of the family to whom I had come. He was a contractor specializing in constructing football fields and tennis courts, and I was assigned at first to watering the lawn-to-be of the new football field he was laying out at the time.

Next we built a tennis court near Lake Minnetonka where two Swedish immigrants and I had to cut down trees first. By handsaw! But winter arrived and this kind of outdoor work came to an end. So I began to work in an iron foundry; fortunately, friends soon found a job for me in a machine shop where I worked

on drill presses, milling machines, and lathes. However, orders failed to come in and I and 20 others were informed that we were no longer needed. This was in 1926, two days before Christmas.

But someone immediately found another job for me, this time with the Minneapolis-St. Paul Street Railway Company. I had to take care of the stoves hanging underneath the carriages of the streetcars. It was an outdoor job, again—at temperatures of minus 25 to 30 degrees. Not the most desirable kind of work! But after six weeks, the machine shop called me back and it looked as though I would perhaps travel through life as a machinist. I even attended Dunwoody Institute in Minneapolis at night—my first educational experience in America aside from evening language courses at the YMCA.

I continued work at the shops and one day, three years after I had come to the United States (and now 25 years old), I heard that the *St. Paul Daily Volkszeitung*, a German language daily, was looking for a proofreader. Fifty years ago, a number of these dailies were still in existence. I applied for the job and was accepted. But this career change is not yet the change about which I am writing you, either, although I stayed with the paper for ten years, most of these as an associate editor.

This was the time of the great depression, which means that I progressed from the "great inflation" to the "great depression." A change of jobs was impos-

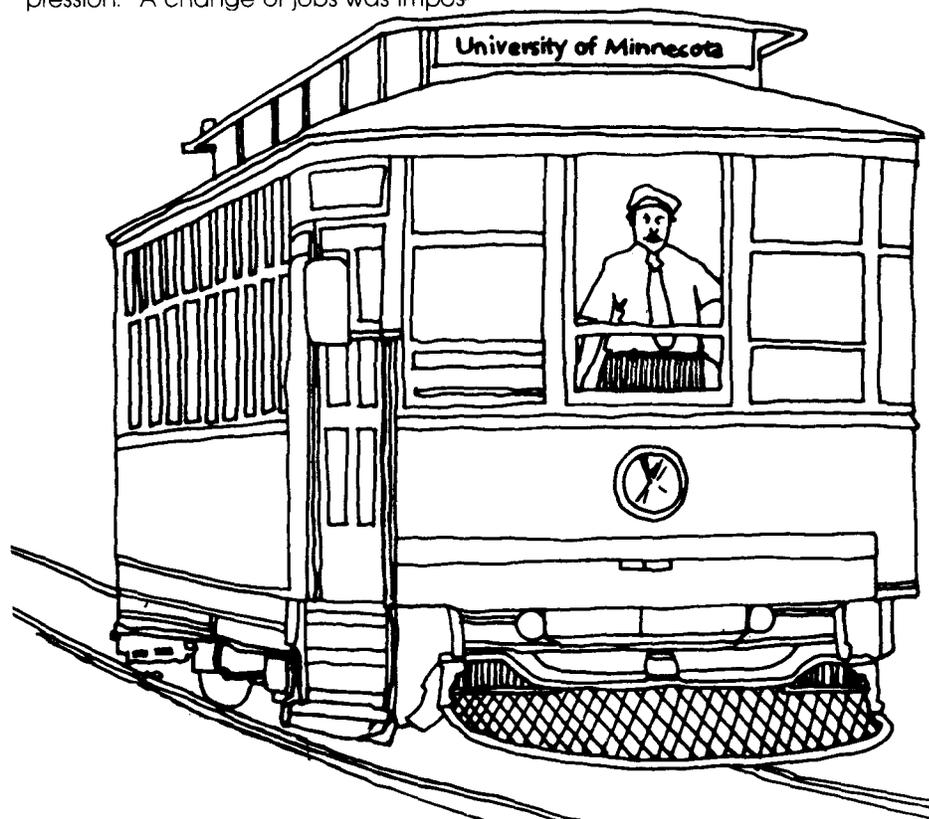
sible, and I was lucky indeed that the paper, unlike many others, did not go under.

But I realized that this position would not lead anywhere, and I also had the distinct feeling that I had ended up in a backwater, away from the mainstream of American life, quite aside from the fact that the paper might still fold.

A decision had to be made, and this is the point where my career change in mid-life happened. By now I was nearly 35 years old and married. However, I was not entirely unprepared for a change. While still at the machine shop, I had enrolled in a banking course with LaSalle Extension University on the basis of a newspaper ad. But the coming of the depression crushed my hopes for a return to my original profession.

One day I saw a sign in a streetcar that said "Improve your Mind and Your Earning Potential by Attending the Extension Courses at the University of Minnesota." This reasoning appealed to me and I signed up, taking evening classes mainly in English and Social Studies, though I had no idea whether they would lead anywhere—except maybe to the improvement of my mind. I must give myself credit for greatly desiring this (but parenthetically, I should say that while I started taking these courses in 1929, by 1932 the streetcar sign ceased to mention earning potential and mere-

continued page 4



# Escape winter with these study tours

Study and Travel Adventures, the non-credit study tours offered through Informal Courses, are filling quickly. Inquire now about the winter tours described below.

Each tour is conducted by a University instructor who is an expert in the field. That expertise, coupled with pre-trip lectures and limited group size, can make a memorable trip even more enjoyable. You not only will know what to see, you will know why a place, event, or custom is significant.

For a detailed itinerary, call 376-7500. Costs and details are subject to change.

**IC 0904 Off the Beaten Path in the Caribbean.** Travel to the birthplace of Spanish-American culture, Santa Domingo and the Dominican Republic. Emphasis is on the history and culture—as well as the exceptional beauty—of the “land Columbus loved best.”

## University Theatre opens season

Six main-stage plays, including two musicals, will be presented by University of Minnesota Theatre during 1982-83.

Extension students may purchase tickets at reduced prices (proof of enrollment is required); a season ticket is \$21; individual tickets are \$4 (\$5 for “The Mikado”).

The season opened October 29 with “Scapino!” The play, based on the Moliere classic, centers on a mischievous servant’s efforts to unite two young lovers.

Gilbert and Sullivan’s “The Mikado” begins November 19 and is offered in collaboration with members of the University Opera Workshop. The director is Robert Moulton, professor of theatre arts and the artistic director for University Theatre.

In January, the theatre will stage “You’re a Good Man, Charlie Brown,” the Broadway musical based on the characters from the “Peanuts” comic strip.

“Billy Budd” will open in February. The director is theatre arts professor Charles Nolte, who created the title role on Broadway.

The Greek classic “Lysistrata” starts in April. The play is Aristophanes’s story of how the women of Greece united in a sexual strike to end the war between Athens and Sparta.

The season culminates in May with the production of four plays by Sweden’s August Strindberg. “The Pelican” will be the featured production. The other three plays will be presented as workshop pieces; they are “The Ghost Sonata,” “The Burned House or After the Fire,” and “The Storm.” These plays are part of the Scandinavia Today festival.

For ticket information, contact the theatre ticket office: 373-2337.

February 11-20; \$530 (includes pre-trip lectures, land transportation, hotel, admissions; does not include air fare).

**IC 0905 Birds of the Carolinas.** This week-long field course is designed for



the enthusiastic birder. South Carolina offers a variety of habitats—seashore, coastal plain, sand hills—and species diversity not available in the Upper Midwest. March 26-April 2, \$198 (includes pre-trip lecture, transportation in South Carolina, hardcover edition of **Birds of the Carolinas**; does not include transportation to or from South Carolina).

**IC 0906 A Fresh Look at Southern Spain.** This tour has filled (the limit was increased to 20). Interested students may ask to be placed on the waiting list (deposit required). March 17-27; \$605 (includes pre-trip lectures, hotel and breakfast, land transportation, admissions; does not include air fare).

**IC 0907 Introduction to the Maya of Yucatan.** Archaeologists Skip and Phyllis Messenger of the University’s anthropology department will lead this tour, which covers the culture and geography of the Maya of Mexico. January 28-February 6; \$525 (includes pre-trip lectures, hotel, land transportation, admissions; does not include air fare).

**IC 0908 New York City Theatre Tour.** Enjoy the best Broadway and off-Broadway plays and musicals, go backstage, and discuss plays with a theatre critic on this study and travel adventure in the Big Apple. February 27-March 7, \$450 (includes tickets for six shows, hotel, round-trip motorcoach transportation)

## Plan your career or job search

The Extension Counseling Office has many sections of its popular workshops planned for 1982-83.

The **Career Planning Workshop** meets once a week for six weeks and guides participants through key decisions related to selecting careers. Students complete an interest inventory and exercises designed to help them launch or advance their careers.

The workshop involves self-evaluation exercises to assess aptitudes, interests and skills and research into occupations and careers.

The **Effective Job Search Workshop** also will be offered throughout the school year. This workshop teaches participants

to make and use contacts, prepare a positive resume, and to interview well. The workshop is appropriate for those who have a clear idea of the kind of work they want and who need to know how to find suitable employment opportunities.

Participants complete exercises to define their marketable and transferable skills, develop a cover letter and resume, and learn to cope with interview anxiety.

The next career workshop begins November 15. A job search workshop series will begin in January.

Cost for either workshop is \$77 plus a materials fee of \$11. Call 373-3905 for registration materials or information.



UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO

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Registration Office: 101 Westbrook Hall  
Telephone 373-3195

Charles R. Cheesebrough  
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year—August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

# Students earn Extension certificates

Following is a list of students who recently completed University of Minnesota certificates.

## Spring Quarter 1981

**Behavior Analyst:** Kenneth Little, with high distinction, Minneapolis; Joan Sweetser, with high distinction, Wayzata.

**Alcohol and Drug Counseling:** Joan Engstrom, with distinction, Eveleth; Mark Olson, St. Paul; Jackie Salyards, with high distinction, Duluth; Cynthia Ware, with high distinction, Minneapolis.

**Commercial Art:** Connie Gibbons, with high distinction, St. Paul; Judy Workman, Minneapolis.

**Early Childhood Studies (90 credits):** Janet Brinkmeier, Minneapolis; Mary Edwards, St. Paul; Suzanne Senst, Minneapolis.

**General Studies:** Joan Marshall, with high distinction, Minneapolis.

**Human Services:** Phyllis Arhart, St. Paul; Iris Armstrong, with high distinction, St. Paul.

**Interior Design:** Leone Anderson, with high distinction, Minneapolis; Dory Baccareza, with high distinction, Minneapolis; Mary Carson, with high distinction, Minneapolis; Mary Cassell, with high distinction, Minneapolis; Linda Douglas, with high distinction, Minneapolis; Constance Finner, with high distinction, Mable; Barbara Jarl, with high distinction, St. Paul; Jacqueline Nelson, with high distinction, Forest Lake; Carol Polzin, with high distinction, Forest Lake; Deborah Strobl, with high distinction, Chaska.

**Liberal Arts:** Jane Flannigan, Minneapolis; Arnold Harris, Minneapolis; Marlys Szabla, Minneapolis.

**Senior Accounting:** Duane Forbort, Duluth; Cheryl Johnson, Lindstrom; John Johnson, St. Paul; Mary McQuillen, Minneapolis.

**Junior Accounting:** Jan Severson, with high distinction, St. Paul; Jill Weese, with distinction, Minneapolis.

**Junior Business Administration:** Linda Atkinson, St. Paul; Karen Henriksen, Lino Lakes; Ila Kadmar, Minneapolis; Mark Kraemer, with high distinction, Minneapolis; Patricia Leschke, with distinction, Roseville; Matthew Mosvick, St. Paul; Patricia Peters, Minneapolis; Joseph Reker, with distinction, Worthington; Kathy Smith, Minneapolis; Bryan Swenson, Minneapolis; Harrell Wood, with distinction, Anoka.

**Industrial Relations:** Rebecca Anderson, St. Paul; Nita Bradford, Minneapolis; Wayne Brede, with distinction, Cottage Grove; James Clasen, St. Paul; James Gabriel, Stillwater; Pamela Gantz, with distinction, Minneapolis; Lawrence Oby, with distinction, St. Paul; Thomas Parisian, Minneapolis; Nicholas Ruiz, with high distinction, South St. Paul; Douglas Spelbrink, Minneapolis; Wayne Wolf, St. Paul.

**Information Systems Analysis and Design:** Danesh Chandra Gupta, Minneapolis; David Ische, Brooklyn Center; Jeanne Ferrian, with distinction, Minneapolis; Raymond Larson, with distinction, Eagan; Martin Olson, Corcoran; Tai Wang, Minneapolis; Nathan Weixel, St. Paul.

**Associate in Management of Administrative Services:** Michael Moeller, Roseville.

**Real Estate:** Gregory Moon, with high distinction, Richfield.

**Undergraduate Development Certificate (UDC) in Engineering and Science (45 credits):** James Allison, Dayton; Robert Hicks, Jr., Maple Grove; Bradford Lee, Cottage Grove; Steven Marty, Lake Elmo; Marcia Shonka, with distinction, Isanti.

**UDC in Engineering and Science (90 credits):** Patrick Boerboon, Minneapolis; Angelo Papademetriou, Minneapolis.

**UDC in Computer Science (45 credits):** Thomas Bohlsen, St. Paul; Renee Carter, St. Paul; Alemayehu Habte, Minneapolis; Mei-Chu Hsu, with distinction, St. Paul; Jiunn-Huah Liang, St. Paul; Richard Nau, with distinction, Minneapolis; Larry Phelps, Minneapolis.

**UDC in Electrical Engineering (90 credits):** Walter Sigtermans, Hastings.

**UDC in Electrical Engineering (135 credits):** Dean Beilke, with high distinction, Eagan.

**UDC in Industrial Engineering (90 credits):** Calvin Otto, Minneapolis.

**UDC in Mechanical Engineering (94-96 credits):** John Becker, with distinction, Minneapolis.

## career changing from page 2

ly spoke of an improvement of the mind. Depression psychology!) Not that it made any difference to me, I happily and faithfully attended classes in the winter, acquired credits slowly but surely, and by 1937, I actually had about 100 of the 180 credits necessary for a degree.

So my wife and I counted the capital we had scraped together and decided that it would be possible for me to attend the University full time, even if we would not have any income for the period required. So I quit my newspaper job. As it happened, my wife actually found a full-time job for herself, which was quite an accomplishment in those depression days.

But what was I going to major in? Was there any area in which I could be as good as anybody else and maybe better than most? We came to the conclusion that there was one field for which I was uniquely suited and this field was the German language. After all, I did not have much time to lose. Consequently, I enrolled in the College of Education at the University of Minnesota in Minneapolis with a view of becoming a teacher of German.

I must have been quite a unique character on the campus in those days—a 35-year-old junior and married, in addition. Not unusual any more now, and even less so in the future, but very unusual in those days.

After a year and one-half, I graduated with a major in German and minors in Social Studies and History. And after another year at the University, made possible by my wife's working, I obtained an M.A. with a major in German and a minor in History.

In 1940, now 37 years old, I was given an assistantship in the German department at the University of Minnesota, becoming an instructor in 1943, always working toward my Ph.D., which I finally obtained in 1949. But, five years before, in 1944, I was called to Western Michigan

College in Kalamazoo (now Western Michigan University) as an Associate Professor of German.

After 26 years, shortly before my 67th birthday, I retired as Professor Emeritus of German after having also headed the Humanities Section of our Basic Studies Program for three years. My retirement from my position at Western Michigan University was followed by two years of teaching at Nazareth College in Kalamazoo. But then I felt I should retire for good!

Do I think my career change in mid-life was successful? Yes, I do, and very much so. I enjoyed every hour in the classroom immensely, and in addition, the change was financially a success. Did my students and my colleagues think I was a good teacher? In 1968, I was one of three professors on our staff who were voted "Teachers of Distinction" and given an award of \$1,000 each. It was the recognition, however, and not the money, which made me feel that my change in mid-life, and perhaps my life altogether, had contributed something to the life of others.

Sincerely yours,  
Hermann E. Rothfuss

\* \* \* \*

Professor Rothfuss's career change from streetcar tender and machinist to college professor certainly was ahead of its time in the 1930s. But as he says, many people now are making career changes — and using education to help accomplish them.

If you're interested in knowing more about degrees and certificates available in the evening, look through the sections in the Extension Classes Bulletin that describe those opportunities. Then see an Extension adviser who can review with you your educational history or hopes. Call 376-3000 to request a bulletin if you don't have one. Call 373-3905 if you would like to make a day or evening appointment with an Extension adviser.

# Winter quarter registration

Registration for winter quarter classes begins later this month. Dates are given here for mail, telephone, and in-person registration. Be sure to see the bulletin, pages 20-24, for registration instructions.

Registration in Extension classes is on a first-come/first-served basis. Many classes fill early. Prompt mail registration offers you the best chance of getting into a limited-enrollment class.

## MAIL REGISTRATION

**November 22 to December 15:** Registration forms with tuition checks will be accepted by mail for all winter classes (registrations received before November 22 will be returned).

## TELEPHONE REQUESTS FOR LIMITED-ENROLLMENT CLASSES

**December 2 through December 7:** You may reserve space in limited-enrollment classes by calling 376-1371 between 9 a.m. and 4:30 p.m. You must then complete registration by mail or in person, using the reservation card sent to you, by December 15. (Simply reserving a space by telephone does not mean you are registered; you are not officially registered until your fees are paid.) Classes may close during mail registration.

## IN-PERSON REGISTRATION

**December 8 to December 15:** In-person registration at 101 Westbrook Hall, Minneapolis campus; MacPhail Center, 1128 LaSalle Ave., in downtown Minneapolis; downtown St. Paul Skyway Registration Booth in the Northwestern National Bank Building. See the bulletin, page 15 for hours.

**December 15:** Last day to register without a late fee.

To request the Extension Classes Bulletin, registration forms, or alternate choice forms, call 376-3000.

Winter quarter classes begin the week of January 3.



# Spring semester registration

Spring semester registration will run simultaneously with winter quarter registration again this year (except that mail and in-person registrations will be accepted much longer, through January 26, for spring semester classes).

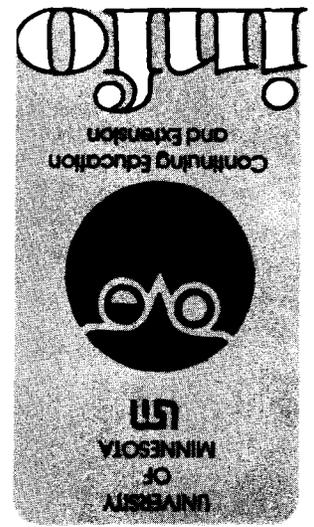
The key days and special procedures to note are:

- Registrations by mail will be accepted starting November 22.
- If you reserve space during the telephone request period (December 2-7), you must pay tuition by January 26 to complete registration; otherwise, your space in class will be forfeited.
- The extended registration by mail and in person, after the close of the regular winter quarter registration period on December 15, is December 20 to January 26. Because classes are not in session for part of this period and because of holiday closings, office hours vary. Check the office hours on pages 27-28 in the bulletin before stopping in at the campus registration office to register in person or to pay fees.
- January 26 is the last day to register for spring semester classes without a late fee.

See page 17 in the bulletin for complete information.

Spring semester classes meet February 7 to June 11 (15 weeks).

Departments offering some semester-length classes include chemistry, Chinese, composition, design, economics, French, German, insurance, Italian, Japanese, physics, and psychology.



To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Info (USPS 741-240)  
 Extension Classes  
 University of Minnesota  
 180 Westbrook Hall  
 77 Pleasant Street S.E.  
 Minneapolis, MN 55455

# Everything you wanted to know about college

If you have been thinking about going back to school and don't know where to begin, plan to attend the free **back-to-school workshop** on Saturday, November 20, from 8:30 a.m. to 1 p.m., in room 140 Nolte Center.

You'll find answers to questions about courses, degrees, financial aid, student advising, and study skills. Library tours and a campus tour are planned (tentatively).

An adviser from the Extension Counseling Office will explain educational opportunities in Extension Classes, Independent Study correspondence and television courses, Continuing Education for Women programs, and other University departments.

## Graduation notice

Students in the final quarter of degree programs in the School of Management and the College of Liberal Arts must notify their college offices of course numbers and sections they are taking through Extension.

School of Management students should contact the dean's office (373-3701) at least four weeks before the end of the quarter.

College of Liberal Arts students should also contact their college office at least four weeks before the end of the quarter. Check with the Extension Counseling Office (373-3905) if you need the telephone number of your college office.

The granting of a degree could be delayed without sufficient notice.

The director of the Reading/Writing Skills Center will answer questions about study skills help and demonstrate in small groups the tutoring program avail-

able.

Pre-registration is necessary. Call 376-7500 to add your name to the list or for directions or more information.

## bulletin changes

(All room changes will be posted in the classrooms)

COURSE	CHANGE
CAPy 5618, sec 1	Canceled
CAPy 5619, sec 1	Added: <b>Workshop: Sexual Development and Deviance in Children and Adolescents</b> , 1 degree credit, \$46. Winter spec term, sec 1, Mar. 10, Th, 8:30 a.m.-3:30, Mayo Memorial Auditorium, no late fee through Mar. 3.
CLit 5332	Added: <b>The European Novel 1850-1950</b> , 4 degree credits, \$124. Winter quarter, sec 1, T 6:20-8:50, LindH 215, Godzich.
EE 3352, sec 1	Canceled
EE 3353, sec 1	Canceled
FScN 3642, sec 1	Added: <b>Introduction to Public Health Nutrition</b> , 3 degree credits, \$103.50. Winter quarter, sec 1, MW 3-4:30, FScN 15, Savaiano.
GC 3624, sec 1	Added: <b>Human Services Worker—Change Agent I</b> , 4 degree credits, \$124. Winter quarter, sec 1, W 5:30-8, JonesH 4, Foot.
Lib 5301, sec 1	Canceled
Lib 5602, sec 1,2	Canceled
MacPhail Center	Change registration fee on all MacPhail Center courses to \$3; course cost total for each course increases \$1 (course listings begin on page 304).
Mgmt 5101, sec 3-6	Change to 4 degree credits, \$144
Phar 5305, sec 1	Added: <b>Humanistic Case Studies in Health Care</b> , 3 degree credits, \$135. Meets concurrently with HSU 5029; see description on page 231.
PsyS 5153, sec 1	Change to Richfield HS 143
PA 3011, sec 1	Canceled
PA 3101, sec 1	Canceled
PA 5401, sec 1	Canceled
PubH 3901, sec 1	Canceled. FScN 3642, added above, is similar; however, degree candidates should check on applicability of credits with an adviser.
Page 583	Energy week at <b>Alexander Ramsey High School</b> will be February 21-25.

MHC  
12/25/82



# Registration opens for winter quarter

Registration for winter quarter Extension classes is open now through December 15. You may register by mail through that date, or stop by and register in person from December 8 to 15 at the locations listed below.

Registration in Extension classes is on a first-come, first-served basis. Some high-demand classes, or certain sections of them, have already filled.

To check whether there is space in a limited-enrollment class, you may call 376-1371 from December 2 to 7. (After December 7, the phone is not answered.) If space is available, you may reserve a spot in class by telephone. Registration materials then will be sent to you. You must complete registration and pay fees

by December 15, however; otherwise, your space in class is forfeited.

**The last day to register without a late fee is December 15 for most winter quarter classes.**

If you miss that deadline, you may register by mail with a \$5 late fee starting

December 16. Late registrations will be accepted in person at 101 Wesbrook Hall on the Minneapolis campus starting December 20. See page 15 in the bulletin for a summary of dates and hours for winter registration.

.....  
**IN-PERSON REGISTRATION LOCATIONS—December 8-15**

● **101 Wesbrook Hall, Minneapolis campus.** Hours are 9 a.m. to 8 p.m., Monday through Thursday; 9 a.m. to 4:30 p.m. on Friday.

● **MacPhail Center, 1128 LaSalle Avenue, downtown Minneapolis.** Hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 4:30 p.m. on Friday.

● **Skyway Registration Booth, Northwestern National Bank, downtown St. Paul.** Hours are 9 a.m. to 5 p.m., Monday through Friday.

**All registration offices are closed weekends.**  
.....

# Brighten your evenings with Informal Courses

Get involved this winter. Dozens of non-credit Informal Courses are scheduled that will sharpen your mind or skills.

Informal Courses are short-term—most meet three to eight times. There are no grades or exams, just lively discussion and interesting lectures. Topic areas include the natural world, arts and humanities, society and culture, personal growth, and study tour opportunities.

A few new courses are listed below, but be sure to see the Extension Classes Bulletin, pages 250-289, where all Informal Courses are described. If you don't have a bulletin, call 376-3000 to request one.

**IC 0209 The Origin and Evolution of Life** examines the staggering diversity of life on earth, theories on the origins of species and environmental adaptation, and the theory of evolution by natural selection. Includes three half-day field trips.

**IC 0225 Advanced Winter Ecology: A Field Course** includes local field trips plus a weekend excursion to Itasca State Park to see how plants and animals survive winter.

**IC 0275 Advanced Field and Nature Photography** is a follow-up to a beginning class and covers more sophisticated techniques such as macro-photography,

composition, multiple and fill-in flash, blind construction, studio set-ups, and darkroom procedures.

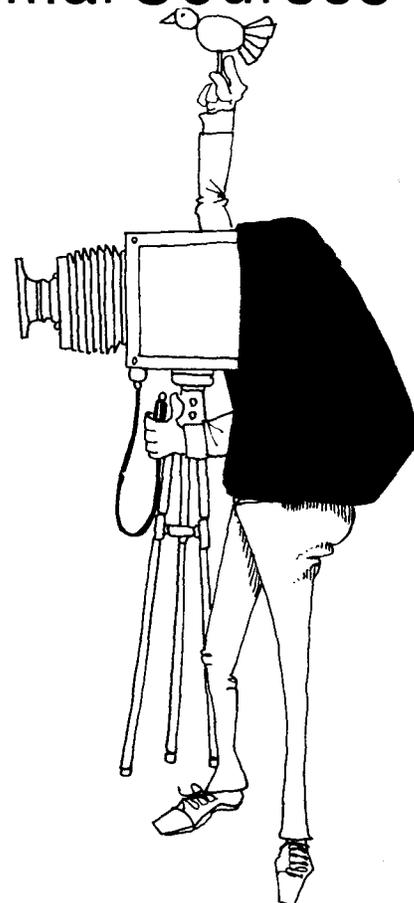
**IC 0332 Effective Lobbying** provides practical hints on how to become politically involved and attempt to influence public policy through campaigning, lobbying, legislative strategy, and public opinion.

**IC 0440 How To Market Your Photographs** is taught by Rohn Engh, author of **Sell and Re-sell Your Photographs**. This course is about marketing and there is little emphasis on taking pictures; participants should already have knowledge of how to take a good photograph.

Many classes have limits on enrollment; register early to avoid disappointment.

### OFFICES CLOSED

**All registration offices are closed December 16-17 to process winter quarter registrations. Offices are closed December 24, 27, and 31 for the holidays.**



# Winter course additions and changes

**Immigration Law and Policy: Past and Present** (GC 3234) has been added for winter quarter. The course is an analysis of immigration laws, policies, and patterns in the United States from 1882 to the present; experiences of immigrants, barriers immigrants encountered in adjusting to American society. Meets winter quarter, sec 2, W, 6:20-8:50, JonesH 1; 4 degree credits, \$124.

**Magazine Writing** (Informal Courses 0436), a noncredit course, has been

## Language courses focus on business, practical uses

Specially designed foreign language classes are offered this year in conversational Spanish and business-related German, French, and Spanish.

The St. Paul campus Spanish class series (for agricultural specialists, University staff, and others), Span 1201-1205, is open to no-credit registration for \$50 a class. Classes meet either from 11:30 a.m. to 12:15 or from 12:30 to 1:15. Span 1202 and 1205 are scheduled for winter quarter (MWF meetings, Jan. 10-Mar. 18); prerequisite courses or permission required. Call 373-1855 for information.

**Business German** (Ger 3021) meets Wednesday evenings, 6:20-8:30 during winter quarter. Previous college German is necessary. The course stresses oral and written command of the language used by German business and industry; study of business journals, letter and report writing. See the bulletin, page 225.

**Business French** (Fren 3020) follows a similar format. This course is offered spring semester (15 weeks starting February 8). See the bulletin, page 186.

Registration for both the German and French courses is open now. The Spanish business language course (Span 3970) is offered spring quarter.

A related course on international business is EAS 3970 **Japan As Number One** offered spring quarter. See the bulletin, page 146, for descriptions of this course and of EAS 3471 **20th-Century Japan** (winter quarter, register now).

Need a copy of the bulletin? Call 376-3000 to request one or stop by the campus or downtown registration offices. Call 373-3195 for hours.

added for winter. Reviews opportunities for the free-lance writer, how to get article ideas, contact editors, manuscript submission; types of articles and writing techniques. Meets winter spec term, sec 2, Jan. 11-Mar. 1 (8 meetings), T, 6:30-9:30, VinH 203; \$52. Instructor is Betty Clapp, a teaching associate in the School of Journalism and Mass Communication.

**Hort 3026 Residential Landscape Design** has been added for winter quarter. The class covers the principles of landscape design with special reference to their practical application in planning of residential landscapes; relationships of landscape design, architectural design, and interior design; landscape plans, landscape drafting techniques and methods of presentation; lectures, drawings, and practical problems (prereq Hort 1021, LA 1024, or experience; limit 25); 4 degree credits, \$137. Meets winter quarter, sec 1, Mondays, 6:10-9:30, arranged, (St. Paul campus location likely). Check with the registration office, 101 Wesbrook Hall.

The correct title for GC 1536 is **Commercial Art for Nonprofessionals**. This course also has a new course description: A course for anyone whose job or activities requires some knowledge of and competence in the basic commercial art techniques. Course projects include design and preparation of newsletters, mailers, flyers, posters, and small ads. Techniques studied include layout

and keylining, hand lettering, and use of cold type. Type and lettering styles, as well as printing processes, will be covered; also display problems such as bulletin boards, transparencies, other promotional materials. Emphasis on basic design and reproduction processes rather than on drawing skills. Meets winter quarter, sec 2, W, 6:20-8:50, NichH 102; 3 degree credits, \$90.

**The European Novel 1850-1950** (Comparative Literature 5332) has been added for winter quarter. The course covers the development of the novel as an artistic genre and the social, historical, and intellectual factors that influenced style and content. Authors and works include Flaubert (**Madame Bovary**), Dostoevsky (**Crime and Punishment**), Tolstoy (**Anna Karenina**), T. Mann (**The Magic Mountain**), D.H. Lawrence (**Women in Love**), Unamuno (**Abel Sanchez**), Kafka (**The Castle**), Malraux (**Man's Fate**), and Camus (**The Plague**). Four credits, \$124, sec 1, T, 6:20-8:50, LindH 215, Godzich.

## Ready to register?

Call 376-3000 to request registration materials for winter quarter Extension classes. Bulletins, alternate choice forms, registration forms, G.I. Bill information sheets, athletic facility fee statements, and joint day/Extension registration instructions are available.

## Day classes may be for you

In addition to over 2,000 evening and late afternoon classes listed in the 1982-83 Extension Classes Bulletin, many day classes are open to Extension students this year as joint day/Extension classes.

Registration for these classes is through the Extension Registration Office in 101 Wesbrook Hall (not day school class reservation offices).

Check the course offerings section of the Extension Classes Bulletin for those departments that will offer joint day/Extension classes scheduled before 4 p.m. A boxed-in note appears near the beginning of the department's listings. (Joint day/Extension classes offered at 4 p.m. or later are listed in the Extension bulletin with the joint day symbol.)

To see which day courses are offered each quarter, and which are open to

registration through Extension, you will need a day school Class Schedule and registration instructions. In the schedule, see the section entitled "Courses Open Through Continuing Education and Extension" for a list of joint day/Extension classes by department.

Call 376-3000 to request joint day/Extension registration materials and the Class Schedule.

Some of the departments that will open many day classes to Extension students this year are English, geography, history, civil engineering, anthropology, statistics, sociology, psychology, women's studies, biology, and most ethnic studies and foreign languages.

Students enrolled at the University through the day school **may not** register for day classes through Extension.

# Season's Greetings

## Enrollment period is limited for health service plan

Students who wish to participate in the Extension Student Outpatient Health Plan offered through the University Health Service, should enroll in the plan when they register for classes. Payment is made using the miscellaneous fee statement form available from Extension Classes in 101 Wesbrook Hall.

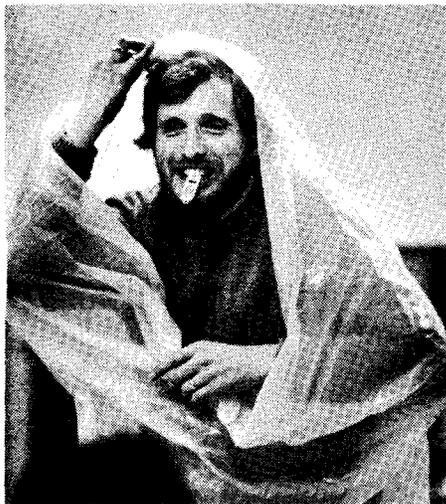
Registrations in the health service plan will be accepted in the Extension Classes registration or cashier's offices through the first week of classes only. Payments during the second week of classes will be accepted at W220 Boynton Health Service. No enrollments in the plan are permitted after the second week of classes.

The health service plan is described in detail in the Extension Classes Bulletin, pages 485-486. For additional information about eligibility or specific coverages, call the Health Service at 373-3768.

## More Extension certificates

Please note the following additions and correction to the list of Spring Quarter 1981 certificate recipients given in the November Info.

**Industrial Relations:** Pamela Gantz, with distinction, St. Paul (not Minneapolis); Janet Lubov, Minneapolis; Vincent Manning, with high distinction, Minneapolis.



Veteran outdoors expert Tim Kneeland demonstrates survival techniques using available materials in his fall Informal Course on outdoors survival. Kneeland will teach winter backpacking and cross country skiing in January (IC 0281) and wilderness navigation (IC 0288) and travel and camping (IC 0289) in the spring. All courses include practical exercises in day-long or weekend field trips. See the Informal Courses listings in the Extension Classes Bulletin for course descriptions (pages 270-271).

## bulletin changes

### COURSE

### CHANGE

Room changes will be posted in the classrooms.

Acct 3102, sec 2	Canceled
Acct 5135, sec 2	Change to AkerH 321 (east bank)
CAPy 5618, sec 1	Canceled
CAPy 5619, sec 1	Added: <b>Workshop: Sexual Development and Deviance in Children and Adolescents</b> , 1 degree credit, \$46. Winter spec term, sec 1, Mar. 10, Th, 8:30 a.m.-3:30, Mayo Memorial Auditorium, no late fee through Mar. 3.
CLit 5332, sec 1	Added: <b>The European Novel 1850-1950</b> , 4 degree credits, \$124. Winter quarter, sec 1, T, 6:20-8:50, LindH 215, Godzich.
Comp 1011, sec 34	Added: <b>Writing Practice I</b> , 5 degree credits, \$150. Spring semester, sec 34, T, 6:30-8:25, Richfield HS 141.
Dsgn 3562, sec 2	Added: <b>Introduction to Real Estate</b> , 3 degree credits, \$104.25. Meets concurrently with RE 0001C; see description on page 424. Winter quarter, sec 2, M, 6:10-9:10, BlegH 350.
Econ 3105, sec 2	Added: <b>Managerial Economics</b> , 4 degree credits, \$124. Spring semester, sec 2, W, 6:10-7:50, Mgmt/Econ 128.
EE 3352, sec 1	Canceled
EE 3353, sec 1	Canceled
FScN 3642, sec 1	Added: <b>Introduction to Public Health Nutrition</b> , 3 degree credits, \$103.50. Winter quarter, sec 1, MW, 3-4:30, FScN 15, Savaiano.
FScN 5390, sec 1	Change day to Tuesday, ABLMS 125
GC 1536, sec 2	Change title to <b>Commercial Art for Nonprofessionals</b> ; description also changed, see related article.
GC 3234, sec 2	Added section, <b>Immigration Law and Policy—Past and Present</b> . Winter quarter, sec 2, W, 6:20-8:50, JonesH 1.
GC 3584, sec 1	Change day to Thursday.
GC 3624, sec 1	Added: <b>Human Services Worker—Change Agent I</b> , 4 degree credits, \$124. Winter quarter, sec 1, W, 5:30-8, JonesH 4, Foot.
IC 0905, sec 1	Change dates to March 26 to April 2.
IC 0436, sec 2	Added section, <b>Magazine Writing</b> . Winter spec term, sec 2, Jan. 11-Mar. 1, T, 6:30-9, VinH 203.
Lib 5301, sec 1	Canceled
Lib 5601, sec 1,2	Canceled
Mgmt 5101, sec 3-6	Change to 4 degree credits, \$144
Phar 5305, sec 1	Added: <b>Humanistic Case Studies in Health Care</b> , 3 degree credits, \$135. Meets concurrently with HSU 5029; see description on page 231.
Phys 5952, sec 2	Added: <b>Physics For Junior High School Teachers</b> , 5 degree credits, \$192.50. Spring semester, sec 2, T, 4:15-7, room arr.
PsyS 5153, sec 1	Change to Richfield HS 143
PA 3011, sec 1	Canceled
PA 5401, sec 1	Canceled
PubH 3901, sec 1	Canceled. FScN 3642, added above, is similar; however, degree candidates should check on applicability of credits with an adviser.
Page 583	Energy week at <b>Alexander Ramsey High School</b> will be February 21-25.



## UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Wesbrook Hall  
Telephone 373-3195

Charles R. Cheesebrough  
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year—August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Wesbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

CAMPUS MAIL  
University Archives  
10 Walter Library

~~Second class postage paid at Minneapolis, Minnesota~~

## Be a better student Check out the libraries

Extension students are encouraged to use University libraries for study or reference materials. Students must present a current paid fee statement (the receipted pink copy of the registration form) when borrowing books.

Library hours during the regular term are given below for Wilson (west bank) and Walter (east bank) libraries.

Call 373-3082 for general library information, for hours during final examination periods and between quarters, and for hours at other campus libraries (St.

## Manage your career through these winter workshops

Don't fall into a career—plan one through the Extension Counseling Office's **Career Planning Workshop**.

Participants take an interest inventory, identify skills and values, review occupational options and the education and experience required, and learn to set career goals. Workshops meet weekly for six weeks. Evening sessions are offered starting January 11 and February 16. A morning workshop also will be available this winter on Thursdays beginning February 17.

Once you've decided on a career, the **Effective Job Search Workshop** can show you how to seek out employment. This workshop teaches you to translate your ability and experience into interviewing skills and a strong resumé. Building a contact network and reducing anxiety also will be covered. This class meets weekly for six weeks; sessions start January 10.

Cost for either workshop is \$77 plus an \$11 materials fee. Call 373-3905 for registration information.

Paul, biomedical, architecture, and several others).

You may call 373-9985 for catalog information between 10 a.m. and 3 p.m. to check whether the library has a specific book or periodical and where to find books in particular subject areas. Limited reference assistance and referral suggestions are available from the reference services division, 373-3082.

**Wilson Library** (building and circulation desk)

**Monday-Thursday:** 7 a.m. to 2 a.m. (most smaller departments open at 8 a.m. and close at 5 p.m. or 10 p.m.)

**Friday:** 7 a.m. to midnight (smaller departments close earlier)

**Saturday:** 9 a.m. to midnight (smaller departments may be closed or have restricted hours)

**Sunday:** Noon to 2 a.m. (smaller departments may be closed or have restricted hours)

## Summer art tour goes to Europe

A 15-day art tour of Europe will be offered for credit this summer. The tour is directed by Professor Michael Day, head of the Art Education Program in the College of Education.

Sites include Madrid, Barcelona, southern France, Paris, Brussels, and Amsterdam; dates are July 23 to August 6, 1983. The tour cost is \$1,742 from Chicago and includes transportation, hotels, and two meals per day. Students may earn up to six credits (to be arranged with the instructor); tuition is extra. For more information, call 373-0307.

To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.



Info (USPS 711-240)  
Extension Classes  
University of Minnesota  
180 Westbrook Hall  
77 Pleasant Street S.E.  
Minneapolis, MN 55455

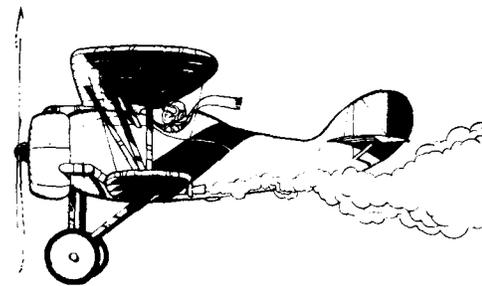
**Walter Library** (building and circulation desks)

**Monday-Thursday:** 8 a.m. to 9 p.m.

**Friday:** 8 a.m. to 5 p.m.

**Saturday:** 10 a.m. to 5 p.m.

**Sunday:** 3 to 9 p.m.



Happy landings. Did you know that the ground school course designed to provide the basic flight instruction required by the F.A.A. is offered through Extension Classes? The course prepares students for the F.A.A. written and oral examinations for certification as a private pilot. Credit or noncredit registration is possible. Students who have an interest in aviation, but not necessarily in pilot certification, also may enroll. Topics include navigation, radio aids, meteorology, flight theory, aircraft operations, and more; see the course description and accompanying explanations on page 69 in the Extension Classes Bulletin. Two sections are offered each quarter; classes meet twice a week in the evening. Select either a Minneapolis campus location or the University Flight Facilities at the Anoka County Airport (just west of Interstate 35W on County Road J in Blaine).

MKC  
9/2/83

Volume 13, Number 1, January 1983

Continuing Education and Extension  
UNIVERSITY OF MINNESOTA



## Planning helps prevent parking problems

A long-time complaint of University students and visitors (day and evening both) is that there is a shortage of convenient parking.

But with a little pre-planning, and familiarity with available options, you literally can drive right to a parking place in most cases. More than 6,000 spaces adjacent to or on campus are open each evening, according to the University's Parking Services office, and hundreds more are serviced by intercampus buses.

### HOW AND WHERE

The best way to get a parking place is simply to arrive early. In addition to the regular public parking lots and ramps, some contract lots (those reserved for University staff during the day) open to the public at 4:30 p.m. (However, don't park in contract lots where there is not an

attendant on duty to take your money; your car may be ticketed and towed.)

Regular public parking lots include Lots 33, 35, 37, and others—plus Ramps A, B, and C—on the Minneapolis East Bank campus; Lots S101 and S103 on the St. Paul campus; and Lots 7, 90, 93, and 95, to name a few on the West Bank. Contract lots that open to public parking include C55, C51, C6, C97, and C98 on the Minneapolis campus. This is only a partial listing.

The Nolte Center, Northrop Auditorium, and Coffman Union underground garages are usually open for public parking after 4:30, also.

See the parking and campus maps in your bulletin, pages 569-580, for locations of these lots. Or call 376-7500 to request enlarged reprints.

Occasionally, when special events such as concerts and athletic events are scheduled, some lots or garages may be by reservation only. Some lots require

pre-purchased coupons; see the related article.

### COMO LOT: HAPPY EVERAFTERING

The best-kept secret in parking spaces is the commuter lot on Como Avenue S.E. and 29th Avenue S.E. Parking is free and the lot (700 spaces) is seldom filled even during the day. Parkers then ride the intercampus bus (Route 13) to either the Minneapolis or St. Paul campus; fare is 30 cents each way, payable as students get on or off the bus at the parking lot.

Campus bus terminals are in front of Jones Hall on the Minneapolis campus and in front of the Student Center on the St. Paul campus. Buses run at 10-minute intervals until 6:25 p.m. Thereafter, buses run at 40-minute intervals—for example, departing from the Minneapolis campus at 6:25, 7:05, 7:45, 8:25, 9:05, 9:45, 10:25, and a final run at 11:05.

### HOW MUCH

Rates vary at the parking facilities depending on proximity to campus and whether there are special events scheduled. Athletic events and concerts mean parking rates will range from \$1 to \$2 and garages may not be open to public parking. The regular rate is currently 70 cents in lots, \$1.05 in ramps, and \$1.10 in garages (when space is available).

Higher rates for special events go into effect at 6:30 p.m. or upon opening to the public in the case of garages or some other contract facilities.

University parking lots also charge the special events rates if open to accommodate public parking for University-sponsored events (such as Gopher football games) at the Hubert H. Humphrey Metrodome.

\* \* \* \*

Call 373-3288 or 373-4190 for parking information. Call 376-7500 for map reprints and help in locating lots or buildings. For information on parking for the handicapped, call the University Police Department at 373-3550. Handicapped parking spaces are available on campus; most are close to major classroom buildings and recommended handicap routes.

## Coupon-carrying commuters: prepaid and prepared parkers

In an effort to improve service to University students, Parking Services now offers coupon booklets. The "Commuter Clout Coupons" can be used in specially designated coupon-only lots or in lieu of cash at other flat-rate parking facilities. (One exception: during special events—such as concerts, Northrop performances, and athletic events—cash only is accepted, not a coupon plus cash to make up the total price.)

There are five coupon-only lots:

**East Bank**—Lot 36 (entrance on Fourth Street S.E., just west of Williams Arena); Lot 70 (corner of Oak and Washington avenues).

**West Bank**—Lot 91 (west of the Law building); Lot 94 (corner of Fourth Street and 20th Avenue).

**St. Paul campus**—Lot 105 (across Gortner Avenue from the Plant Sciences building).

Coupon-only lots are reserved for parkers with coupons day and evening (ex-

cept during special events). The cost is the same as the pay-enter public lots (70 cents). The coupon-only system **does not guarantee** that a space will be available, but it may be easier to find a space since it offers another option to those students who hold pre-purchased coupons.

Coupon books are sold in various denominations at all bursars offices (day-time hours only) and at the Parking Services offices at 2030 University Avenue S.E. (Police Department building, basement) and 2818 Como Avenue S.E. (Printing and Graphic Arts Building, second floor). Only the Police Department building location is open evenings (until 9:30 p.m., weekdays). On a designated Tuesday or Wednesday each month, coupon booklets will be on sale at the student unions, also, until 6 p.m. For more information about Commuter Clout Coupons, call Parking Services at 373-3288 or 373-4190.

# Short courses offer the insight of experts

Computers, moral issues in medicine, personal financial planning, and political conservatism are a few of the topics covered in a new program of one-day courses and lectures known as Lifetime Adventures in Learning.

These noncredit Informal Courses, patterned after the format of the popular Sampler lectures, are designed to offer an in-depth look at a particular subject without the commitment of weekly class meetings.

Classes meet either for one afternoon from 2 to 4:30, at Coffman Union on the Minneapolis campus, or all day, 8:30 a.m. to 4:30 p.m., at the Earle Brown Continuing Education Center on the St. Paul campus.

Winter term classes are listed below. See complete course descriptions in the bulletin, pages 284-286. Registration is open now.

**Life Transitions (January 13)** investigates the process of change in everyone's life, including beginning careers, retirement, raising children, and more; instructor is Professor Linda Budd, Department of Family Social Science (afternoon).

**Personal Financial Planning (January 27)** covers estate planning, money management for retirement, and tax strategies; instructor is Andrew Whitman, professor of finance and insurance (all day).

**Moral Issues in Medicine (February 10)** deals with personal and social problems related to health care, such as the right to health care, problems of treatment, the right to die, and other topics. Can-



dido Zaroni, professor in the General College, is the instructor (afternoon).

**Getting To Know the Computer (February 16)** can help you understand computers, not fear them; led by Carolyn Marker, a senior systems analyst at the University (all day).

**Global Inflation (March 10)**. Why since the 1970s has inflation become a worldwide problem? Is continued inflation inevitable? The instructor is Robert Kudrle, associate director of the Quigley Center of International Studies at the University (afternoon).

**Conservatism—Old and New (March 16)** focuses on the historical and conceptual aspects of political conservatism, from DeTocqueville to Buckley; the instructor is Terence Ball, associate professor of political science (all day).

## Register now for spring semester

Registration is open now for spring semester courses and continues in person and by mail through January 26.

Departments offering some classes on the semester schedule (15 weeks) include chemistry, Chinese, composition, design, economics, French, German, insurance, Italian, Japanese, physics and psychology. Classes meet from February 7 to June 11.

In-person registration is at 101 Westbrook Hall on the Minneapolis campus. Office hours are reduced between quarters, so be sure to check the schedule given on pages 27-28 in the bulletin. Once winter quarter classes begin (January 3), the office is regularly open Monday through Thursday until 8 p.m. and Friday until 4:30 p.m.

See page 17 in the bulletin for complete information on spring semester registration dates. Registration procedures are described on pages 20-24.

January 26 is the last day to register without a late fee.

## Course for business students added

A key course for business degree students has been added for spring semester. Econ 3105 **Managerial Economics** may be applied to the upper division economics courses requirement. The course covers theory of the firm; managerial decisions problems; demand theory; production technology and cost concepts; pricing and output decisions; investment behavior (open only to School of Management majors, prereq 1001, 1002, one quarter calculus; limit 20). Meets spring semester, sec 2, W, 6:10-7:50, Law 65; 4 degree credits, \$124.

## MATH ANXIETY

## Reduce your math blocks

If numbers and figures make you uncomfortable, nervous, or frightened, you are not alone. Many people freeze up when it comes to mathematics.

The Math Anxiety Program, offered by Continuing Education for Women in cooperation with Extension Classes, is designed to help people overcome their fear of mathematics and gain competence and confidence whether it is for changing careers, finishing a degree program, balancing a checkbook, or filing an income tax return. The program combines personal evaluation, support services, and classes.

The first step in the program is a one-evening diagnostic clinic on Thursday, January 20, 1983, from 6 to 9:30, on the Minneapolis campus (also offered Thursday morning, January 20, at the MacPhail Center in downtown Minneapolis).

During the clinic, students learn how math anxiety develops, how it affects math performance, and what they can do to overcome math anxiety. Tests and questionnaires help people assess their current level of math skills and which classes would be appropriate for them to enter. Cost is \$20.

The following courses, offered spring semester, are taught by instructors attuned to the needs of people concerned about their math ability. **Arithmetic and Elementary Algebra** (day and evening sections) and **Fundamental College Mathematics** (day) are offered for no credit. **GC 1445 Intermediate Algebra** and **Math 1111 College Algebra and Analytic Geometry** are offered for credit.

Special support services include a free tutorial service for anyone enrolled in a math class.

Advance registration is required. For more information about the program or registration materials, call 376-9385 or 373-9743.

# Television and radio courses set for winter

Courses by television and radio this winter focus on individual and societal behavior, on appreciating and writing literature, and on key social problems such as alcoholism and child abuse and neglect.

These courses are offered for credit through the Department of Extension Independent Study. Each is an integrated learning package consisting of a television or radio component, a study guide, and texts. Assignments are mailed in and instructors maintain telephone office hours.

In the Twin Cities, television courses are broadcast on KTCA-TV, Channel 2, and radio courses are on KUOM, 770 AM, and KBEM, 88.5 FM.

Registration is open now through January 23, 1983 (a \$5 late fee takes effect after that date). Call for information or registration materials, 376-4925.

## Television Courses

**Understanding Behavior Disorders** (Psychology 5604). Covers psychopathology, reactions to stress, addiction, neuroses and psychoses, personality disorders; prevention and treatment; 4 degree credits, graduate credit available. Saturdays, 10:30-11 a.m., January 8-March 12.

**Myths and the Modern World** (Classics 5145). Principal Greek and Roman myths and their influence on literature, the arts, and popular culture; 4 degree credits, graduate credit available. Saturdays, 10-10:30 a.m., January 8-March 12.

**Introduction to Social and Cultural Anthropology** (Anthropology 1102). Comparative and holistic studies of contemporary societies and cultures as they relate to human diversity, adaptation, and condition; kinship, religion, political organization, law, economic exchange; 4 degree credits. Saturdays, 9:30-10 a.m., January 8-March 12.

**Fundamentals of Alcohol Problems** (Public Health 5033). Entire range of alcohol-related problems, of which alcoholism is one. Social aspects, genetics, treatment; 3 degree credits, graduate credit available. Tuesdays, 7-7:30 a.m., January 11-March 15.

**Child Abuse and Neglect** (Public Health 5642). Basic concepts and historical overview; for teachers, clergy, school administrators, law enforcement personnel, helping professionals, parents; 3 degree credits, graduate credit available. Thursdays, 7-7:30 a.m., January 13-March 17.

**Evolution of Life on Earth** (General College 1115). Ecological and evolutionary processes; based on PBS productions of "Life on Earth"; 4 degree credits. January starting date, call for information.

## Radio Courses

**Introduction to American Literature** (English 1016); 4 degree credits, KUOM,

Mondays and Wednesdays, 11-11:30 a.m., January 10-March 16.

**People and Animals in Society Today** (Public Health 3301/5301 and CVM 3100); 4 degree credits, KUOM, Mondays and Wednesdays, 11:30 a.m.-Noon, January 10-March 16.

**Fiction Writing** (Composition 3101); 4 degree credits, KBEM, Mondays and

Wednesdays, 6:30-7 p.m., December 27-March 2.

**Ellery Queen and the American Detective Story** (American Studies 1920); KBEM, Tuesdays and Thursdays, 6:30-7 p.m., December 28-March 3.

**Fitzgerald and Hemingway** (English 3410); KBEM, Sundays, 10-11 a.m., January 2-March 6.

## bulletin changes

Room changes will be posted in the classrooms.

Course	Change
BGS 3003, sec 1	Added: <del>Business and the Natural Environment</del> , 4 degree credits, \$144. Spring quarter, sec 1, T, 5:30-8:15, BlegH 425. Seeley.
CAPy 5618, sec 1	Canceled
CAPy 5619, sec 1	Added: <b>Workshop: Sexual Development and Deviance in Children and Adolescents</b> , 1 degree credit, \$46. Winter spec term, sec 1, Mar. 10, Th, 8:30 a.m.-3:30, Mayo Memorial Auditorium, no late fee through Mar. 3.
Comp 1011, sec 34	Added: <b>Writing Practice I</b> , 5 degree credits, \$150. Spring semester, sec 34, T, 6:30-8:25, Richfield HS 141.
Dsgn 3260, sec 2	Added: <b>Advertising Design III</b> , 4 degree credits, \$139. Spring quarter, sec 2, M, 6:10-9:55, AgEng 315.
Dsgn 3562, sec 3	Added: <b>Introduction to Real Estate</b> , 3 degree credits, \$104.25. Meets concurrently with RE 0001C; see description on page 424. Spring quarter, sec 3, W, 6:10-9:10, BlegH 250.
Econ 3105, sec 2	Added: <b>Managerial Economics</b> , 4 degree credits, \$124. Spring semester, sec 2, W, 6:10-7:50, Law 65.
EE 3353, sec 1	Canceled
FScN 5755, sec 2	Canceled
GC 1178, sec 1	Added: <b>Geology of Minnesota State Parks</b> , 4 degree credits, \$120. Spring quarter, sec 1, W, 5-7:30, SciCB 175, Harris.
GCB 3008, sec 1	Added: <b>The Biology of Cancer</b> , 3 degree credits, \$110.25. Spring quarter, sec 1, W, 6:30-8:45, BioSci 6, McKinnell.
Hlth 5072, sec 2	Canceled
Hlth 5150, sec 2	Canceled
IC 0436, sec 2	Added section: <b>Magazine Writing</b> . Winter spec term, sec 2, Jan. 11-Mar. 1, T 6:30-9, VinH 203. See course description page 276.
Lib 5301	Canceled
Lib 5601, sec 1, 2	Canceled
Mgmt 5101, sec 5, 6	Change to 4 degree credits, \$144
Phys 5952, sec 2	Added: <b>Physics for Junior High School Teachers</b> , 5 degree credits, \$192.50. Spring semester, sec 2, T, 4:15-7, room arr.
PA 5401, sec 1	Canceled
Page 583	Energy week at <b>Alexander Ramsey High School</b> will be February 21-25.



## UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

**Registration Office:** 101 Westbrook Hall  
Telephone 373-3195

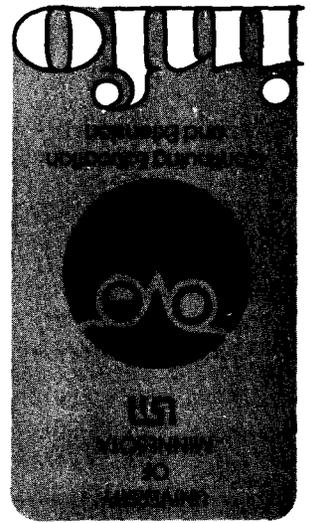
**Charles R. Cheesebrough**  
Editor

**Info** is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year - August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

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## Inquire now about financial aid

Students who wish to increase their opportunities for financial aid must often plan months ahead. The Office of Student Financial Aid advises applicants for the 1983-84 academic year to apply as soon after January 1, 1983, as applications become available.

Those who plan to attend Extension classes on a full-time basis (12 credits or more a quarter) should apply early since they may be eligible for the Minnesota State Grant and Scholarship Program, which has limited funds. Day school and full-time Extension students will use an ACT application form, an all-purpose financial aid application that covers grants, loans, scholarships, and work-study.

Extension students who will study part-time (less than 12 credits a quarter) also should apply early for Pell Grants (formerly BEOG—Basic Education Opportunity Grant) and for Guaranteed Student Loans, both of which have long processing times. Part-time Extension students will submit separate Pell Grant or GSL applications rather than the ACT application.

Financial aid applications will be available at the Extension Counseling Office, 314 Nolte Center, or from the Office of Financial Aid, 210 Fraser Hall.

Receipt of financial aid is contingent

upon admission to a degree or certificate program and maintenance of good academic standing. Students should inquire about admission at the time they apply for aid. (Guaranteed Student Loans are an exception; admission is not required.) Extension students can obtain information about admission from the Extension Counseling Office, 373-3905.

## Take your PIC this winter

Over half the students responding in surveys of Extension students said that the classes they are taking will help them in their current job or help them get a better job.

And for many of those students, the learning is more important than the credits or degree—especially since many students have entry-level professional or technical positions and a large segment (40 percent) already have earned a degree.

Noncredit Professional Improvement Courses (PICs) through Extension are designed for those students. They offer convenient, reasonably priced education and training for beginning to mid-level professionals.

The time span for PICs is short, generally four to eight meetings. The weekly classes allow you to apply what you learn and offer a chance for feedback and practical evaluation.

Extension students can obtain a set of procedures from the counseling office that will guide them through the financial aid process from time of application to the time the check is available. The counseling office can provide assistance if you have questions or problems regarding financial aid or if you would like to explore financial aid options.

This year, PICs are offered on two levels. Level I courses emphasize skills and knowledge for the new or aspiring supervisor or manager. Examples for winter quarter include PIC 0101 **Basic Supervision**, PIC 0103 **Effective Leadership in the Work Group**, PIC 0106 **Effective Listening**, and PIC 0108 **Overcoming Stage Fright I**.

Level II courses are for the more experienced manager or professional who wants to sharpen his or her skills in a particular area. Topic sequences include personal development, leadership and management, finance, computer applications, external relations, and professional insights.

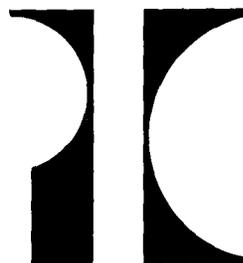
Specific Level II courses for winter include PIC 0205 **How To Build Memory Skills**, PIC 0303 **Performance Appraisal and Improvement**, PIC 0402 **Interpreting Financial Statements**, PIC 0506 **Personal Computers**, and PIC 0602 **Advertising: Prescription for Slumping Sales**.

The list above is only a sampling. See page 362 in the bulletin for a complete listing and descriptions of Professional Improvement Courses. Or call 373-5166 for more information, quarterly updates, and details on courses offered in cooperation with the American Management Association.

## Need help in accounting?

Accounting students who need help can take advantage of the supervised accounting labs offered the same evenings that their classes meet.

Tutors are available from 5:15 to 9 p.m., Monday through Thursday, in Vincent Hall 313.



MIS  
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# Student services, fees, and you

Many Extension students will be contacted later this school year regarding their interest in student services, related fee options, and the availability or applicability of certain student services to Extension students.

The Department of Extension Classes and the Extension Classes Student Board will conduct a survey by mail this spring.

Discussions over the last several months between student government groups, including the Extension student board, and staff from Continuing Education and Extension and the University's central administration, reviewed how or whether Extension students should share in the cost of providing the services covered by the student services fee.

Currently, most day school students registered for six credits or more must pay the student services fee of \$74.57 a quarter (exemptions are allowed in some cases for part of the fee). Examples of services or organizations funded from this fee include health service benefits, board of publications (the **Minnesota Daily**), student legal services, cultural programs, and several others.

Options considered for Extension students ranged from requiring **all** Extension students to pay the full fee, at one extreme, to making no provision for Extension students' use of student services and thus paying no fees, on the other.

Extension students currently may elect to pay the full student services fee if they wish to use the services covered by the fee.

Extension students also may elect to pay separately for some services—the Extension Student Outpatient Health Plan, athletic facilities use, and Minnesota Union program participation.

In addition, Continuing Education and Extension is assessed for campus-wide costs related to environmental health and safety requirements and inspections. That budgetary responsibility is met in the same way that other administrative costs in Extension are covered—by Extension student tuition.

The system of permitting optional fees and services is supported by Continuing Education and Extension presently. Dean Harold Miller and student board liaison Beverly Sinniger, assistant director of Extension Classes, maintain that elective services is the most equitable route for both students and sponsoring organizations.

However, both Miller and Sinniger said they support the upcoming study as an important means of collecting student viewpoints about services and fees.

Reasons for CEE support for optional fees include the fact that Extension students are on campus only once or twice a week (and some take classes off campus), many services or offices are not available evenings, and many Extension students are not in degree programs

continued page 3

## Spring registration

Registration for spring quarter classes begins later this month. Dates are given here for mail registration, telephone requests, and in-person registration. Be sure to see the bulletin, pages 20-24, for registration instructions.

**February 22 to March 16:** Registrations accepted by mail for all spring classes (registrations received before February 22 will be returned).

**March 2 to March 7:** You may reserve space in limited-enrollment classes by calling 376-1371. You must know the department, course number, and section number. Registration materials will then be sent to you; registration must be completed and fees paid by March 16 or your space in class will be forfeited. (Some classes fill before the telephone request period begins.)

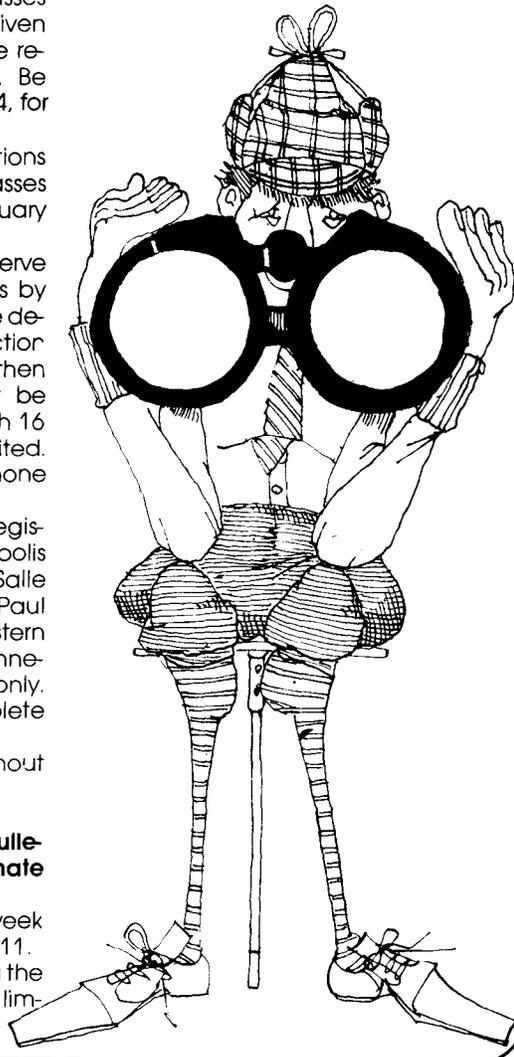
**March 8 to March 16:** In-person registration at 101 Wesbrook Hall, Minneapolis campus; MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis; St. Paul Skyway Registration Booth, Northwestern National Bank Building, Fifth and Minnesota, downtown St. Paul. Weekdays only. See the bulletin, page 19, for complete details and hours.

**March 16:** Last day to register without a late fee for most credit classes.

**To request the Extension Classes Bulletin, registration forms, and alternate section forms, call 376-3000.**

Spring quarter classes begin the week of March 28 and run through June 11.

Early registration by mail offers you the best opportunity to obtain space in limited-enrollment classes.



# Study skills help is available free

If you need help with study problems, stop by the Extension Classes Reading/Writing Skills Center in room 1 Nicholson Hall.

Free tutoring is available to students having difficulties in note taking, outlin-

ing, theme writing, research techniques, reading, grammar, footnoting, preparation of bibliographies, vocabulary, spelling, and studying techniques for exams. Any student registered in an Extension class is eligible.

No appointment is necessary. The study center is open Monday through Thursday from 8 a.m. to 8 p.m.; 8 a.m. to 3 p.m. on Friday. The center is closed weekends, between quarters, and in the summer.

Many classes in study skills and writing skills are available through Extension classes (at regular tuition rates). Six individual study courses offered through the reading/writing skills center are described in the bulletin on pages 198-199. Students proceed at their own rate and arrange their study schedule with the instructor.

Other courses to sharpen basic skills are GC 1402 **Vocabulary Development** (page 198), GC 1403 **Reading, Compre-**

**hension, and Study Skills** (198), and PO 1001 **How to Study** (344). In addition, a free two-session course about how to use the library is offered early each quarter; see page 283 for a description and dates.

## Filing for senate seats begins this month

If you're interested in University governance or helping solve problems important to Extension students, then consider running for the University Senate, the University's academic governing body.

Eight elected Extension student senators (or alternates) will join faculty and day school student senators in the senate to consider both the University's internal affairs and its role in the community.

You'll also serve on the Extension Classes Student Board with other appointed board members and Extension staff.

Candidates must file for election between February 28 and April 1. From April 25 to May 8, Extension students will vote in classrooms or by mail for senators and alternates.

To file as a candidate, you must meet these eligibility requirements:

1. You must be carrying three credits through Extension at the time of election (spring quarter).

2. You must have earned a minimum of 12 University of Minnesota credits within the last five years.

Filing forms, election information, and details on the student board may be obtained at 180 Wesbrook Hall on the Minneapolis campus; telephone 376-7500.

## February closings

February 21, **Washington's Birthday** holiday, is a University holiday. All offices are closed and all classes, on campus and at neighborhood centers, do not meet.

The week of **February 21-25** is mid-winter break at Ramsey High School in Roseville and Irondate High School in New Brighton. Classes regularly scheduled at Ramsey and Irondate will meet on campus that week. Check with your instructor for the class location and time.

## Take yourself to dinner

You will find food for the body as well as food for the mind on the University campus. Several restaurants and snack bars are open evenings before class.

In Blegen Hall on the West Bank, the **Metropol** is open until 8:30 in the evening Monday through Thursday, and the **Rug on the Wall** is open until 6:30 the same nights. Both are on the ground level in Blegen.

On the East Bank, the **Little Brown Jug** (Coffman cafeteria) is open until 6 p.m., and the **Barrel** is open until 8:30 p.m., Monday through Thursday. Both are on the ground floor in Coffman Union. **The Outside In**, on the second floor of the Phillips Wangensteen Building, is open until 6:30 p.m.

The **Terrace Cafe** in the St. Paul Student Center is open until 9 p.m.

Hours may change or food outlets may be closed on other days of the week, during final exam periods, and between quarters.

There are many nearby restaurants off campus on the West Bank (near Cedar and Washington avenues), Dinkytown (14th Avenue S.E. and Fourth Street S.E.), and Stadium Village (Oak and Washington).

## Samplers—a good deal for a dollar

Sampler lectures this winter and spring cover a variety of topics from the pressures of unemployment to Scandinavian immigration.

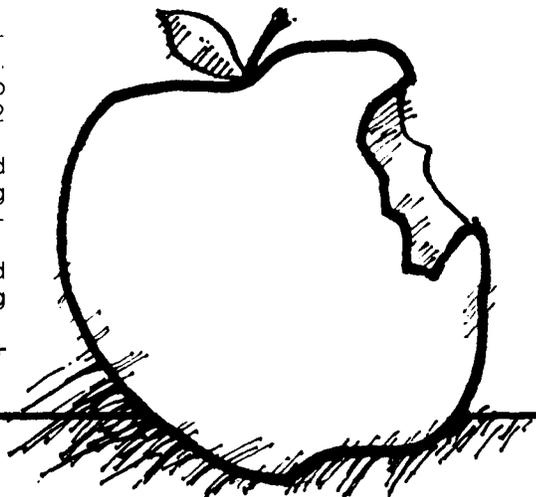
Samplers are one-evening presentations by experts. Anyone may attend. Admission is \$1 payable at the door (no preregistration is required). Persons 62 and older are admitted free.

All Samplers begin at 7:30 p.m. and are held at the Earle Brown Continuing Education Center on the St. Paul campus. Dates and titles are listed below.

Sampler announcements are issued twice a year. To be placed on the mailing list, call 376-7500.

**COPING WITH UNEMPLOYMENT (February 7)**, Sherry Wilson, General College.

**SAILING LAKE SUPERIOR: YOU CAN DO IT (February 22)**, James Bodley, Professor of Biochemistry.



**CRITICISM AND APPRECIATION OF MOVIES (March 3)**, Michael Griffin, Assistant Professor of Journalism.

**THE BIOLOGY OF CANCER (March 7)**, Robert McKinnell, Professor of Genetics and Cell Biology.

**MINNESOTA WILDFLOWERS (March 9)**, Heidi Van't Hof, Botany.

**MINNESOTA ECOLOGY: EARLY HUMAN IMPACT (March 17)**, Taber Allison, Ecology and Behavioral Biology.

**FROM SCANDINAVIA TO MINNESOTA: THE IMMIGRANT EXPERIENCE (April 5)**, Matt Dion, College of Liberal Arts.

**TREKKING THE HIGH SIERRAS (April 26)**, Marilyn Mason, Director of the Wilderness Learning Institute.

# Graduating? Notify your college office soon

Students in the final quarter of degree programs in the School of Management or the College of Liberal Arts must notify their college offices of course numbers and sections they are taking through Extension.

Business degree students should contact the Undergraduate Studies Office, 373-3701, at least four weeks before the end of the quarter.

College of Liberal Arts students also should contact their college office at least four weeks before the end of the quarter. Check with the Extension Counseling Office, 373-3905, if you need the telephone number of your college office.

The granting of a degree could be delayed without this notification.

## student services fee from page 1

and do not maintain ongoing quarter-by-quarter contact with University programs.

Reports done last summer on the use of the health service and athletic facilities indicated that the fees paid by Extension students more than cover any additional budgetary requirements of those offices in extending their services to evening students. No burden was placed on fees-paying day school students, in other words.

The Boynton Health Service and the Recreational Sports Office generally have encouraged participation by Extension students in their programs.

In the upcoming survey, the intent is to discover whether students are seeking, and willing to pay for, additional services. The end result could be that greater participation in some services could benefit both Extension students and the sponsoring offices.

Conversely, some services possibly may be used by Extension students for which they are not charged—particularly benefits such as increased space in student unions or similar capital improvements that day school students are assessed for, or free admission to cultural or music events on campus that are financed through the student services fee. This possibility, of course, must be weighed against the fact that Extension students come to campus far less often than day school students and hundreds of Extension students take classes at off-campus locations.

\* \* \* \*

You are invited to attend an Extension Classes Student Board meeting and also to speak to board members about issues important to you as an Extension student—particularly the matter of extending fees and services to evening and part-time students. Board meetings are held the first Friday evening of each month and usually begin at 6 p.m. Call 376-7500 to confirm dates, time, location, and agenda items.

## bulletin changes

Room changes will be posted in the classrooms.

COURSE	CHANGE
AmSt 1920, sec 1	Canceled
Riol 1009, sec 3-6	Canceled
BGS 3003, sec 1	Added: <b>Business and the Natural Environment</b> , 4 degree credits, \$144. Spring quarter, sec 1, T, 5:30-8:15, BlegH 425, Seeley.
CAPy 5618, sec 1	Canceled
CAPy 5619, sec 1	Added: <b>Workshop: Sexual Development and Deviance in Children and Adolescents</b> , 1 degree credit, \$46. Winter spec term, sec 1, Mar. 10, Th 8:30 a.m.-3:30, Mayo Memorial Auditorium, no late fee through Mar. 3.
Dsgn 3260, sec 2	Added: <b>Advertising Design III</b> , 4 degree credits, \$139. Spring quarter, sec 2, M, 6:10-9:55, AgEng 315.
Dsgn 3562, sec 3	Added: <b>Introduction to Real Estate</b> , 3 degree credits, \$104.25. Meets concurrently with RE 0001C; see description on page 424. Spring quarter, sec 3, W 6:10-9:10, BlegH 250.
EE 3353, sec 1	Canceled
FScN 5310 sec 1	Canceled
FScN 5555, sec 1	Added: <b>Freezing and Dehydration of Foods</b> , 5 degree credits, \$172.50 plus \$10 course fee. Total \$182.50. Spring quarter, sec 1, TTh, 2-4:45, McNH 69 except Mar. 31 and Apr. 7 meet in FScN 23, Labuza.
FoSf 3003, sec 6	Canceled
FScN 5755, sec 2	Canceled
GC 1178, sec 1	Added: <b>Geology of Minnesota State Parks</b> , 4 degree credits, \$120. Spring quarter, sec 1, W, 5-7:30, SciCB 175, Harris. Add \$5 course fee. Total \$125
GC 1535, sec 2	Change day to Monday
GC 1331, sec 1	Add \$5 course fee. Total \$129
GC 3571, sec 3	Added: <b>The Biology of Cancer</b> , 3 degree credits, \$110.25
GCB 3008, sec 1	Spring quarter, sec 1, W 6:30-8:45, BioSci 6, McKinnell.
Hlth 5072, sec 3	Canceled
Hlth 5150, sec 2	Canceled
Lib 5301, sec 1	Canceled
Lib 5601, sec 1, 2	Canceled
Mgmt 5101, sec 5, 6	Change to 4 degree credits, \$144
ME 5742, sec 2	Added: <b>Industrial Assignment and Design Project</b> , 4 degree credits, \$149. Spring quarter, sec 2, arr.
PO 1001, sec 4	Canceled
PsyS 5601, sec 3	Change course number to 5611; change title to <b>Behavior Analyst Certificate Program</b> .
Psy 5960, sec 1	Added: <b>Topics in Psychology: Cognitive Behavioral Psychotherapy</b> , 4 degree credits, \$124. Spring quarter, sec 1, M, 4:15-7:15. ChDev 218, Kendall.
PA 5401, sec 1	Canceled
Page 583	Energy week at Alexander Ramsey High School will be February 21-25.



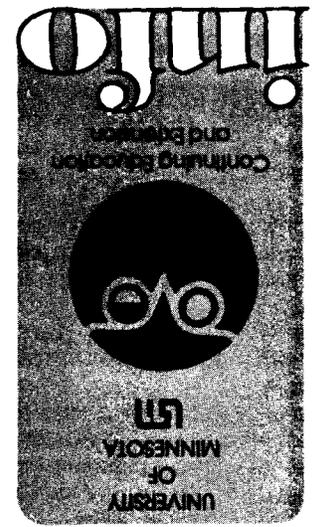
## UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO USPS 711-240

Registration Office: 101 Westbrook Hall  
Telephone 373-3195

Charles R. Cheesebrough  
Editor

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## S.O.S.: Students helping students

In an institution the size of the University of Minnesota, students are likely to run across difficulties at some time.

Some of the problems relate to University policies and regulations. Other problems stem from misunderstandings between students and teachers or administrators.

The Student Ombudsman Service (S.O.S.) offers advice and active assist-

ance in a variety of areas related to such difficulties. S.O.S. can find answers to your questions concerning procedures and regulations. Staff members are familiar with problems students have encountered and know the appropriate channels students can pursue to find solutions or explanations.

Offices are in 102 Johnston Hall on the Minneapolis campus and in the Student

Center Ticket Office in St. Paul. Telephones, University publications, a typewriter, newspapers, and even hot coffee are available.

Extension students are invited to stop by—the Minneapolis office is open until 6:30 p.m., Monday through Thursday. Call 373-9788 for more information.

\* \* \*

**Editor's note:** Extension students are urged to make use of the willingness and expertise of the S.O.S. staff.

Remember, too, that we in Extension want your educational experience, in and out of the classroom, to be satisfactory.

We want to hear your comments and complaints—negative and positive. Program directors in Extension work with each academic department to insure quality instruction and availability of courses. The program directors and the department director, John Malmberg, make a point to review carefully any complaints that come in and to offer explanations of policy or solutions to problems.

## Public Health courses set on diet, health, and social issues

The series of Saturday Public Health Workshops on key social and health issues continues this winter at several locations throughout Minnesota.

These one-credit courses are open to teachers, school personnel, clergy, helping professionals, police officers, nurses, public health workers, and parents. Graduate credit is available; noncredit registration (at reduced cost) is also possible.

For complete course descriptions and registration information, refer to the Extension Classes Bulletin or call for the Public Health Workshops brochure, 373-1855. Courses and dates are listed below by location.

Each workshop has limited enrollment and will be filled on a space-available basis.

### Twin Cities

**February 12:** Challenge of Prevention: Health Promotion for Children and Youth (PubH 5644)

**February 26:** Nutritional Assessment: Tools and Techniques (PubH 5903)

**March 5:** Battered Women: Professional Skill-Building (PubH 5645)

**March 26:** Child Abuse and Neglect (PubH 5640)

### Alexandria

**March 5:** Child Abuse and Neglect (PubH 5640)

### Duluth

**March 12:** Nutritional Assessment: Tools and Techniques (PubH 5903)

## Career workshops coming up

Although many Extension students have educational goals linked to specific vocational plans or jobs they already hold, many more still are setting career objectives.

If you want to learn how to make decisions about career choice, the Extension Counseling Office's career planning workshop is for you.

The workshops teach participants how to identify interests, skills, and values that will help them make effective job and

career decisions and set achievable goals.

The six-session workshops include self-awareness exercises, group discussion, job research, and the Strong-Campbell Interest Inventory.

Upcoming workshops are set for Wednesday evenings, February 16 to March 23, and Thursday mornings, February 10 to March 17. Classes meet on campus.

Space is limited. Cost is \$77 plus an \$11 materials fee. Call 373-3905 for information.

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## Certificates: preparation for careers

You've probably seen many collective references to "degrees and certificates" in Extension publications. Degree programs receive most of the space and attention, but certificates are growing in popularity and number.

Certificate programs are organized and specialized approaches to occupational areas or academic topics. Largely, they are designed to offer professional or technical preparation for employment, although liberal arts and general studies certificates also are available.

A survey done in 1982 by the Extension Counseling Office has helped accumulate information about students in certificate programs. "In advising students considering certificate programs, our advisers found themselves relying on common sense, individual reports, and personal bias," says Vera Schletzer, director of the counseling office. Now, the survey offers some systematic data on students' educational experiences and plans, as well as some insight into the practical side of what students encountered while working on certificates, Schletzer says.

Graduates in seven certificates were included in the survey. The programs

were considered representative of the wide range of technical, human service,

business, and personal interest focuses available. They were: senior accounting, senior business administration, information systems design, industrial relations, human services, commercial art, and electrical engineering. There were 241 responses (51 percent of those contacted).

### About certificates

Continuing Education and Extension conducts 33 certificate programs. The programs are composed of degree-credit college courses and college-level certificate-credit courses offered through the University's academic departments.

Originally, most certificates were started (1) to meet the needs of people who wanted training or an educational credential in areas where degrees or other post high school training was not available, or (2) to offer educational objectives for students not certain they can devote the time necessary to earn a degree.

Program requirements are determined by Extension staff members and faculty from the relevant academic departments with consultation from professionals in specific job areas.

### About the students

The respondents generally tied their certificate programs to their jobs (57 percent worked in their area of study) or their career aspirations (21 percent wanted training for entry positions).

The most-often cited reasons for entering a certificate program (along with self-improvement) were the desire to qualify for job advancement or a job change, or to get skills related to a job already held.

Schletzer calls that an example of the "interactive effect" between education and employment common to Extension students. "Work and school go together for these students when it comes to earning career credentials," Schletzer says.

Earning a certificate proves to be a serious commitment of time and energy, according to the students. Their attitude seems to be "it's work but it's worth it," Schletzer says. Eighty-two percent of the respondents were employed full time when they began the program. A significant portion, 72 percent, said the decision to enter the program came without specific outside encouragement.

Students noted several attractive features of certificate programs—particularly the congruence with vocational aspirations (55 percent) and the convenience of evening classes (77 percent). Other features included relevance

## Learn to plan your career

The Extension Counseling Office is offering another of its popular career planning workshops.

Participants will complete an interest inventory and exercises to evaluate their skills and values that can be applied to a career. Group sessions include lectures and discussion of students' research into the realities of the job market. Decision-making and goal-setting exercises help participants form a concrete plan of action. The six-session workshop is March 28 to May 2, 6 to 8 p.m. once weekly on Mondays.

After students make career choices, finding a job is the next step. Those who can present themselves well have a head start in gaining meaningful em-

ployment. The effective job search workshop can help. Participants learn how to form networks of job contacts, to promote their transferable skills, and to develop effective cover letters, resumés, and interview techniques. The workshop is Mondays, 6 to 8 p.m., from April 11 to May 16.

Cost for each workshop is \$77 plus an \$11 materials fee. Call 373-3905 for registration information.

continued page 2

### On the Inside

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# certificates

to employers, length of the program (credit requirements vary from around 30 credits to 135 credits, for the most part), and the absence of unrelated "general" courses.

Forty percent of the respondents had some college, and some of those people see certificates as stepping stones to a degree. "Certificates can be excellent short-term, realizable objectives," Schletzer notes. For example, electrical engineering certificates include 90-credit and 135-credit options, equivalent to two years and three years of college-degree work respectively. (Students who hope to apply credit earned in certificate programs to degree programs should consult early with an adviser, however.)

Other students probably see certificates as an additional credential, one that complements extensive work experience or a completed degree. In fact, a surprising 51 percent had completed a bachelor's degree or advanced degree at the time of entering a certificate program. Likely combinations include a social science degree with an industrial relations or behavior analyst certificate program, Schletzer points out.

About 40 percent said they would have preferred a degree, and many, in fact, had enrolled in degree programs subsequently, Schletzer said. Specific degree program needs mentioned were master's degrees in industrial relations, computer science, and electrical engineering, and a bachelor's degree in computer science. None of these are

among the more than 35 major areas or degrees available in Extension, although a bachelor's degree in electrical engineering is offered and there are extensive course offerings in industrial relations and computer science.

### Certificate value

Overall, respondents indicated that they and their employers looked favorably on certificate programs. Seventy-four percent said their employers were familiar with their certificate programs, and 66 percent said employers accepted the certificate as a valid, worthwhile credential. "The responses confirmed our hunches that students and employers consider certificates valuable in the work place," Schletzer says.

Most certificate students (59 percent) in these programs received at least partial tuition reimbursement from their employers (37 percent received full costs). That figure contrasts with the general Extension student population where about the same percentage say they must pay their own tuition.

Schletzer says that, more often than not, the education pays off. Upon completion of their programs, 71 percent reported having employment congruent with their education. Most students said the completion of the certificate had some influence on their ability to perform their jobs, to change jobs, or to advance at work.

Although 31 percent said their careers were not directly affected by attaining

the certificate, many students were successfully employed in their chosen careers before entering a program, Schletzer notes. Also, some were changing vocations and were still looking for entrance-level jobs. In addition, a few students complete certificates without ever intending to apply them in a specific new job area. Examples include labor union leaders in industrial relations courses, recovering alcoholics in chemical dependency classes, and engineers or technical professionals in business programs.

As of June 30, 1982, enrollment in certificate programs was at an all-time high with nearly 4,000 students admitted. About 300 certificates are awarded each year.

### Earning a certificate

Since many potential students are concerned about the time commitment required in completing a certificate, students were polled on the number of hours they spent per week on the program. (Time requirements vary depending on the course load each quarter, of course.)

Survey averages indicate students needed about 15 hours a week (including study, class time, and travel). But differences were noticeable, Schletzer says, and are meaningful in planning. The business and technical students averaged an additional hour or more, and the senior accounting and commercial art students devoted about 20 hours a week to their programs.

Schletzer notes that there is a difference in attitude for most students once they start a certificate program: "You can take classes casually, but being in the program can change things—it means setting a goal and making a commitment." Survey respondents were impressive in their "thoughtfulness and honesty," and it was reassuring to know that the large majority were pleased with their program and had benefited from the experience, she says.

## Certificate Programs

Descriptions of all 33 certificates are included in the Extension Classes Bulletin starting on page 533. Specific programs are listed below with the number of cred-

its (where appropriate). (One certificate, interior design, is closed to new enrollments; it will be replaced by a degree program.)

### Technical areas

- fire protection (48-52)
- mathematics and science (45)
- ophthalmology technician
- computer science (45,90)
- engineering and science (45,90)
- civil engineering (90)
- electrical engineering (90,135)
- industrial engineering (90)
- mechanical engineering (94-96)

### Helping areas

- adult psychiatry (9)
- aging studies (30-36)
- alcohol and drug counseling (41-52)
- behavior analyst (38-44)
- early childhood studies (45)
- foster care education (15)
- human services (50)

### Business

- legal assistant (90)
- junior accounting (61-66)
- senior accounting (89-94)
- junior business administration (48-53)
- senior business administration (90)
- credit and financial management (63-66)
- management of administrative services
  - associate (51-55)
- management of administrative services
  - fellow (90-94)
- industrial relations (45)
- real estate (30)
- information systems analysis and design (52-54)

### General

- commercial art (60)
- general studies (45)
- liberal arts (45)

## We're here when you're here

Did you know the Extension Classes registration office (101 Westbrook Hall) is open most evenings? During in-person registration periods and when classes are in session, the office is open Monday through Thursday evenings until 8 p.m. (Fridays until 4:30 p.m.). See the office hours listings, with holidays and closings noted, on pages 27-28.

# Informal Courses are springing up

Many new noncredit Informal Courses are offered this spring with nature and the outdoors receiving special attention.

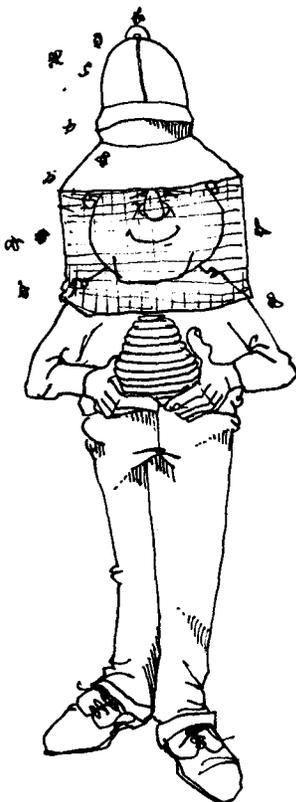
**Minnesota Plant Families** (IC 0201) covers the vast variety of plants in Minnesota and includes three half-day field trips.

The influence of humans, from prehistoric times to the present, on the Minnesota landscape and environment is the topic of **Minnesota Ecology: Human Impact** (IC 0204); effects of logging, fire, acid rain, and other phenomena are considered.

**Hives and Honeybees: An Introduction to Beekeeping** (IC 0248) is a practical course on keeping bees for pleasure and profit: bee biology and behavior, equipment and care, and capturing honey.

In addition to these new courses, many popular courses and advanced courses will be repeated including advanced nature and field photography, bird watching, wildflowers, amphibians and reptiles, wilderness travel and camping, white-water canoeing, and marine navigation.

New courses in other areas include two classes for experienced camera en-



thusiasts, **Photo Workshop II** (IC 0107) and **Advanced Color Photography**, and **Sad Movies Make Me Cry: A Guide to Films That Touch Our Lives** (IC 0114). Courses in the arts include **Dance: Clues and Views** (IC 0118) and **The Postcard as Collectable** (IC 0181).

One-day and one-afternoon classes in the Lifetime Adventures in Learning Series are **The Great Depression** (IC 0803), **The Mix of Midwestern Speech** (IC 0804), and **A Perspective on Canada** (IC 0815).

Two Study and Travel Adventures are scheduled: **The Scandinavian Immigrant Experience in the Upper Midwest** (IC 0902) and **Mississippi River Towns: Mirrors of the Past** (IC 0903).

Course descriptions for Informal Courses are in the Extension Classes Bulletin starting on page 250. Registration is open now. Call 376-3000 to request the bulletin and registration forms.

## March, April closings

### Campus office

Special office hours and class dismissals in March and April include the following:

**March 21-28:** Spring semester recess; classes dismissed.

**March 17-18:** Registration and cashier's offices closed to process spring quarter registrations.

**March 21-25:** Late registration period for spring quarter. Registration office in 101 Westbrook Hall open 8 a.m. to 8 p.m., Monday through Thursday, 8 a.m. to 4:30 p.m. on Friday.

\* \* \*

### Neighborhood centers

**March 28-April 5:** Armstrong Senior High School, Plymouth. University Extension classes will be held in the evening at Armstrong even though high school classes are not in session that week.

**April 5-9:** Scott Highlands Middle School, Apple Valley, will be closed; classes will meet on campus.

## Getting ahead with PICs

If you need career-related education—and you don't need college credit or quarter-length classes—Professional Improvement Courses (PICs) are for you.

These short-term noncredit courses provide convenient intensive opportunities for job-related training. Weekly classes allow you to apply what you learn and then offer a chance for feedback and practical evaluation.

This year, PICs are offered on two levels. Level I courses emphasize skills and knowledge for the newly appointed or aspiring manager or professional. Examples for spring include PIC 0101 **Basic Supervision**, PIC 0102 **One-to-One Communication**, and PIC 0104 **Facing New Writing Responsibilities**.

Level II courses are for the more experienced manager or professional who needs to develop or sharpen skills in new job areas, such as finance, computer applications, or management and leadership. Other topic headings include personal development, external relations, and professional insights.

Two Level II courses added for spring are PIC 0507 **How To Buy and Use Small Business Computers** and PIC 0207 **Advanced Assertiveness Training**.

One popular winter term class is still open to registration, PIC 0203 **Personal Financial Management**. Taught by insurance professor Andrew Whitman, the

class helps you develop strategies for effective management of investments given inflation and uncertain rates of return; reviews ways to minimize taxes on income and property transfers; and covers trusts, gifts, annuities, and estate planning. (Register as soon as possible; classes begin March 22.)

Other spring Level II courses include PIC 0503 **Management Information Systems**, PIC 0403 **Planning Cash Flow**, PIC 0306 **Hiring the Right Person: Selection for the Non-Personnel Manager**, and PIC 0206 **Moving Up: Career Tactics for Women**.

Call 373-1536 for the PIC catalog that lists all spring courses and explains registration procedures.



UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO  
USPS 711-240

Registration Office: 101 Westbrook Hall  
Telephone 373-3195

Charles R. Cheesebrough  
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year—August, September, October, November, December, January, February, March and April—May by the Department of Extension Classes, 180 Westbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

## Added classes: business, geology, opera, and more

Many classes not listed in the bulletin have been added for spring quarter. Some are highlighted below, but check the "bulletin changes" section of this **Info** for a complete listing. Registration is open now by mail. Complete course descriptions are available in the master bulletins in 101 Westbrook.

**BGS 3003 Business and the Natural Environment.** The effect of businesses on resource development and the natural environment, governmental and societal influences on business activities, environmental laws and regulations on land use, resource exploitation, pollution; trends in energy production, consumption, conservation; 4 credits, \$144, sec 1, T, 5:30-8:15, BlegH 425, Seeley.

**GCB 3008 The Biology of Cancer.** Biological aspects, etiology, and cellular processes involved in neoplasia; growth and differentiation of normal and cancer cells; history of cancer research (prereq Biol 1009); 3 credits, \$110.25, sec 1, W, 6:30-8:45, BioSci 6 (St. Paul campus), McKinnell.

**GC 1178 Geology in Minnesota's State Parks.** Local field trips possible; 4 credits, \$120, sec 1, W, 5-7:30, SciCB 175, Harris.

**PsyF 5570 Problem Analysis and Decision Making.** Literature from decision research contrasted with problem solving, cognitive psychology of information processing; improvement in decision making through training, allocation of work, and decision aids. (Psychological Foundations is a department in the College of Education) 4 credits, \$142, sec 1, T, 6:15-8:45, 123 Burton, Hassebrock.

**PubH 5807 Cross-Cultural Perspectives on Health Behaviors.** International and subcultural issues that influence health behaviors, especially regarding children and adolescents; 3 credits, \$131.25, sec 1, W, 4:30-6:30, 1250 Mayo, Williams.

Female vocalists will be interested in a spring class addition, Mus 5470 **Opera Workshop** (3 credits, \$93, sec 1, Th, 6:10-8:30). Instructor Vern Sutton, associate professor and a well-known performer, says this Extension course will offer the opportunity for many women singers to participate in an opera workshop that meets evenings. The course includes preparation and performance of Puccini's **Sister Angelica** (in English); workshop study of singing, acting, and movement problems in opera; culminates in a fully mounted production with orchestra (prereq female singers with ability to sing aria or chorus). Meets in the Opera Workshop Building, 425 Ontario St., S.E.

## bulletin changes . . .

Room changes will be posted in the classrooms.

COURSE	CHANGE
AmSt 1920, sec 1	Canceled
Arch 5143, sec 1	Change time to 5:15-6:45
Biol 1009, sec 3-6	Canceled
Biol 5003, sec 1	Canceled
BGS 3003, sec 1	Added <b>Business and the Natural Environment</b> , 4 degree credits, \$144. Spring quarter, sec 1, T, 5:30-8:15, BlegH 425, Seeley.
CE 5703, sec 1	Change title to <b>Project Management</b> ; graduate credit is available.
Dsgn 3260, sec 2	Added: <b>Advertising Design III</b> , 4 degree credits, \$139. Spring quarter, sec 2, M, 6:10-9:55, AgEng 315.
Dsgn 3562, sec 3	Added: <b>Introduction to Real Estate</b> , 3 degree credits, \$104.25. Meets concurrently with RE 0001C; see description on page 424. Spring quarter, sec 3, W, 6:10-9:10, BlegH 250.
EdAd 5110, sec 1	Change time to 4 p.m.-5:30 p.m.
EE 3353, sec 1	Canceled
Ent 3020, sec 1	Canceled
FSoS 5218, sec 1	Canceled
FSoS 5240, sec 4	Canceled
FScN 5555, sec 1	Added: <b>Freezing and Dehydration of Foods</b> , 5 degree credits, \$172.50 plus \$10 course fee. Total \$182.50. Spring quarter, sec 1, Th, 2-4:45, McNH 69, except Mar. 31 and Apr. 7 meet in FScN 23, Labuza.
FScN 5755, sec 2	Canceled
FoSt 3003, sec 6	Canceled
GC 1178, sec 1	Added: <b>Geology of Minnesota State Parks</b> , 4 degree credits, \$120. Spring quarter, sec 1, W 5-7:30, SciCB 175, Harris.
GC 1331, sec 1	Change day to Monday.
GC 1517, sec 3	Change time to 5:30-8.
GC 1535, sec 2	Add \$5 course fee. Total \$125
GC 3571, sec 3	Add \$5 course fee. Total \$129
GC 3605, sec 2	Change course fee to \$25. Total \$149
GC 3625, sec 1	Added: <b>Human Services Worker—Change Agent II</b> , 4 degree credits, \$124. Spring quarter, sec 1, W, 5:30-8, JonesH 4, Foat.
GCB 3008, sec 1	Added: <b>The Biology of Cancer</b> , 3 degree credits, \$110.25. Spring quarter, sec 1, W, 6:30-8:45, BioSci 6, McKinnell.
Hlth 5072, sec 2	Canceled
Hlth 5150, sec 2	Canceled
Hlth 5500, sec 1	Canceled
Hort 1010, sec 2	Canceled
IC 0175, sec 3	Change dates to Apr. 7-June 9. No late fee through Mar. 31.
IC 0280, sec 1	Canceled
Lib 5301, sec 1	Canceled
Lib 5601, sec 1,2	Canceled
Mgmt 5101, sec 5,6	Change to 4 degree credits, \$144
ME 5742, sec 2	Added: <b>Industrial Assignment and Design Project</b> , 4 degree credits, \$149. Spring quarter, sec 2, arr.
Mus 5470, sec 1	Added: <b>Opera Workshop</b> , 3 degree credits, \$93. Spring quarter, sec 1, Th, 6:10-8:30, Opera Workshop Bldg., 425 Ontario St. S.E., Sutton.
PO 1001, sec 4	Canceled
PIC 0207, sec 1	Added: <b>Advanced Assertiveness Training</b> , no credit, \$55 plus \$5 special fee. Total \$60. Spring spec term, sec 1, Th, May 12-June 9, 6:30-8:20, EBCEC 52, Bloomfield.
PIC 0507, sec 1	Added: <b>How To Buy and Use Small Business Computers</b> , no credit, \$125. Spring spec term, sec 1, T, Apr. 12-May 10, 6-9, EBCEC 166, Knauff, Ressler.
PsyS 5104, sec 1	Change day to Thursday.
PsyS 5144, sec 1	Canceled
PsyS 5151, sec 2,3	Change time to 4:30-7:30
PsyS 5190, sec 1	Canceled
PsyS 5550, sec 1	Canceled
PsyS 5601, sec 3	Change course number to 5611; change title to <b>Behavior Analyst Certificate Program</b> .
PsyF 5570, sec 1	Added: <b>Problem Analysis and Decision Making</b> , 4 degree credits, \$142. Spring quarter, sec 1, T, 6:15-8:45, Bu 123.
Psy 1001, sec 9, 10	Change time to 6:20-8:15
Psy 5960, sec 1	Added: <b>Topics in Psychology: Survey of Self-Control Research with Children</b> , 4 degree credits, \$124. Spring quarter, sec 1, M, 4:15-7:15, JonesH 4, Kendall.
PA 5401, sec 1	Canceled
PubH 5853, sec 1	Change day to Monday.
SeEd 5404, sec 1	Canceled
Soc 5675, sec 1	Change time to 6-9.
Spch 5404, sec 1	Canceled

# The key to financial aid? It's you

By Fran Van Slyke-Zaslowsky, Extension Counseling Office financial aid adviser

Even if you lack the financial resources, you can probably still find a way to attend college.

You may require a little (or a lot) of help from financial aid sources and other student support offices on campus, a lot of self-help, and perhaps even some help from your friends or your employer.

But, by far the most important part of your financial aid search is **you**. A successful aid applicant is likely to be one who is informed, organized, and persistent. Planning ahead is essential—a year in advance is not too soon.

As a part-time student, you have a number of options, even though you are not in the financial aid mainstream. (Students receiving the largest financial aid packages are likely to be high-need, admitted, full-time day students working on a first bachelor's degree, who applied in January or February for aid they need the following fall.)

If you can join the mainstream group, by all means, do so. If you can't, read on.

The best way to begin your search is to talk with someone knowledgeable about financial aid. Given some basic information about your financial situation and educational plan, an Extension Counseling adviser or counselor can assist you in exploring options. The Extension Counseling Office is located in 314 Nolte Center (phone 373-3905).

Each financial aid program has its own set of eligibility criteria. Most (not all) require financial need, but definitions of need vary greatly by program. Most

base eligibility on household size, previous year's income, and current assets; others allow estimates of income for the present year when circumstances have changed drastically. Some exclude assets and others base eligibility on projected income for the academic year. Most programs require that recipients be admitted to a degree or certificate program and enroll in courses for credit. Almost all programs require U.S. citizenship or classification as a permanent resident of the United States; some require Minnesota residence.

Your next step is an equally important, but much neglected, part of the search—learn more about what financial aid is and how it works.

You must understand the process, know how to ask intelligent questions, and understand the answers you are given to your intelligent questions!

The downtown Minneapolis and downtown St. Paul Public Libraries have several excellent reference materials that will help "demystify" the process. Ask for **Don't Miss Out: The Ambitious Student's Guide to Scholarships and Loans** by Robert Leider, a booklet published by Octameron Associates and updated every year; **Paying for Your Education: A Guide for Adult Learners**, a booklet published by the College Entrance Examination Board in 1980; and "Paying for College with Less Help from Uncle Sam," an article that appeared in the October, 1982, issue of **Changing Times** magazine.

Conduct your search carefully. It's a very important part of your education!

Watch for more information in **Info** next month about financial aid.

## in short . . .

Associate Professor **Michael Dennis Browne** (English), an accomplished poet, will teach the spring quarter section of Composition 1104, the poetry workshop for beginning students.

\*\*\*

The Extension Classes Student Board is seeking an Extension student representative for the **St. Paul Board of Colleges**. This college board meets bimonthly (5 p.m. meetings) on the St. Paul campus. Extension students interested in volunteering for the position should contact Galen, 373-2095, weekdays.

\*\*\*

The revised title for CE 5703 (bulletin page 117) is **Project Management**. Graduate credit is available for this course.

\*\*\*

## New course reviews interaction between humans and animals

Researchers of human social problems are discovering what animal lovers have known all along—that pets are good for people.

A new spring course through the Veterinary Public Health program, PubH 3301/5501 **Perspectives: Interrelationships of People and Animals in Society Today**, investigates the bonds between people and animals and related social, economic, and health consequences.

Specific topics include questions about animals' rights, advantages and disadvantages of pets, pets and people sharing urban environments, people and wildlife, abuse of animals, and more. Guest speakers are scheduled in many of the lectures.

Of particular interest is the importance of "pet therapy" for the elderly and people who are handicapped or suffering from long-term illness. The instructors, Joseph Quigley, D.V.M., and Robert K. Anderson, D.V.M., and other University faculty are active in studies that indicate the generally favorable results pets can have on the mental and physical health of the aged and home-bound or institutionalized patients.

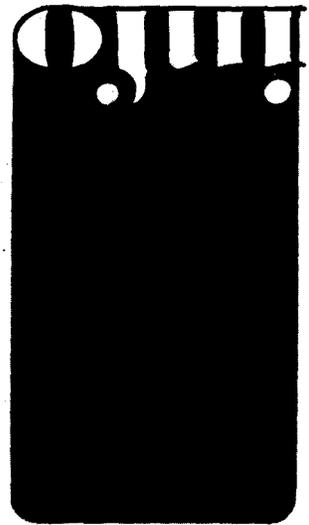
The course has no prerequisites and is open to anyone. See the course description on page 421 of the Extension Classes Bulletin. Registration is open now.



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# Get involved—student senate seats available

People who take Extension classes—like you—generally prove to be determined and dedicated students, with

## Register now for spring

Registration for spring quarter Extension classes is open now through March 16. You may register by mail through that date, or stop by and register in person from March 8 to 16 at the locations listed below.

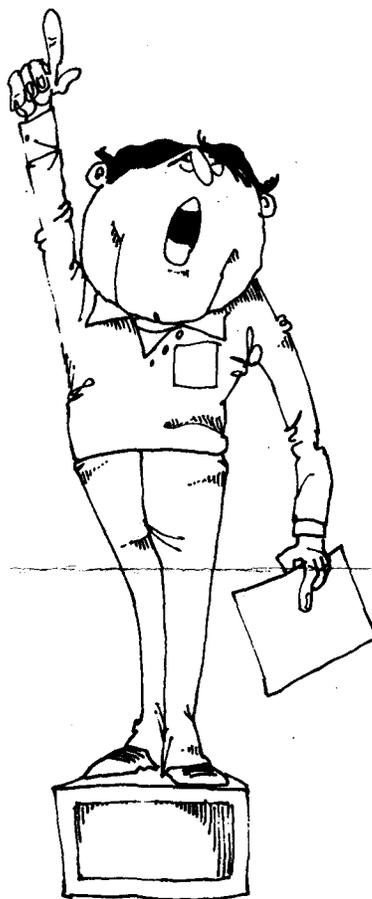
Registration in Extension classes is on a first-come, first-served basis. Some high-demand classes, or certain sections of them, have already filled.

**The last day to register without a late fee is March 16 for most spring quarter classes.**

If you miss that deadline, you may register by mail with a \$5 late fee beginning March 17. Late registrations will be accepted in person at 101 Westbrook Hall on the Minneapolis campus starting March 21. See page 19 in the bulletin for a summary of dates and hours for spring registration.

**Call 376-3000 to request registration forms or the Extension Classes Bulletin.**

Spring quarter classes begin the week of March 28.



clear ideas about what they hope to achieve and what they expect in their education.

That conviction to improving personal and career opportunities shows up in the efforts of the Extension student senators on the Extension Classes Student Board. The board in recent years has been very active on issues important to Extension students—campus lighting and security, student services and fees, quality of instruction, availability of degrees and classes, and communication with legislators, regents, and University administration.

Filing is open now through April 1 for Extension students seeking election to the University Senate.

Eight senators and eight alternates will be elected during the election period, April 25 to May 8, by Extension students voting in class and by mail.

**Elected senators (or alternates)** will join faculty and day school student senators in the University Senate to consider both the University's internal affairs and its role in the community.

Senators and alternates also serve on the student board, which meets monthly with staff members from Continuing Education and Extension discussing and working on the concerns and problems encountered by adult and part-time students.

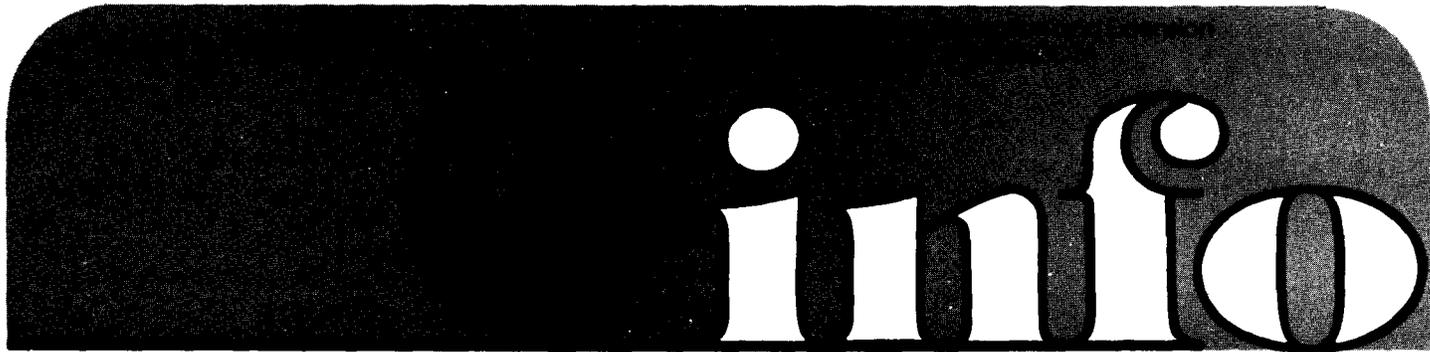
To file as an Extension candidate, you must meet these eligibility requirements:

1. You must be carrying three credits through Extension at the time of election.
2. You must have earned a minimum of 12 University of Minnesota credits within the past five years.

Filing forms for the senate election, other election information, and details on student board activities may be obtained at 180 Westbrook Hall on the Minneapolis campus; telephone 376-7500.

- .....
- IN-PERSON REGISTRATION LOCATIONS—March 8-16**
- **101 Westbrook Hall, Minneapolis campus.** Hours are 9 a.m. to 8 p.m., Monday through Thursday; 9 a.m. to 4:30 p.m. on Friday
  - **MacPhail Center, 1128 LaSalle Avenue, downtown Minneapolis.** Hours are 9 a.m. to 7 p.m., Monday through Thursday; 9 a.m. to 4:30 p.m. on Friday.
  - **Skyway Registration Booth, Northwestern National Bank, downtown St. Paul.** Hours are 9 a.m. to 5 p.m., Monday through Friday.
- All registration offices are closed weekends.
- .....

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# Summer courses are waiting for you

Summer terms for Extension classes begin June 13, and many high-demand courses and required courses are scheduled. Classes in a few areas are highlighted below; see the Summer Evening Extension Classes Bulletin for complete course descriptions.

**Call 376-3000 to request a summer bulletin if you don't have one. Call 373-3905 if you need to speak with an Extension adviser about course selection and degree requirements.**

## Business

Introductory and required business courses include **Principles of Financial Accounting II** (Acct 1024-1025). Note that all accounting courses meet twice a week for seven weeks (although they follow the 10-week term for registration purposes).

**Business and Society** (BGS 3002): strategic and dynamic relations of business and society; offered once only during the first 5-week term.

The basic **Business Law** course (BLaW 3058) is offered all terms, and students can select the pace that suits them.

**Introductory Computer Science** courses in FORTRAN (CSci 3101) and programming (CSci 3104) will be offered both the first and second 5-week terms.

**Pre-Professional Writing for Business** (Comp 3032) focuses on the form and

style of business writing, communicating in organizations, exercises and examples tied to students' major fields.

Other courses: **Risk Management and Insurance** (Ins 3100); three courses in industrial relations; **Finance Fundamentals** (BFin 3300); three **Management** courses (3001, 3002, 3004); beginning computer programming courses in **Management Information Science**; and pre-business required mathematics courses.

## Arts and humanities

Language courses in several areas are offered, including the noncredit courses designed to prepare graduate students for the second-language reading requirement, in French, German, and Spanish. Japanese, Dutch, and Latin are offered also.

**Women and Literature** (WoSt 3501) covers women writers and critics of literature about women.

**Moral Problems of Contemporary Society** (Phil 3302) focuses on topics of current interest.

**The Humanities and the Experience of Aging** (GC 3376) looks at literature and the arts as they relate to and express aging in our society.

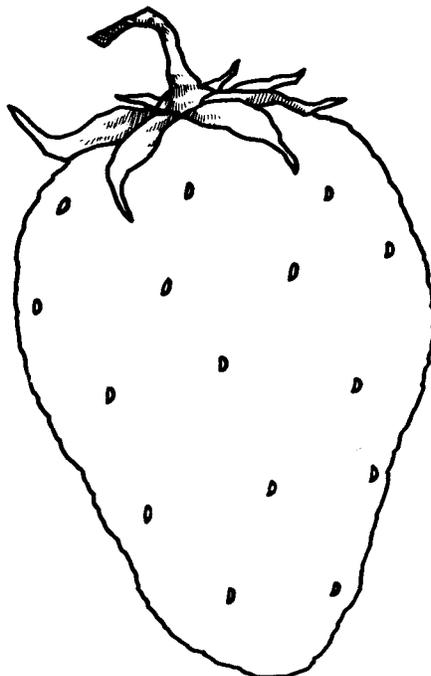
**English** courses cover short stories, Shakespeare, language study, and more.

Studio arts courses and introductory composition courses, which often fill during the regular school year, are set for summer, too.

continued page 5

.....  
**See summer term and registration dates, page 5**  
.....

## Make summertime a learning time



Through summer evening Extension classes, you can sharpen job skills, work toward a degree, or explore a new interest.

For many students, summer evenings are a good time for earning college credit because of the special schedule for most classes. Two class meetings each week mean: (1) many quarter-length classes can be offered over 5-week terms; and (2) semester-length classes and five-credit courses have shorter class periods or are offered over 10 weeks instead of 15 weeks.

More than 200 credit and noncredit classes are waiting for you. So credit yourself for making a few summer evenings a time for learning this year. Check through the course titles in the Summer Evening Extension Classes Bulletin. If you don't have a copy, call 376-3000 to request one.

## Summer closings

### Holidays

Offices will be closed and no classes will meet on the following University holidays: Memorial Day (May 30, 1983) and Independence Day (July 4, 1983).

### Counseling Office

The Extension Counseling Office, 314 Nolte Center, will be closed the week of July 27 through July 1 for staff training meetings. Please remember that counselors and advisers will not be available during that week. The office will reopen July 5.

# Financial aid options

By Fran Slyke-Zaslowsky, Extension Counseling Office financial aid adviser

The first step in conducting a successful financial aid search is to identify options. The next step involves evaluation of options since financial aid takes several forms and some options may be more attractive than others.

**Grants and scholarships** are considered "gift" aid, which means that they do not have to be repaid. Grants are awarded according to need. The main criterion for scholarship awards is academic performance, although most scholarship recipients must also demonstrate need. Merit ("no need") scholarships, based solely on academic achievement, are relatively scarce.

**Loans** must be repaid. Some loans have a need requirement; others do not. Educational loans carry lower interest charges than other loans in the marketplace, and repayment usually does not begin until the borrower graduates or leaves school.

**College Work-Study** provides funds for part-time work opportunities for students. Recipients must demonstrate need and be full-time students.

The last step—completing aid applications—is admittedly a chore, but it is one that may bring monetary rewards! It is important to pick up aid applications from the institution you plan to attend. Many schools require different or additional forms. Completing applications correctly on the first attempt is crucial. Read the instructions very carefully. Don't guess at income information; check specific lines on your tax forms and financial statements. Don't leave any items blank

unless you are specifically instructed to do so.

Be sure your Social Security number is correct and all of the required signatures appear on the application. The application packet may contain forms which need to be sent to several different addresses. Double-check the instructions to make sure you are routing them properly. If letters of recommendation are required, give your references ample time to write them.

Be especially attentive to deadlines. Each program has its own time line, and deadlines have different meanings. Some programs require that the application be postmarked by a certain date. Others require that the application reach an office or a service by a particular time. Still others require complete processing of the application and receipt of the need analysis by the institution you plan to attend by a specific date (this could involve six to eight weeks of lead time).

Another type of deadline is the priority deadline. Students who meet this deadline have the advantage of being considered for larger aid packages, provided that they are eligible otherwise. If funds remain after passage of the priority deadline, applications remain open until all funds have been committed, but funding options will probably be limited. A final variation is programs that have no deadline at all; they simply accept applications until all funds have been committed.

\* \* \*

If you need assistance with your financial aid search, contact the Extension Counseling Office in 314 Nolte Center (phone 373-3905).

\* \* \*

Watch for more information about financial aid in the August issue of **Info**.

## in short . . .

### General College certificates

Starting spring quarter 1983, there is a \$15 application fee required when students enter any of the four General College certificate programs: Aging Studies, Human Services Generalist, Legal Assistant, and Marketing.

### Pomp and circumstance

Extension students who expect to graduate spring quarter may participate in graduation ceremonies. Dates, times, and locations vary with each college. Call the Extension Counseling Office, 373-3905, for information.

### Parking alert

Each year the Metropolitan Opera Company performs for a week at Northrop Auditorium on the Minneapolis campus. And each year the evening performances create an additional demand for limited campus parking. Opera week this year is May 16-21. Extension students should plan to arrive early for classes that week and keep in mind that some on-campus lots and garages may be reserved for opera staff and audience.

### Legal assistant program

Application forms will be available in the Legal Assistant Office, 211 Temporary North of Appleby, starting March 28 for people interested in applying to the Legal Assistant Program (offered through the General College). There is a \$15 application fee. Deadline for acceptance of applications is May 6. Applicants must have completed the prerequisite courses for the program by the end of spring quarter in order to apply. Call the Legal Assistant Office, 373-4168, for more information.

### An invitation

John Wallace, newly appointed Assistant Vice President for Academic Affairs, will be the guest speaker at the May 6 Extension Classes Student Board meeting. All students are invited to attend.

Among other duties, Wallace has special responsibility for outreach and undergraduate studies, two areas that tie in closely with the mission of Continuing Education and Extension.

Board meetings begin at 6 p.m. and usually are held in the Nolte Center Library. Call 376-7500 to confirm time and location.



# Study tours combine learning and leisure

Go globetrotting this summer through Extension Classes Study and Travel Adventures.

Several noncredit study tours are planned. Each is led by a University instructor so you can combine the pleasures of a vacation with the satisfactions of learning. Titles, dates, and costs are listed below. For course descriptions, see the Extension Classes Summer Evening Bulletin (under Informal Courses). Call 376-7500 to request more information or detailed itineraries on particular trips.

**Costs and details are subject to change.**

**The Singing Wilderness: Sigurd Olson's Boundary Waters Canoe Area** (IC 0900), September 8-11, \$185 (includes all transportation, meals, lodging, field trips).

**Photo and Writing Tour of Alaska** (IC 0910), July 10-18, \$1,055 (includes air fare, lodging, breakfasts, ground transportation).

**Trekking the High Sierra: A Walk Through Wonder** (IC 0911), August 7-12,

\$390 (includes ground transportation from Fresno, all food and community gear, pre- and post-trip meetings).

**Stratford Theatre Festival** (Canada) (IC 0912), August 4-7, \$395 (includes lodging, breakfasts, admissions, local transportation).

**French Cooking and Conversation** (IC 0913), September 2-21, \$2,050 (in-

cludes air fare, ground transportation, 4 nights in Paris, two weeks language/cooking classes at the La Ferme school).

**Watercolor and Culture Adventure in England** (IC 0914), July 7-25, \$1,895 (includes air fare, ground transportation, accommodations, breakfasts, some dinners and admissions).

## Interior design students should check on programs

Final planning is under way for course scheduling for the **Interior Design Certificate** program. Some classes will probably be offered only one more time.

If you are enrolled in this certificate program, please call 373-3039 to request the survey form. It is very important that you complete the survey since the infor-

mation will be the basis in determining what courses must be offered.

Students enrolled in the certificate program must complete course work by June 1988.

If you have questions about your certificate program, call the Extension Counseling Office, 373-3905.

## Head outdoors this summer

Natural history and outdoor life dominate the Informal Courses line-up again this summer.

Informal Courses are short-term, non-credit classes that offer college learning in a casual way, without the pressures of

exams, assignments, or grades. Many feature field trips or guest speakers. See the partial listing below; complete course descriptions are in the Summer Evening Extension Classes Bulletin.

**Our Feathered Friends: A Bird Course for Teachers** (IC 0234) is designed for those who want to teach others about birds, especially school teachers, parents, scout leaders, and naturalists. Topics include basic techniques for bird watching and identification; bird behavior related to nesting, feeding, migration; prospective class projects for students, and more.

\* \* \*

**Minnesota Lakes: An Introduction to Lake Ecology** (IC 0208) combines lectures and field trips to metropolitan area lakes; the physical and chemical workings of lakes; biology and ecology of plant and animal life and their effect on lakes; lake management and restoration.

\* \* \*

**Minnesota Wild Flowers** (IC 0216) will familiarize you with Minnesota's woodland and prairie wild flowers; flower identification and physical properties; plant families and diversity; pollinators, flowers and fruit; where to view wild flowers; includes three field trips (Saturday mornings) and three evening classes.

\* \* \*

**Nature Photography, Art and Technique** (IC 0274) introduces enthusiasts to the wide range of picture-taking possibilities available in nature; landscapes, birds, mammals, insects, and more. Special attention to how understanding natural history can help you take striking, interesting photos.

\* \* \*

**The St. Croix River: Natural and Cultural History** (IC 0283) and **The Mississippi and Minneapolis: A View from the River** (IC 0285) offer background lectures by an archaeologist and a field ecologist on these two important natural resources followed by day-long canoe trips in giant voyageur canoe replicas.

\* \* \*

Other Informal Courses offer a three-day sailing trip in the Apostle Islands, a chance to perfect your writing, an up-close look at Minnesota's prairies, and career-planning techniques. See the summer evening bulletin for details.



# Students earn certificates through Extension

The following students have completed Continuing Education and Extension Certificates.

## WINTER QUARTER, 1982

**Behavior Analyst:** Linda Fraser, with high distinction, Blaine.

**Alcohol and Drug Counseling Education:** Leila Klasse, with high distinction, Minneapolis; Dagmar Tisdale, with distinction, Northfield.

**Commercial Art:** Lori Brink, with high distinction, Forest Lake.

**Early Childhood Studies:** Claire Dunlap, with high distinction, St. Paul; Eveline Mason, Minneapolis; Victoria Oyedele, Minneapolis.

**General Studies:** Robert Brooks, Minneapolis; Judy McDermott, with distinction, Minneapolis; Robert Myers, Minneapolis.

**Interior Design:** Sandra Cronin, with high distinction, Corcoran; Nancy Czaia, with high distinction, St. Paul.

**Senior Accounting:** Shellie Killo, Minneapolis; Phyllis Meyer, with high distinction, West St. Paul.

**Junior Accounting:** Peter Downs, Duluth; Clarene Emberley, Minneapolis.

**Senior Business Administration:** Paul Bergstrom, New Hope; Jan Bernatz, Minneapolis; Teresa Blouin, Forest Lake; Larry Chambers, South St. Paul; Jerry Hickenbottom, Minnetonka.

**Junior Business Administration:** Cheryl Hall, St. Paul Park; Douglas Kovala, St. Paul; Mary Ann Mathieu, Minneapolis; Thomas Sandberg, St. Paul; Christine Schmidt, Brooklyn Center.

**Industrial Relations:** Ruth Andersen, with distinction, Roseville; Michael Conley, Burnsville; Theresa Fleming, with high distinction, St. Paul; Wendy Halverson, Minneapolis; Sandra Kelzenberg, Chanhassen; Barbara Olson, Eden Prairie; Michelle Reinhart, with distinction, Minneapolis; Janet Roseen, Minneapolis.

**Information Systems Analysis and Design:** Ronald Hildean, Minneapolis; David Homyak, with distinction, Bloomington; Kathleen Melcher, with high distinction, Minneapolis; Carla Randall, Minnetonka; Burton Swan, with high distinction, Minneapolis; Annette Ward, Coon Rapids.

**Real Estate:** Steven Christenson, with high distinction, Minneapolis; David Formanek, Minneapolis; William Rifley, Edina.

**Undergraduate Development Certificate (UDC) in Computer Science (45 credits):** Sindy Chia-Ling Wang, Columbia Heights.

**UDC in Engineering and Science (45 credits):** Scott Roberts, Anoka.

**UDC in Electrical Engineering (90 credits):** Robert Beadle, Jr., with distinction, Mound; Robert Lee, Minneapolis.

**UDC in Mechanical Engineering (94-96 credits):** Donald Selg, Mendota Heights.

## SPRING QUARTER 1982

**Behavior Analyst:** Wendy Balzer, with high distinction, Cambridge; Patricia Daoust, with high distinction, Bloomington; Rita Krupp, with high distinction, Minneapolis; Barbara Smith, with high distinction, Minneapolis.

**Alcohol and Drug Counseling Education:** Glen Bjornson, with high distinction, St. Paul; Barbara Doherty, with distinction, Minneapolis; Timothy Donohoe, St. Paul; Richard Ellis, with high distinction, Paia, Hawaii; Diana Olsen, with distinction, Cambridge; Bonnie Ployhar, Minneapolis; Jerome Wilcox, Jr., with high distinction, St. Paul.

**Commercial Art:** Andrea Murphy, Apple Valley; Mary Scheibel, with high distinction, Minneapolis; Mary Uher, St. Paul.

**General Studies:** Douglas Nelson, Minneapolis.

**Interior Design:** Sara Foy, with distinction, Minneapolis; Catherine Langanke, with high distinction, Minnetonka; Gretchen MacCarty, with high distinction, Rochester; Peggy Jo Ryden, with high distinction, Minneapolis; Mary Shellum, with distinction, Golden Valley; Karen Skwira, with high distinction, Minneapolis; Jill Watson, Richfield; Valerie Youngquist, with distinction, Minneapolis.

**Liberal Arts:** Clark Sarchet, Minneapolis.

**Senior Accounting:** Patrick Bachman, Brooklyn Park; Kenneth Baehr, Edina; David Coverston, Minneapolis; Richard Crawford, Columbia Heights; Paula Fortmeyer, with distinction, Vadnais Heights; James LeVasseur, White Bear Lake.

**Junior Accounting:** Thomas Beauchane, Minneapolis; Kathleen Staehle, with distinction, Plymouth.

**Senior Business Administration:** Bankole Olusola Amu, with distinction, Minneapolis; Michael Moeller, Roseville; David Rasmusen, St. Paul; Jay Toberman, Minneapolis; Harrell Wood, with high distinction, Anoka.

**Junior Business Administration:** David Appelbaum, Minneapolis; Marilyn McKay, Shoreview; John Treise, St. Paul.

**Credit and Financial Management:** James Hawkins, Minneapolis.

**Industrial Relations:** Kathryn Bean, Minnetonka; Dante Canillas, Minneapolis; Ellen Carey, with distinction, Minneapolis; Bonnie Dahlstrom, St. Paul; Mary Dailey-Fairbanks, with distinction, Minneapolis; Thomas Fairbanks, Minneapolis; Paul Fine, Columbia, Md.; Patricia Hewitt, with distinction, Bloomington; Stephen Hunt, Minneapolis; Patricia Hudziak, with distinction, White Bear Lake; Paul Ihianle, St. Paul; Margaret Moriarity, with distinction, Bloomington; Sarah Oebser, with distinction, Mounds View; Gregory Poferi, St. Paul; Linda Pollmann, with high distinction, St. Paul; Kent Ramliden, with distinction, Minneapolis; Kathleen Schubert, with distinction, St. Paul; Judy Sinclair, Arden Hills; William Wegner, Brooklyn Park.

**Information Systems Analysis and Design:** Jeffrey Bartels with distinction, St. Paul; Daniel DeMatteo, with distinction, Mound; Phillip Erwin, with distinction, Minneapolis; Stephen W. Johnson, with distinction, White Bear Lake; Terry Johnson, Robbinsdale; Timothy Keogh, with high distinction, Burnsville; Nate Schaller, with distinction, Vadnais Heights; Scott Strandemo, with distinction, Plymouth.

**Fellow in Management of Administrative Services:** Michael Moeller, Roseville.

**Real Estate:** Susan Eggleston, with high distinction, Richfield.

**Undergraduate Development Certificate (UDC) in Computer Science (45 credits):** Gail Holm, Shakopee; Charlotte Kueck, with distinction, Coon Rapids; Harlan Pearson, with high distinction, Minneapolis; Paul Rem, St. Paul; Ramona Sly, with high distinction, Brooklyn Park; Dale Watson, Minneapolis.

**UDC in Engineering and Science (45 credits):** Steven Murphy, Lakeville; Mohammed Mehdi Salamian, Eden Prairie; David Steckling, Sartell.

**UDC in Engineering and Science (90 credits):** Mark Pikula, Apple Valley; David Steckling, Sartell.

**UDC in Mechanical Engineering (94-96 credits):** Randall Oehrlein, Roseville.



## UNIVERSITY OF MINNESOTA EXTENSION CLASSES INFO

USPS 711-240

**Registration Office:** 101 Wesbrook Hall  
Telephone 373-3195

**Charles R. Cheesebrough**  
Editor

Info is a newsletter for University of Minnesota Extension Classes students. It is published 9 times a year - August, September, October, November, December, January, February, March and April-May by the Department of Extension Classes, 180 Wesbrook Hall, University of Minnesota, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. Students are encouraged to submit editorial opinions to the department. To be placed on the INFO mailing list, call 376-7500. For address changes and name removals, see the instructions on the mailing panel of this issue.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap.

## summer courses from page 1

### Social Sciences

**Human Origins** (Anth 1101) reviews prehistory and anthropological study methods.

**Introductory Child Psychology** (CPsy 1301) is an introduction to the science of child behavior; this course is a prerequisite for almost all other child psychology courses.

**Communication in Organizations** (GC 3464) is especially helpful for managers and supervisors; applications in the work setting.

**Introduction to Personality** (Psy 3101) includes an overview plus discussions of personality theory (Adler, Jung, Freud).

**Principles of Economics** (Econ 1001, 1002): required pre-business courses.

### Science and Engineering

**Minnesota Plant Life** (Bot 1009) is a nontechnical course; includes field trips.

**General Biology** (Biol 1009): lectures and laboratory; the cell, metabolism, heredity, reproduction, ecology and evolution.

**Geology of the National Parks** (GC 1173) is a study of the features and the processes that produced some of our country's most striking scenery.

Engineering and architecture courses are scheduled in mechanical, industrial, and civil engineering; history of architecture and advanced architecture topics and directed study.

\* \* \*

## focus on faculty . . .

Professor Gerhard Weiss  
Department of German

Gerhard Weiss says that students in his beginning German courses range from "doctors to truck drivers."

That variety of students is one of the reasons he values teaching Extension classes. "There is not a fixed mold for these students—bringing them together in one class is challenging," Weiss says. But his teaching job is made easier because of the students' high motivation. "Mature students accept responsibility. I can rely on them," he says.

Weiss has taught Extension classes since he first came to the University in 1956.

The instruction and grading standards are the same for evening and day classes, Weiss says, although the once-a-week class meetings in Extension mean that instructors must be sensitive to the means and pacing of language study.

Weiss echoed the comments of other Extension instructors and students who maintain that instructors must respect their evening students and take the classes and students seriously. "Be well prepared," he advises other faculty, be-

## Summer registration

### TERMS

First 5-week term . . . . . June 13 to July 15  
10-week term . . . . . June 13 to August 19  
Second 5-week term . . . . . July 18 to August 19

### REGISTRATION DATES

By mail (first 5-week and 10-week terms) . . . . . May 9 to June 1  
(second 5-week term) . . . . . May 9 to July 6  
Telephone requests (all terms, 376-1371) . . . . . May 18 to May 20  
(only for limited classes)  
In person (first 5-week and 10-week terms) . . . . . May 23 to June 1  
(second 5-week term) . . . . . May 23 to July 6

### REGISTRATION OFFICES

Minneapolis campus (373-3196) . . . . . 101 Wesbrook Hall  
Downtown MacPhail Center (373-1925) . . . . . 1128 LaSalle Ave., Minneapolis

### All registration offices are closed weekends and holidays.

Mail registrations received before May 9 will be returned to the student. Telephone requests for space in limited classes only will be taken from 8 a.m. to 4:30 p.m. during the telephone request period (students must then complete registration and pay fees before the expiration date given on the class cards that are mailed to them). Students are urged to register by mail for classes without enrollment limits. **June 1 is the last day to register without a late fee for 10-week term classes and first 5-week term classes; July 6 is the last day to register without a late fee for second 5-week term classes.**

See the Summer Evening Extension Classes Bulletin for complete registration instructions, dates, and hours.

Tuition for summer classes includes a 15-percent surcharge to offset in part a state revenue shortfall.

cause Extension students have made commitments of their time and money to take classes, and they expect instructors to respond in kind.

Student experience contributes to learning in Extension, too, Weiss points out. "Cultural experiences are a part of language study, and student anecdotes (about travel or German relatives) reinforce what we cover in class."

Evaluations from his fall semester students indicate that Extension students in introductory German don't take classes for the same reasons as their daytime

counterparts. Only two of about twenty students took the course primarily to earn credit in a foreign language. The remainder all wrote that they want to apply their language skills in personal interests such as travel or study of their German heritage.

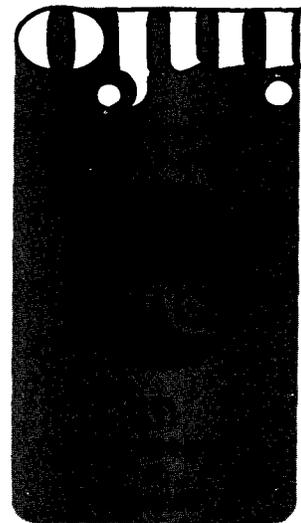
Weiss also called Extension "a key outreach effort" of the University. "It is one of our best opportunities to interact with the public and to present the University's importance to the community," he says.

## Business note

Students admitted to the School of Management from fall 1981 through spring 1983 have some possible course substitutions available to them in the senior course work, economics, and communication areas of their degree requirements. Students should obtain a copy of the upper division degree requirements; this material is available from the School of Management, 373-3701.



Gerhard Weiss



To correct your name or address on our lists, send the entire address panel and mailing label from your INFO to Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

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University of Minnesota  
180 Westbrook Hall  
77 Pleasant Street S.E.  
Minneapolis, MN 55455

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## Improve your job skills with PICs

Taking care of business—that's what many students will be doing this summer through Professional Improvement Courses (PICs).

These short-term, noncredit courses offer convenient opportunities for job-related training. Weekly classes allow you to apply what you learn and then offer a chance for feedback and practical evaluation.

New PICs scheduled for the first time in summer include the classes listed below. All meet on the St. Paul campus in the

Earle Brown Continuing Education Center.

**How To Buy and Use Small Business Computers** (PIC 0507) is designed for people who are considering the purchase or the potential applications of mini or micro computers in their work; meets Thursdays, June 16 to July 14, 6-9 p.m.

**Management Skills for the Secretary and Administrative Assistant** (PIC 0111) includes understanding basic management concepts, setting priorities, identi-

fying time wasters, improving listening ability, and developing teamwork. Meets Thursdays, June 23 to July 28, 6-8 p.m.

**The Selling Workshop** (PIC 0607) focuses on the skill of "sell-through," overcoming the obstacles that can derail the best-planned sales presentation. Meets Mondays and Thursdays, June 13-30, 6-8:30 p.m.

Other summer PICs cover basic supervision techniques and principles, assertiveness training, introduction to computing, and job stress.

See the Summer Evening Extension Classes Bulletin for complete course descriptions, costs, and registration instructions.

## Thinking about careers?

Spring is a good time to evaluate your career—especially if you would like to make some changes. The Extension Counseling Office will offer two career planning workshops starting in May. One will meet evenings, May 4 to June 8, and the other will meet mornings, May 12 to June 16.

The workshops help students determine career goals through interest test-

ing and exercises to evaluate skills and values. Participants will investigate the variety of jobs that exist and the outlook for employment. The workshop concludes with decision-making and goal-setting exercises to help students accomplish career changes.

Cost for the workshop is \$77 plus an \$11 materials fee. Call 373-3905 for registration and information.

## Summer workshops in art

The Summer Arts Study Center, at Quadna Mountain Resort in Minnesota's beautiful north woods, is a natural place to create art.

Over 30 one-week and two-week workshops, in many art forms and media, are offered. Areas include drawing and painting, writing, book arts, fibers and fabrics, ceramics, photography, and more.

The artists-in-residence at the center are nationally recognized practicing professionals and accomplished teachers able to direct beginners and to chal-

lenge advanced students.

Accommodations at Quadna range from camping to motel rooms and townhouses.

Most one-week workshops carry two credits, but noncredit registration is also possible. (Graduate credit is available to qualified students.)

The first workshops begin June 19 with additional classes starting weekly through early August. Call the Summer Study Center at 373-4947 for a complete schedule and more information.

## No election

Because an insufficient number of candidates filed for University Senate elections, there will be no election held for Extension candidates.

An election commission of the student board will meet to declare the filed candidates elected as senators.

## Bulletins coming

Watch for the 1983-84 Extension Classes bulletin this summer. It is in production now and will be available in late July. You will receive a copy automatically if you have registered for an Extension class any time in the last two years (and notified us of any address changes during that period). If you do not receive a copy by August 10, call 376-3000 to request one.