

MKC  
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# INFO

A Newsletter for  
University College Students

## A handy guide to the bulletin

Even though the new 1996-97 Extension Classes bulletin is over 550 pages, finding the courses or information you need isn't difficult if you follow some of the guides provided.

- A new alphabetical "Quick Reference" guide appears on page 1.
- The table of contents offers an overview of the bulletin's arrangement.

- Some major sections in the bulletin have been moved for this year in an effort to give you the most immediate information first (when and how to register and buy books). After the calendar/registrations dates pages (4-9), you will find "Registration" instructions followed by "Bookstore Information" and then the course listings. Enrollment Information and Rules and Regulations now follow the courses.
- The "calendar" with office hours for **each term** is now laid out on a separate page with important dates (registration, late fees, cancellation) on the facing page (see fall quarter on pages 45).
- Cross references are included with many course listings for courses on related topics offered through other departments.
- Summary listings under topics such as health, human ecology, business, education, and engineering help direct you to the specific departments with the courses you want.
- Courses that also are offered through Independent and Distance Learning (by correspondence or e-mail and

continued page 5

## Empower yourself

Adult and part-time students bring plenty of experience—and motivation—with them to class every evening.

They're people like you, who work during the day in business, government, and at home, but they invest in themselves and their futures by taking college courses to advance careers and finish degrees. And they come to the University of Minnesota for a lot of very good reasons that you should consider.



- **Choose just what you need.** Take classes to acquire the skills you want for career advancement or to complete a degree. Hundreds of Extension classes are scheduled each year in over 100 academic departments.
- **A proven quality program.** Extension has been offering University evening classes for 80 years. Classes are taught both by regular faculty and practicing professionals appointed by the academic departments as adjunct faculty. You get the best of both—a nationally known major teaching and research institution located in a large metropolitan business center. Dozens of degree options and majors can be completed through evening classes, including new degrees such as the Bachelor of Applied Business offered at North Hennepin and Inver Hills Community Colleges and the Bachelor of Information Networking offered at North Hennepin.
- **Extension classes are cost-effective.** The University of Minnesota is your public University, providing affordable education in the land-grant tradition. Tuition for introductory courses is about \$85 a credit.
- **All the advising you need—days or evenings.** From program planning to financial aid to career development, you can get the help you need from the UC Counseling office. Full-time professional advisers, who specialize in helping adult and part-time students, can help you get started . . . and finish.
- **Convenience, service.** Simple registration by mail makes it easy to enroll. Classes meet evenings and weekends when working people can attend (but daytime classes are open through Extension registration, too). And most classes are held on the centrally located East Bank and West Bank campuses, with thousands of low-cost parking spaces available after 4:30 p.m. right on campus, usually within three blocks of your classroom, in attendant-staffed ramps and lots.
- **Explore, experiment, grow.** Anyone may enroll in Extension classes. You don't have to be in a degree program. Try classes in computers, marketing, composition, geography, health, nutrition, engineering, art, biology, and many more areas. You can find out what college classes are like and discover if you are "college-able" before committing to a degree or certificate program.

If you haven't received your copy of the new 1996-97 Extension Classes bulletin, call 624-2388 to request a copy.

## About our name



University College is the new name for Continuing Education and Extension at the University of Minnesota. We're everything we were and more—evening classes, degree completion options, independent study courses, summer session, noncredit short courses, professional development seminars, and many other specialized learning opportunities for adult and part-time students. The new University College . . . learning for all of your life.

# Back-to-school information

Thinking about school? Want to explore course and degree options through University College (UC)? Need to know how to register, what to take?

The UC Department of Counseling offers group information sessions designed for students who are new to the University and want to learn how to meet educational and career goals through UC at the University.

Topics in the group meetings include returning to school, understanding how the University is organized, registration procedures, specific degree admission and major requirements, and how to select courses. General information about financial aid also will be provided. You'll be able to ask questions, and if you bring a transcript, you can discuss transfer of credits with an adviser.

Sessions are held weekly just before and during registration for each term at

both on-campus and off-campus sites. To reserve your space, call 624-0029.

You also may call the UC Department of Counseling if you have immediate questions about getting started in college classes, 625-2500.

## Strategic planning for adult students

A great way to start back on your college career is with a study skills or educational planning course.

**Returning to Learning** (LASK 1501) helps you create an academic plan that will help you identify and meet goals. You'll develop an academic plan, learn about assessing and manage life issues that affect academic progress, and upgrade study skills and learning strategies. Includes inventories that provide valuable information about your abilities, interests, and skills. You'll also cover planning for your major and selecting courses, time management, note taking, testing, and writing. This course is offered evenings every term on campus as well as during the day in winter quarter (at MacPhail Center in downtown Minneapolis). See the bulletin, page 250, or meet with an adviser or the course instructor at the EdFest open house for adult students on Thursday, Sept. 5., 5 to 8 p.m., at Nolte Center.

Sometimes adult and part-time students need to take a class that is offered during the day. Contact the counseling department for specific information about how you can register for day classes.

## Mastering a master's

Considering a graduate degree? Learn more about issues to consider and how to prepare through Practical Scholar noncredit short courses. Call 624-8880 for more information (or see the bulletin, page 406).

**PSch 0605 Deciding to Attend Graduate School.** A Saturday morning class, one session, Oct. 5 (repeated in the spring). Exploring the impact of attending graduate school on your professional and personal life; clarifying goals, options; researching programs.

**PSch 0606 Applying to and Financing Graduate School.** Monday evening, one session, Sept. 30 (repeated Oct. 28 and in the spring). Plan early, since deadlines of six months are not uncommon; how to apply and what makes for an effective application; information about loans, grants, scholarships, fellowships, assistantships.

Other Practical Scholar courses can help prepare you for graduate entrance exams. See the bulletin or call for more information about reviewing mathematics for the GRE or GMAT and preparing for the GRE, GMAT, TOEFL, and LSAT.

## GC changes

Note the changes for the following General College courses.

GC 1111 (sec 1), fall, change day to M  
GC 1211 (sec 1), fall, offered for 4 credits  
GC 1233 (sec 1), winter, meets 5-9 p.m.  
GC 1235 (sec 1,2), fall and spring, offered for 4 credits

## Financial aid

Financial aid is available for the 1996-97 academic year. Options include Tuition Assistance Program, Federal Pell Grant, Minnesota State Grant, Ford Federal Direct Subsidized and Unsubsidized Loans, and Student Educational Loan Fund (SELF).

University College scholarships including the Nolte, Minority Access and Retention, Schott, Women's Fund for Scholarships, Kate Dunwoody—WCA Foundation, Mucke/Roff, and Remington Scholarships are also available.

All of these financial aid programs are open to adult part-time students. Requirements, such as admission, residency, inclusion or exclusion of students with a previously earned bachelor's degree, and minimum or maximum number of credits allowed vary by program.

While grant and scholarship programs require financial need, several loan programs are available to eligible students regardless of income.

If you need help with educational expenses, the UC Counseling staff can assist you in exploring options. For additional information, contact UC Counseling, 314 Nolte Center; 6252500.

Other study skills courses include **Becoming a Master Student** (LASK 1001), preparatory mathematics and writing lab courses in General College (bulletin page 191, 195), **Writing in Your Major** (Rhet 1151, page 314), and noncredit short courses through the **Practical Scholar** in test taking, note taking, grammar, and reading comprehension (call 624-8880 for PSch courses information).

## Start it up

New noncredit classes from the Practical Scholar—including a free short course—can help you get started and succeed as an Extension Classes student. All classes are offered every term (or just prior to the beginning of the term).

**Navigating the University.** Welcome to the University! In this free one-evening class you'll discover the opportunities that CEE/UC can provide that can help you in education, work, and life. Learn about parking, libraries, your e-mail account (for credit classes students), how the University is organized, what degrees are available, recreational sports, and program advising. Limit 50. Meets on campus at Nolte Center, T, Sept. 17, 6:30-8:30 p.m.. **Call 626-8787 to reserve your spot.**

**PSch 0617 Taking Effective Notes from Lecture and Text.** When, why, and how to take notes. Experiment with new note-taking styles and adapt styles to fit your needs. No credit, \$18. Meets M, 6:30-8:30 p.m., Oct. 7 (1 meeting), AmundH 240; W, 6:30-8:30 p.m., Jan. 15 (1 meeting), East Bank; W, 6:30-8:30 p.m., Apr. 9 (1 meeting), East Bank. See the bulletin, page 408, or call 624-8880.

**PSch 0635 Better Reading: Gaining Speed and Comprehension.** Learn strategies for reading college texts, comprehending the material, and recalling what you've read. No credit, \$51. Meets M, 6:30-8:30 p.m., Oct. 14-28 (3 meetings), FordH 70; W, 6:30-8:30 p.m., Jan. 22-Feb. 5 (3 meetings), East Bank; W, 6:30-8:30 p.m., Apr. 16-30 (3 meetings), East Bank. See the bulletin, page 409, or call 624-8880.

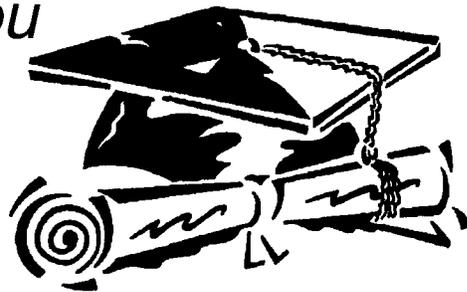


# Degrees of difference—new for you

Several new degrees have become available in Continuing Education and Extension during the two years.

These degrees are particularly designed to serve the educational and professional needs of adult and part-time students. Depending on the program, emphases include interdisciplinary learning, “applied” courses, and flexibility in choosing courses so you can tailor your education to meet your academic interests, professional interests, and career goals.

See the brief descriptions below of four new degrees. Check the Extension Classes bulletin for more information and contact the appropriate office listed or arrange to attend an information meeting.



## Bachelor of Applied Business (B.A.B.)

*(Information meetings: North Hennepin Community College, Sept. 9; Inver Hills Community College, Sept. 23. Call 626-1348.)*

**A practitioner-oriented business degree intended for working people. Offered cooperatively with Inver Hills Community College and North Hennepin Community College as part of the Twin Cities Higher Education Partnership.**

- Classes offered evenings at Inver Hills and North Hennepin Community Colleges—easy access, easy parking, supportive atmosphere.
- Courses address real-world business issues and workplace skills.
- Small classes, usually 15 to 25 students. Scheduling arranged so that B.A.B. students may take classes together as a cohort.
- Graduates acquire a portfolio of skills and competencies valuable to students in their current jobs and that can help them advance in their careers.
- Focused curriculum means that 60 of the 86 upper division credits are in Professional Skills Core and Functional Area courses (required courses).
- Graduation in three to four years (8-10 credits a quarter) for students entering with 90 quarter credits and prerequisites completed.
- Easy entry into the program. Students transfer into this program and are admitted based on college work and life experience.
- Priority registration in B.A.B. classes is given to students admitted to the program.
- Convenient, student-centered services include mail/FAX registration, evening advising, credit card tuition payment, study skills assistance, and more.

## Bachelor of Information Networking (B.I.N.)

*(Information meeting: North Hennepin Community College, Sept. 24. Call 626-1348.)*

**The B.I.N. is designed to equip students with the skills to build careers in the new era of information technology. Offered cooperatively with North Hennepin Community College.**

- The B.I.N. is an interdisciplinary blend of computer science, management and information systems, liberal arts, science and engineering, and hands-on experience.
- Classes offered evenings at North Hennepin.
- Course work and prerequisites are designed to accommodate full-time and part-time students, transfer students from community colleges and other schools, and professionals updating career skills.
- Scheduling is arranged so students can take many classes together as a cohort.

- Admission is limited to 20 students a year to insure close interaction with faculty and small classes.
- Students are admitted based on college work, experience, and ability to succeed in technical course work.
- A state-of-the-art computer lab at North Hennepin is dedicated to the classes and needs of B.I.N. students.
- Priority registration is given to B.I.N. students in required classes.
- Convenient, student-centered services include mail/FAX registration, evening advising, credit card tuition payment, study skills assistance, and more.

## Master of Liberal Studies (M.L.S.)

**Timeless education, timely learning through an interdisciplinary master's degree designed for adult and part-time students. Offered jointly by the Graduate School and Continuing Education and Extension.**

- The M.L.S. is an 11-course graduate degree program with evening courses. Students taking one course a term (including summers) can complete the degree in three years.
- Four M.L.S. seminars (topics will vary) plus final project course form the core courses.
- In six elective courses, students study in depth a topic they select that is important to their professional, career, or academic interests.
- Students are encouraged to move through the program as a cohort taking many classes together.
- The M.L.S. can meet the advanced degree needs of a variety of students . . .
  - liberal arts graduates who want to continue studies but without the narrow curriculum that most structured advanced degrees require;
  - professionals in specialized careers (teachers, engineers, health professionals, science and technical professionals) who want to broaden their understanding of society.
  - students who want to combine courses and academic perspectives that cut across traditional disciplines (e.g., humanities and health care, business and philosophy, artistic expression and politics);
  - working people for whom a master's degree is an important career credential.
- The wide variety of academic opportunities available at a major teaching and research university are accessible through this interdisciplinary degree.
- Admission is based on academic record (3.00 g.p.a.), the student's program proposal and goals submitted with application materials, and other indicators of the student's ability to succeed in graduate study. An earned bachelor's degree from an accredited institution is required; the GRE is optional and not required for graduates with a final g.p.a. provided on their transcripts.

# Start this fall in CAPS program

The innovative Child Abuse Prevention Studies Certificate program gets underway again this fall with an offering of the introductory course, **SW 5301 Child Abuse Prevention I: Research and Theory**. Students not admitted to the certificate program may register for this course, which serves as the foundation for the 9-credit Level I certificate.

The CAPS program has two tracks: a child abuse prevention track and a child protection track. Course work for CAPS-Level I Certificate (9 credits) includes three core courses. The Level II Certificate (18 credits) includes the three core courses and three advanced required courses.



This postgraduate-level certificate is considered unique in the nation because of its interdisciplinary focus that emphasizes the etiology of abuse, neglect, and violence, as well as both theory and strategies and skills involved in advocacy, program development, and leadership.

Although the courses are available for graduate credit in the School of Social Work, the course work and the certificate are designed to serve a variety of people who work with or on behalf of children. These include educators, school administrators, law enforcement and courts personnel, child care workers, community health workers, clergy, and others in human services settings whose work relates to children and families. (No prerequisite course work for the first class.)

Students and faculty say they are finding the program to be an ideal supplement to previous education or experience and believe it will be a valuable career credential. The only requirement for admission to the certificate is successful completion of the introductory course, SW 5301.

The class meets fall quarter, Wednesdays, 4-7 p.m., on campus (location tba) and will be offered over interactive television (see below).

See the bulletin, page 326-327, for course descriptions. The certificate is described on page 497. You are urged to call the CAPS certificate adviser at the UC counseling office if you have questions, 625-2500.

## CAPS via ITV—metro and outstate locations

The CAPS coursework will be available via interactive (two-way audio/video) television at various locations.

- Level I courses: Anoka Technical College, Inver Hills CC, Gaylord
- Level II courses: Rochester, Marshall, Morris.

## Grades by telephone

Because of new University procedures, grade reports are no longer mailed to students. Grades are now available by calling the Gopher Student Line. Hours are 7 a.m. to 10 p.m., Monday through Friday, and 8 a.m. to 6 p.m. on Saturday.

Here's how to obtain grades by phone:

- From a touch tone phone, dial 624-5200.
- For grades, g.p.a., and credits, press 1.
- For grade availability dates, press 1; to bypass, press 2.
- Enter your ID number or social security number and press the # key.
- Enter your access password, and press the # key. To enter the password, press the key that contains the letter; for Q or Z, press 1; for special characters, press 0. The first time you use Gopher Student Line, the password is your 6-digit birthdate entered by mmddyy.
- For most-recent term grades, press 1. (The last three terms are available.)

If you need a grade report for reimbursement purposes, call the registration office at 625-3333 after the grade is posted on the Gopher Student Line.

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

**Registration Office:** 101 Wesbrook Hall  
Telephone 625-3333

**Charles R. Cheesebrough**  
Editor

**Info** is a newsletter for University of Minnesota Extension Classes students published 7 times a year—August, September, November, December, February, March, and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

## Campus bus service changes

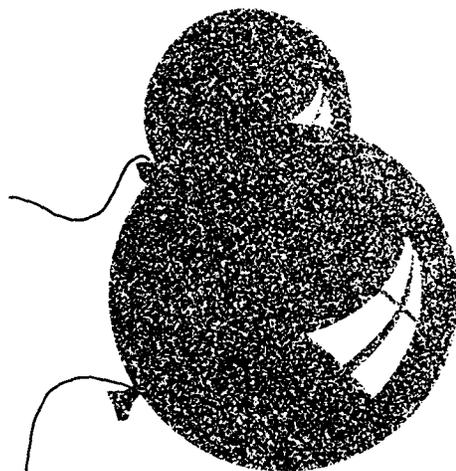
Bus service on campus has changed significantly for this year.

New color-coded campus circulator buses have replaced the old 13 and west bank routes. The maroon East Bank Northern, gold East Bank Southern, blue West Bank, and green St. Paul Campus Circulators continuously run at 15-minute intervals between 7 a.m. and 5 p.m.

A red Campus Connector runs between the St. Paul and Minneapolis campuses with an interval between every 5 to 20 minutes between 7 a.m. and 9:05 p.m. Service intervals vary during finals and term breaks.

Check transit stops on campus for more information and watch for additional details in upcoming issues of *Info*.

# Education Fest . . . You're invited!



Education Fest is an open house for you, the adult and part-time student.

**Thursday, Sept. 7, 5-8 p.m.**

**Nolte Center, Minneapolis Campus (East Bank)**

The atmosphere is informal, but there's plenty to do. For instance:

- Learn about undergraduate degrees and classes
- Pick up catalogs, course information
- Learn about e-mail; surf the internet
- Register for prizes
- Free posters, bookmarks, other items
- Discover new learning opportunities: self-paced independent study courses, research internships, teacher education, and much more.
- Complimentary parking
- Talk with a program adviser
- Refreshments

The registration office in Wesbrook Hall is open until 8 p.m., and you may register for a fall quarter Extension class or independent study course that evening.

Parking will be provided at no charge in the Nolte Garage on the evening of EdFest. From Fourth Street S.E., turn right on 17th Avenue S.E. (Church Street on campus), and go one and one-half blocks; watch for signs.

Call 626-1633 for a recorded message.



**Erick Wright, a computer specialist last year in the Office of Information Systems for University College, demonstrated internet capabilities to visitors at the EdFest open house.**

## bulletin guide, from page 1

sometimes including other audio, visual, or electronic enhancements) have the notation **(IDL)** after the tuition. (Formerly these were "Independent Study" courses and marked "IS"; the department was renamed this summer.) Call 624-0000 to request an Independent and Distance Learning bulletin. These courses allow you to take up to nine months to complete requirements working at your own pace and in your own place following a comprehensive study guide that directs your work in the course.

- A comprehensive index at the end of the bulletin features many single entries as well as broad topical lists such as photography, career-related courses, environmental courses, statistics, and many more.
- Page references, especially for important procedural or policy matters related to registration, dates, course information, grading, study aids, symbols, or degree requirements are included throughout the bulletin.
- A list of helpful telephone numbers appears on the front inside cover.
- The noncredit courses section of the bulletin has a purple margin border.



## Art on cover discovery

This year's cover art on the 1996-97 Extension Classes bulletin is the work of Jim Dryden, a native of North Dakota, who has lived in the Minneapolis-St. Paul area for the past 20 years. His art will appear on several University College publications during 1996-97. Jim studied art at the University of Minnesota and at the Minneapolis College of Art and Design. He has created images for many arts organizations, prominent commercial clients, advertising agencies, and designers, and has exhibited his work independently. His work has received many awards, including a recent merit award from the Society of Illustrators—Los Angeles. Jim has traveled extensively in Asia, Africa, Europe, North America, and South America and believes his work has been influenced by the many diverse cultural traditions he has experienced in his travels.



Info (USPS 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. (Please allow two months for records to be corrected.)

University Archives (EC2)  
10 Walter Library  
Minneapolis Campus  
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Periodicals postage paid at Minneapolis, Minnesota

## Register now for fall

Registration for fall classes is open now. Dates and procedures are outlined here, but be sure to refer to the new 1996-97 Extension Classes Bulletin, pages 4-5 and 10, for complete information.

### MAIL/FAX REGISTRATION

**August 5 to September 18:** Registration forms with checks will be accepted by mail at Extension Classes, University of Minnesota, 101 Westbrook Hall or FAX (625-1511) for limited and nonlimited-enrollment classes. Use the registration forms bound in at that end of the bulletin.

You must include a separate check for each limited-class registration; nonlimited classes may be paid for with one check. FAX registrations require payment by credit card or previously approved authorization.

Fill out the registration form completely (both sides). Social security numbers and birth dates are used for coding purposes and help distinguish your student record. Include your University I.D. number if you have one. The form may be photocopied if you need additional forms.

Registrations are processed daily; early registrations (received before Aug. 5) will be returned to the student.

If your limited class is closed, your registration form and check will be returned. If there is an acceptable alternative section(s), list it in the appropriate section of the registration form.

### IN-PERSON REGISTRATION

**Westbrook Hall:** Registrations will be accepted at 101 Westbrook Hall from Aug. 19 to Sept. 18. The registration office is open 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday. Closed Labor Day, Sept. 2, and Sundays.

**MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis:** Registrations accepted at this office from Aug. 19 to Sept. 18. Hours are 8:30 a.m. to 6 p.m. on Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Closed weekends and holidays.

The St. Paul Skyway Registration Booth has been discontinued.

The full amount of tuition and fees is due when you register. You may charge

tuition and fees on VISA, Discover/Novus, and MasterCard. (Delayed payment for students on financial aid and for third-party billings is permitted if arranged ahead of time.)

**September 18 is the last day to register without a late fee for most fall quarter classes.**

Fall quarter classes begin Sept. 26 (Thursday) through Oct. 2 (Wednesday).

## What tuition do I pay?

Different tuition rates are listed with each degree credit course. (Exception: If you are registering for a course that has a course number beginning with zero, 0XXX, only one rate will be listed for that course.)

If you have been admitted to a degree program at the University of Minnesota and are classified as a nonresident, non-reciprocity student, you will need to pay nonresident tuition rates. Answer the questions below to determine your status; only one will apply.

I have never been admitted to a degree program at the University of Minnesota OR I have been admitted to a degree program and classified as a resident. (Pay Minnesota resident tuition rates.)

I have been admitted to a degree program at the University of Minnesota and am classified as a reciprocity student.

- Wisconsin. Call the registration office at 625-3333 for tuition rate.
- North Dakota. Pay 110 percent of the resident tuition rate plus any course or special fees.
- South Dakota. Pay the resident tuition rate listed with the course.
- Manitoba. Pay the resident tuition rate listed with the course.
- Midwest Student Exchange Program (MSEP). Pay 150 percent of the resident tuition rate plus any course or special fees.

I have been admitted to a degree program at the University of Minnesota and am classified as a nonresident, non-reciprocity student. (Pay nonresident tuition rates.)

Student status is subject to compliance review. Students must indicate their nonresidency/nonreciprocity status on the registration form (section 3) when registering in Extension Classes.

In addition, graduate credit tuition rates vary depending on whether you are classified as a resident or nonresident and whether you intend to apply the course to a University of Minnesota Graduate School program or not. See the bulletin, page 440.

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## Manage your career

Career counseling services and workshops from Extension Classes and the UC Counseling Department help you plan your future whether you're starting out or starting over.

You'll find a friendly, supportive atmosphere in a specially designed six-session workshop, **Career Planning—Strategies for Renewal and Change**, led by professional counselors. You will have a chance to . . .

- consider values, job satisfaction, and interests
- explore educational opportunities and skills you have or can develop
- take the Strong Interest Inventory and Myers-Briggs Type Indicator

. . . all with people like you in an affordable noncredit evening class.

Additional courses also are scheduled with focused topics to suit your particular needs, including . . .

- **Know Thyself: Personal Assessment for Strategic Job Planning** (winter spec term)
- **Exploring Career Options: Taking Action** (spring spec term)
- **Discovery Writing: Creating a Future** (spring spec term)

- **For Immediate Use: Job Hunting Skills for Professionals** (fall & winter spec term; see below)

- **Work Shifts: Facing Future Work Realities** (winter spec term)

The UC Counseling Department also offers an individual career/educational counseling program (a fee-based service).

And as always, UC Counseling provides free academic advising to students interested in taking Extension

## Getting a job

Need to get moving right now on a job search? Here's a course for you.

**For Immediate Use: Job-Hunting Skills for Professionals** (PSch 0674) is a non-credit, four-session course that concentrates on fundamentals. Develop strong résumés and cover letters; practice interview skills (videotaped); find job sources on the Internet; design a strategy, a plan you can follow; and learn how to maintain your motivation. Call the Compleat & Practical Scholar at 624-8880 for information.

classes and planning or working on degree programs through UC.

Noncredit classes are offered by the Compleat and Practical Scholar; call 624-8880 for registration information. Call the counseling department, 625-2500, if you want to make an appointment with an adviser or find out more about individual career counseling.

## Graduate school day

- Wednesday, Oct. 16
- 10 a.m. to 3 p.m.
- Coffman Union, Great Hall

Come and learn about . . .

- application and admission procedures
- degree requirements
- admission tests like the GRE, LSAT, GMAT

Talk to representatives from law, business, education, health sciences, and other professional and graduate programs at the University.

Free and open to the public. Questions? Call the Office for Special Learning Opportunities, 624-7577.

## Let's go surfin' the net

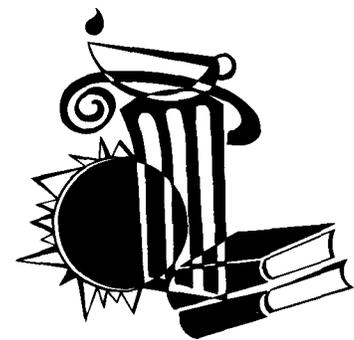
Practical Scholar short courses in using the Internet and e-mail can take you from the basics to the issues you need to know for mastery of systems and building web sites. Classes meet evenings at the easy-to-get-to Earle Brown Continuing Education Center on the St. Paul campus.

**Discover the Internet (PSch 0723).** Gives you the introduction you need to understand the structure and the tools and how to use them: Gopher and Netscape; modems and logging on; transfer files; e-mail; finding people, places, organizations. Oct. 3-17; repeated winter, spring.

**Traveling the Superhighway: More Uses of the Internet (PSch 0724).** More complex ways to search, free software,

FTP use for photographs, downloading information, writing simple HTML files; list servers; direct access and service providers and consumer issues. Nov. 7-21; repeated winter, spring.

**An Advanced Look at the Internet (PSch 0725).** For the high-end user who wants to do more WWW site development, understand and run servers; HTTPD, CGI programming (HTML and Perl), Netscape programming. Assumes HTML skills and some experience with Internet/Windows/UNIX. Oct. 15-29; repeated spring.



## Added class

**Nurs 5609 Special Educational Experiences in Nursing: Psychopharmacology.** Advanced concepts in neuroscience, pharmacokinetics, psychopharmacology, and clinical management related to treatment of psychiatric disorders, symptoms. Sec 5, meets Thursday, 3:35-7:40. Call 624-1641 for information.

# The lights are on at University Bookstores

University Bookstores are open extended hours before classes begin and during the first several days of classes each quarter to make it easier for you to shop for textbooks and course materials. Additional hours and regular hours are listed below for fall quarter. Note that the U of M Bookstore—East Bank (Williamson Hall) is open every Saturday, 10 a.m. to 4 p.m., during fall quarter (other bookstores have some Saturday hours; see below).

In the bulletin, at the start of the course listings for each department, you'll find information about which bookstore sells the books for those courses. Generally, the breakdown is as follows:

- U of M Bookstore—East Bank sells books for most departments in CLA, IT, Education and Human Development, and General College.

- U of M Bookstore—West Bank sells books for the Carlson School of Management, several CLA departments with offices on the west bank, music education (see page 15 in the bulletin).
- U of M Bookstore—St. Paul sells books for classes that meet on the St. Paul campus.
- U of M Bookstore—Health Science sells books for courses in the health sciences.

Bookstores are closed on University of Minnesota holidays that fall during the quarter and over the quarter break. (Nov. 28, 29; Dec. 24, 25, Jan. 1). However, some special hours are scheduled at the end of the term, usually during finals week and just before classes begin for the following term.

Call the bookstores with questions (phone numbers below); see the information and maps in the bulletin, page 15-16; or look them up on the web at <http://www.bookstore.umn.edu>

## UNIVERSITY OF MINNESOTA BOOKSTORE—EAST BANK (WILLIAMSON HALL), 625-6000

### *Before classes begin*

Sa, Sept. 21, 10 a.m.-4 p.m.  
M, Sept. 23, 8:30 a.m.-7:30 p.m.  
T, Sept. 24, 8:30 a.m.-7:30 p.m.  
W, Sept. 25, 8:30 a.m.-7:30 p.m.

### *First week of classes*

Th, Sept. 26, 7:30 a.m.-7:30 p.m.  
F, Sept. 27, 7:30 a.m.-6:30 p.m.  
Sa, Sept. 28, 10 a.m.-4 p.m.  
M, Sept. 30, 7:30 a.m.-7:30 p.m.  
T, Oct. 1, 7:30 a.m.-7:30 p.m.  
W, Oct. 2, 7:30 a.m.-7:30 p.m.  
Th, Oct. 3, 8:30 a.m.-6:30 p.m.  
F, Oct. 4, 8:30 a.m.-6 p.m.

### *Regular hours (fall quarter)*

M-F, 8:30 a.m.-6 p.m.  
Sa, 10 a.m.-4 p.m.

## UNIVERSITY OF MINNESOTA BOOKSTORE—WEST BANK (ADJACENT TO BLEGEN HALL), 625-3000.

### *Before classes begin*

Sa, Sept. 21, 10 a.m.-2 p.m.  
M, Sept. 23, 8:30 a.m.-5:30 p.m.  
T, Sept. 24, 8:30 a.m.-5:30 p.m.  
W, Sept. 25, 8:30 a.m.-5:30 p.m.

### *First week of classes*

Th, Sept. 26, 8 a.m.-7 p.m.  
F, Sept. 27, 8 a.m.-6:30 p.m.  
Sa, Sept. 28, 10 a.m.-2 p.m.  
M, Sept. 30, 8 a.m.-7:30 p.m.  
T, Oct. 1, 8 a.m.-7:30 p.m.  
W, Oct. 2, 8 a.m.-7:30 p.m.  
Th, Oct. 3, 8:30 a.m.-6:30 p.m.  
F, Oct. 4, 8:30 a.m.-5 p.m.  
Sa, Oct. 5, 10 a.m.-2 p.m.

### *Second week of classes*

M-W, Oct. 7-9, 8:30 a.m.-6:30 p.m.  
Th, Oct. 10, 8:30 a.m.-5:30 p.m.  
F, Oct. 11, 8:30 a.m.-5 p.m.

### *Regular hours (fall quarter)*

M-Th, 8:30 a.m.-5:30 p.m.  
F, 8:30 a.m.-5 p.m.

## UNIVERSITY OF MINNESOTA BOOKSTORES—HEALTH SCIENCES (2-544 MOOS HEALTH TOWER), 625-8600

### *Before classes begin*

Sa, Sept. 21, 10 a.m.-3 p.m.  
M, Sept. 23, 8:30 a.m.-5:30 p.m.  
T, Sept. 24, 8:30 a.m.-5:30 p.m.  
W, Sept. 25, 8:30 a.m.-5:30 p.m.

### *First week of classes*

Th, Sept. 26, 8 a.m.-6:30 p.m.  
F, Sept. 27, 8 a.m.-6:30 p.m.  
Sa, Sept. 28, 10 a.m.-3 p.m.  
M, Sept. 30, 8 a.m.-6:30 p.m.  
T, Oct. 1, 8 a.m.-6:30 p.m.  
W, Oct. 2, 8 a.m.-6:30 p.m.  
Th, Oct. 3, 8 a.m.-6:30 p.m.  
F, Oct. 4, 8 a.m.-5 p.m.

### *Second week of classes*

M-Th, Oct. 7-10, 8:30 a.m.-6 p.m.  
F, Oct. 11, 8:30 a.m.-5 p.m.

### *Regular hours (fall quarter)*

M-Th, 8:30 a.m.-5:30 p.m.  
F, 8:30 a.m.-5 p.m.

## UNIVERSITY OF MINNESOTA BOOKSTORE—ST. PAUL (STUDENT CENTER, LOWER LEVEL), 624-9200

### *Before classes begin*

M, Sept. 23, 8 a.m.-5:30 p.m.  
T, Sept. 24, 8 a.m.-5:30 p.m.  
W, Sept. 25, 8 a.m.-5:30 p.m.

### *First week of classes*

Th, Sept. 26, 8 a.m.-6:30 p.m.  
F, Sept. 27, 8 a.m.-6:30 p.m.  
Sa, Sept. 28, 10 a.m.-2 p.m.  
M, Sept. 30, 8 a.m.-6:30 p.m.  
T, Oct. 1, 8 a.m.-6:30 p.m.  
W, Oct. 2, 8 a.m.-6:30 p.m.  
Th, Oct. 3, 8:30 a.m.-6 p.m.  
F, Oct. 4, 8:30 a.m.-5 p.m.

### *Second week of classes*

M-F, Oct. 7-11, 9 a.m.-6 p.m.  
Sa, Oct. 12, 9 a.m.-5 p.m.  
Added Sa, Oct. 19, 9 a.m.-1 p.m.

### *Regular hours (fall quarter)*

M-F, 9 a.m.-5 p.m.

## Bookstore tips

- Most required textbooks are in stock before classes begin and may be purchased before or on the first night of class. You are urged to buy books early to assure the best selection of quality used books. (Note: Students in Composition courses should attend class before buying books).
- Generally, books are available at the bookstore on the campus where the department offices are located (even if the classes meet elsewhere). In the course offerings section of the bulletin, a note appears near the beginning of each department's listing identifying the appropriate bookstore to find books.
- You may call for book information and to check on textbook availability. Call early in the day and be ready to give the department and course

number (rather than the course title or topic). This is especially important for General College courses or other colleges or departments with courses in a variety of areas.

- Be sure to save the sales receipt if you buy textbooks. If it becomes necessary, you may return books for a full refund through Oct. 14 provided you have the sales receipt and the books have not been marked, written in, or damaged in any way.
- The best time to sell your fall quarter books back to the bookstore is Dec. 9-14. Resale of your textbooks is not assured. The bookstore buys back books that have been identified for use in subsequent terms, are in good condition, and only in quantities necessary to meet expected need.

## B.A.B. courses

# Education you can take to work

Choose from several Bachelor of Applied Business courses offered at Inver Hills and North Hennepin Community Colleges this fall. You need not be admitted to the B.A.B. to register for these courses (although some courses have prerequisites). See the bulletin, page 57, for more information or call the B.A.B. office at 626-1348 with questions about registration. Courses begin the week of Sept. 16, so inquire immediately (late registration possible).

### **North Hennepin CC**

**BAB 3012 Problem Solving in Complex Organizations.** Importance of analyzing root causes, and the effects of problems and solutions across boundaries in the organization. Mondays.

**BAB 3031 Accessing and Using Information Effectively.** Focuses on the information resources available to businesses and how to use them. Conceptualization of the role of information in business operations, including information systems and data management. Wednesdays.

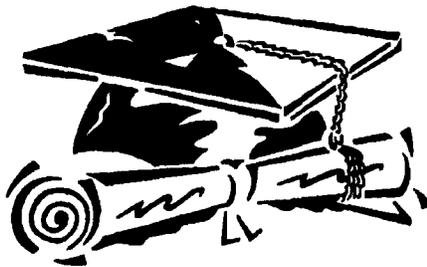
### **Inver Hills CC**

**BAB 3011 Historical Perspectives and Contemporary Business Challenges.** Importance of developing systematic

ways of analyzing complex problems where causes and effects can be analyzed in the context of larger systems. Wednesdays.

**BAB 3041 Leadership in a Global and Diverse Workplace.** Developing a global perspective, developing an ethical perspective to help navigate the sometimes confusing crosscurrents of change; acquiring skills for working in settings of high diversity. Tuesdays.

**BAB 3101 Accounting and Finance for Managers.** Business decision making from an accounting and financial perspective, including topics such as analysis of cost-volume-profit relationships, capital budgeting, variances, uses and sources of funds and valuation. Meets Thursdays.



## Applied degrees

# Information meetings, program details

Note the information meetings scheduled for the new partnership degrees offered in conjunction with North Hennepin and Inver Hills Community Colleges, plus descriptions of two additional applied degrees in construction management and emergency health services.

Call the telephone numbers indicated if you read about the meetings in time and would like to attend or for more information.

### **Bachelor of Applied Business (B.A.B.)**

An innovative degree program, designed by and for business, that's "real world" education you can take to work. Courses offered both at Inver Hills and North Hennepin.

**Information meeting:** Monday, Sept. 23, 6-7:30 p.m., Inver Hills Community College, College Center, Conference Room B (lower level). Call 626-1348.

### **Bachelor of Information Networking (B.I.N.)**

An interdisciplinary program that combines computer science, telecommunications technology, information management, and liberal arts in a "hands-on" degree for the Information Age.

**Information meeting:** Tuesday, Sept. 24, 6-7:30 p.m., North Hennepin Community College, Campus Center, Norse Room (second level). Call 626-1348.

### **Bachelor of Emergency Health Services (B.E.H.S.)**

Designed to meet the changing professional and career needs of those working in prehospital emergency services.

**Information meeting:** Wednesday, Sept. 25, 6-7:30 p.m., Inver Hills Community College, College Center, Conference Room B (lower level). Call 626-9707.

### **Bachelor of Construction Management (B.C.M.)**

A professional credential for the construction industry that combines building design and engineering with management and business skills. North Hennepin's related associate degree meets all lower division requirements (call NHCC at 424-0709 for details on this two-year degree).

**Information meeting:** A.S.C.M. and B.C.M., Wednesday, Oct. 30, 5:30-6:30 p.m., North Hennepin Community College, Campus Center, Norse Room (second level). Call 626-9707.

**BAB 3104 Management and Human Resource Practices.** Day-to-day leadership, including organizing work, motivating employees, delegating, coordinating, and achieving results. Human resources practices carried out at the front line include selection, induction, and training of new employees, employee appraisal, handling grievances, and discipline. Monday.

# Teachers never stop learning

Saturday seminars provide convenient professional development opportunities for teachers again this year, offered by the College of Education and Human Development and Extension Classes. You'll find . . .

- Accessible sites like Minnetonka High School, the School for Environmental Studies (SES) at the Minnesota Zoo, and the Earle Brown Continuing Education Center on the St. Paul campus.
- Practical scheduling on Saturdays. A full day followed by a half day two to four weeks later. One graduate credit.
- Relevant learning that fits your teaching practice—work with colleagues, develop lesson plans and learner outcomes, use new technology.

Here's the fall line-up. Call 625-1855 for registration materials.

**Social Studies and the Internet (CI 5145).** Social studies resources for teachers and students on the Internet. Nov. 2, 16.

**Leaves and Trees: Find the Forest in Your Environment (CI 5501).** Motivating students to learn about our natural surroundings; translate ideas into teachable forestry discovery methods. Minnetonka; Oct. 19, Nov. 16.

**AIMS, GEMS, and Other Supplemental Science Ideas (CI 5501).** Science ideas that can be structured into mini-units. St. Paul campus; Oct. 26, Nov. 16.

**Teaching Controversial Issues (CI 5145).** Interdisciplinary strategies, practical curriculum ideas, effective methods. Issues analysis, paired perspectives, role play, simulations. For middle school, secondary teachers in all subject areas. Minnetonka; Oct. 26, Nov. 9.

**Reading with the Troubled Reader (CI 5416).** Positive perspectives (elementary). Analysis, identifying processing problems, helping comprehension. Minnetonka; Oct. 26, Nov. 16.

**Authentic Assessment in Reading and Language Arts (CI 5416).** Assessment options. IRA/NCTE standards; Minnesota state performance packages; rubrics, portfolios. For elementary teachers. St. Paul campus; Oct. 12, Nov. 9.



Info (USPS 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. (Please allow two months for records to be corrected.)

University Archives  
10 Walter Library  
Minneapolis Campus  
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(EC2)

Periodicals postage paid, Minneapolis, Minnesota

## Late registration for fall quarter

It's not too late to get started in Extension Classes this fall, although some penalties may apply. Late registration for fall quarter classes continues after the close of the regular registration period on Sept. 18.

You may register with a \$5 late fee (per course) from September 19 to October 5 (the official end of the first week of classes). In-person registration at Westbrook Hall is recommended but you may also register by mail or FAX.

The main registration office (101 Westbrook) is open until 8 p.m., Monday through Thursday, and until 4:30 p.m. on Fridays. This office also is open on Saturday, Oct. 5, 9 a.m. to 1 p.m.

Starting Oct. 6, the late fee goes to \$10 and you must have written permission from the class instructor to register. The late fee increases to \$20 on Oct. 13.

See the bulletin, page 11, for more information about late registration and the fall quarter "Important Dates" on page 5.

Fall quarter classes begin Sept. 26 (Thursday).

## Weekend workshops

Several one-day classes or short courses on health, behavior, and social issues are scheduled this fall through Extension Classes. Many focus on problems associated with pregnancy, children, and adolescents.

Call 624-1641 for questions about registration.

**PubH 5650 Teenage Pregnancy and Parenting: Models for Intervention.** For service providers and educators working with youth around issues of pregnancy, abortion, parenting, adoption. Meets Saturday, Oct. 26, 8 a.m. to 4:30 p.m. (page 308).

**PubH 5654 Adolescent Sexual Identity: Teen Risk and Professional Responsibility.** Issues related to gay, lesbian, and bisexual adolescents and their families. Meets Saturday, Nov. 9, 8 a.m. to 4:30 p.m. (308)

Fall courses from Child and Adolescent Psychiatry are listed below. These one-day workshops meet Saturdays, 8:30 a.m.-3:30 p.m., \$99.50 (resident credit rate). Graduate credit is available.

**CAPy 5620 Attention-Deficit Hyperactivity Disorder Throughout the Life Span.** Nov. 9.

**CAPy 5627 Conduct and Oppositional Defiant Disorders in Childhood and Adolescence.** Nov. 23.

**CAPy 5636 Assessment Methods for Diagnosis and Evaluation of Treatment Response.** Dec. 7.

**CAPy 5644 Child Abuse/Neglect and Childhood Psychotherapy: Implications for Assessment and Treatment.** Oct. 26.

See also courses listed under **Youth Studies (YoSt)**, including both short-term workshops (three days) and regular quarter-length classes. Courses begin on page 352.

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

**Registration Office:** 101 Westbrook Hall  
Telephone 625-3333

**Charles R. Cheesebrough**  
Editor

Info is a newsletter for University of Minnesota Extension Classes students published 7 times a year—August, September, November, December, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Periodicals Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

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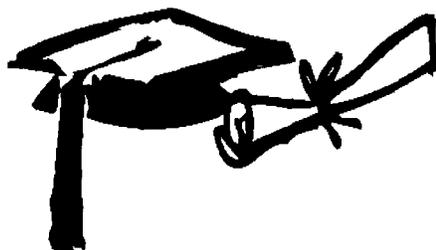
# INFO

A Newsletter for  
University College Students

## Master of Liberal Studies

# A graduate degree unique to you

Timeless education, timely learning through an interdisciplinary master's degree designed for adult and part-time students. That's what you get with the Master of Liberal Studies (M.L.S.), offered jointly by the Graduate School and University College



- The M.L.S. is an 11-course graduate degree program with evening courses. Students taking one course a term (including summers) may complete the degree in three years.
- Four M.L.S. seminars (topics will vary) plus final project course form the core courses.
- In six elective courses, students study in depth a topic they select that is important to their professional, career, or academic interests.
- Students are encouraged to move through the program as a cohort taking many classes together.
- The M.L.S. can meet the advanced degree needs of a variety of students . . .

- liberal arts graduates who want to continue studies but without the narrow curriculum that most structured advanced degrees require;

- professionals in specialized careers (teachers, engineers, health professionals, science and technical professionals) who want to broaden their understanding of society.

- students who want to combine courses and academic perspectives that cut across traditional disciplines (e.g., humanities and health care, business and philosophy, artistic expression and politics);

- working people for whom a master's degree is an important career credential.

- The wide variety of academic opportunities available at a major teaching and research university are accessible through this interdisciplinary degree.
- Admission is competitive and limited and based on academic record (3.00 g.p.a.), the student's program proposal and goals submitted with application materials, and other indicators of the student's ability to succeed in graduate study. An earned bachelor's degree from an accredited institution is required; the GRE is optional and not required for graduates with a final g.p.a. provided on their transcripts.

**Information meeting—Saturday morning, November 23, Marriott Hotel, Bloomington. Call 626-8724 to reserve your space.**

## Graduate credit restrictions

Students who register for graduate credit in Extension classes should be familiar with procedures and regulations regarding the use of graduate credit in advanced degree programs.

Limits are placed on the number of credits that can be transferred into Graduate School degree programs. In addition, inclusion of graduate-level courses on your undergraduate transcript does not imply or guarantee that the credits will be approved for transfer to a Graduate School program or that you will be admitted to a Graduate School program.

If you are interested in taking classes for graduate credit and applying to the Graduate School, you are urged to contact advisers early in your planning. See the graduate credit section of the bulletin, pages 456-458, for complete information. Contact the UC Counseling department, 625-2500, with general questions and for referral to graduate studies directors in academic departments or the Graduate School.

## Home, home on the web

We're on the web. The Extension Classes home page is . . .

<http://www.cee.umn.edu/extc>

. . . and you'll find lots of information there (and at linked sites) about continuing your education, including the following.

- general information about Extension Classes, registration instructions
- registration dates, office hours, phone numbers
- an on-line bulletin with Extension classes listed by academic department

- course status information (updated several times a day)—see if the class and section you want is still open
- bookstore information
- a description of the Bachelor of Information Networking degree
- a link to the University College home page, where you will find links to several more degrees and programs, to Independent and Distance Learning (formerly Independent Study), and to the Internet and Gopher for UofM directory information.

## Holiday reminder

**November 28-29  
(Thursday, Friday)  
Thanksgiving holiday**

**All offices closed.  
Classes do not meet.**

## Leadership for the Common Good

# A seminar that fosters leadership

Whether you believe that leaders are made or born, the qualities that contribute to leadership can be identified and developed. Decide for yourself

whether that means you're learning them or nurturing them.

One of the most in-depth personal and professional development oppor-

tunities available through University College is the **Leadership for the Common Good** seminar offered by the Humphrey Institute of Public Affairs.

In this two-quarter course, students from a variety of backgrounds—government, private industry, education, nonprofit organizations—come together to review topics such as:

- leadership skills
- critical thinking
- emerging issues
- organizational guidance
- community building
- global perspectives

Among the goals, say instructors John Bryson and Barbara Crosby, is recognizing how to exercise power effectively and responsibly, how to build collective power for beneficial change, and how to motivate people and lead organizations in the pursuit of the common good.

In the seminar, you will . . .

- Learn basic leadership models
- Review leadership and public policy issues
- Combine practical insight and exercises with theory that is both timeless and timely
- Clarify personal viewpoints and relate your own experience to the ideas presented
- Discover a community of learners (including international fellows) who join you in considering public problems and their solutions.

Comments from some of last year's participants are included here. For application materials and additional information, call Extension Classes at 626-9707. **Leadership for the Common Good** meets once a week (plus two retreat sessions; no classes in March) during winter and spring quarters and is offered either for 3 graduate credits a quarter or no-credit audit.

## What the participants say . . .



"The medium becomes the message in this seminar, where you work cooperatively in areas like team development and facilitation, analytical techniques for creating objectives, and determining organizational goals." Robert Marotto (1996)



"Leaders take us where we have never been before, and in this seminar, you can count on new and exciting journeys each week." Robert Riesselman (1996)



"Many leadership opportunities seem focused toward men; this program is really for everyone. I wanted the chance to meet other community leaders and that was an important benefit for me, especially as an adult student with lots of other responsibilities in my life." Renée Jenson (1995)



"At this point in my life, having held a variety of positions, I wanted to spend some time exploring and thinking about leadership and what that means . . . where we're going in our society and in our world." Elaine Beaudreau Patton (1995)



"You recognized the value of what you learned once you take the time to reflect. You appreciate more the ideas and skills as you pull those out in your day-to-day work and see ways to apply them." Freddie Davis (1995)



"You need to keep yourself fresh, stay open to new ideas. This seminar was an amazing learning environment. The instructors create a sense of peer learning, one where there is unique cohesion within a very diverse group featuring various backgrounds and countries." Robert Burmeister (1995)

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

**Registration Office:** 101 Wesbrook Hall  
Telephone 625-3333

**Charles R. Cheesebrough**  
Editor

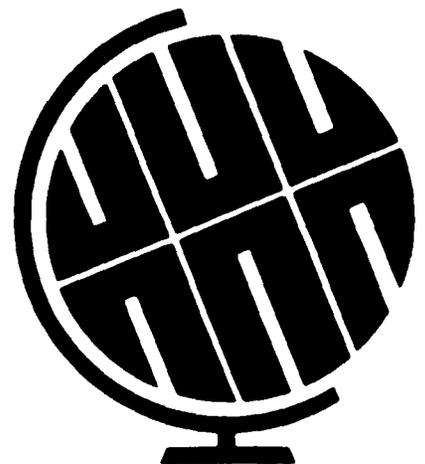
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# A degree that works for you—the B.A.B.

It was a new degree—in fact, a new *kind* of degree for the University—one that was a year in planning, carefully reviewed, and cooperatively constructed by faculty and staff from the University and its new partner institutions as well as representatives from business and industry.

It was grounded in integrated course work—rigorous and rewarding and taught by faculty from a variety of backgrounds—that also proved to be popular with the adult and part-time students who enrolled.

It was to be available through an organization with 80 years of experience in delivering college degrees to working adults, although this was one of the first it could call its own.

The community college partners, where classes meet, represented new, progressive players in higher education.

It underwent thorough review by advisory boards, was studied for months, and went to the University's central administration and Board of Regents for approval.

And then all that preparation and painstaking effort paid off. Quickly.

In late fall 1993, the Bachelor of Applied Business (B.A.B.) was born. Phil Lundblad, B.A.B. program director, and faculty director Victoria Mikelonis had a curriculum of 14 upper division base courses identified. They were divided into two

areas: functional areas and professional skills. The course work represented input and direction from employers, advisers, and faculty from the Carlson School of Management.

By spring quarter, four months later, over 100 people had attended information sessions and two B.A.B. classes were running at the Inver Hills Community College campus, thanks to what Lundblad calls "just-in-time" planning, curriculum development, scheduling, and marketing. There were just 14 students registered but about 30 applications had been submitted.

A year later, in spring quarter 1995, three classes with almost 60 students registered in them were going and summer classes were added to the schedule.

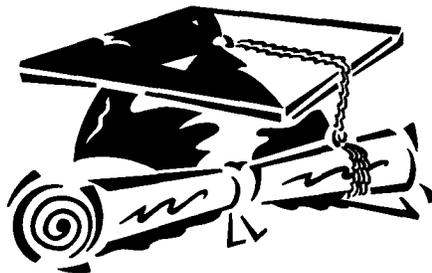
The program continued to grow. The decision was made to expand the degree to North Hennepin Community College for spring 1996. December and January information sessions at North Hennepin and the Mall of America attracted more than 200 people.

As of fall 1996, there are 18 B.A.B. classes scheduled this academic year, over 100 students regularly registering in B.A.B. classes, and the first three B.A.B. students went through commencement last spring.

## Learning that connects classroom and career

Jeff Dusick, one of the first three graduates in the Bachelor of Applied Business (B.A.B.) program, says the new degree provided an opportunity to take advantage of a curriculum which he calls innovative and "empowering" for working people. "The B.A.B. is flexible—it's what working adults need," says Dusick, because it focuses on learning that counts in the workplace.

In return, the workplace gets carried into the classroom and collaborative learning is emphasized. "The dynamics of the work place are a big part of this program," he notes. The class he took



on small group behavior and teamwork, taught by Judy Chayer, fit neatly with his job at Volkart May and Associates, a company that provides telephone marketing services. He's a call

center supervisor, managing telephone personnel, and the company has recently organized into project work teams. "I saw and understood exactly the changes and processes that teams go through because we focused on that in class," he says.

And the program is as business-like as the students. "You get your questions answered and you get the information you need," said Dusick of his advising relationship with Barb Krantz-Taylor, an experienced career counselor and past adviser for the B.A.B.

Students in the B.A.B. want that special learning experience that attending class with other working people provides, says Krantz-Taylor. "If you ask them, they characterize the degree as being for people who can bring maturity to the program, if not in age at least in experience," she says. "They really want to learn from each other," she says. "Their outlook is 'if you're in class, be serious about it.'"

Because adult students have busy schedules, Krantz-Taylor says, they expect degree programs that fit their needs. "They want a program that is time-effective for them so they know what to expect. They want to know the steps and they want to be able to plan yearly because they're goal oriented." To that end, the program is a concentrated one, with 70 credits (of the 90 upper division required) in the specifically designed B.A.B. courses in the Professional Skills Core and Functional Area Applications.

Next month: B.A.B. background, courses, students



It was a happy day for both students and staff as the first "partnership" degrees through University College were awarded in June. Front, left to right: Jeff Dusick, B.A.B.; Laura Goodell, B.A.B.; UC adviser Barb Krantz-Taylor. Rear: Reggie Turner, B.A.B.; Yvette Jackson, Interim President, North Hennepin CC; Harold A. Miller, Dean, University College; Steve Wallace, President, Inver Hills CC.

# Winter registration

Registration for winter quarter and winter special term classes begins this month. Dates and procedures are outlined here, but be sure to refer to the new 1996-97 Extension Classes Bulletin, pages 6-7 and 10-12, for complete information.

## MAIL/FAX REGISTRATION

**November 4 to December 18:** Registrations will be accepted by mail at 101 Wesbrook Hall or FAX (625-1511) for limited and nonlimited-enrollment classes. Use the registration forms bound in at that end of the bulletin.

When registering by mail and paying with a check, you must include a separate check for each limited-class registration; nonlimited classes may be paid for with one check. FAX registrations require payment by credit card or previously approved authorization.

Fill out the registration form completely (both sides). Social security numbers and birth dates are used for coding purposes and help distinguish your student record. Include your University I.D. number if you have one. The form may be photocopied if you need additional forms.

Registrations are processed daily; early registrations (received before Nov. 4) will be returned to the student.

If your limited class is closed, your registration form and check will be re-

turned. If there is an acceptable alternative section(s), list it in the appropriate section of the registration form.

## IN-PERSON REGISTRATION

**Wesbrook Hall:** Registrations will be accepted at 101 Wesbrook Hall from Nov. 18 to Dec. 18. The registration office is open 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday. Closed weekend days and Thanksgiving holidays (Nov. 28-29).

**MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis:** In-person registrations accepted at this office from Nov. 18 to Dec. 18. Hours are 8:30 a.m. to

6 p.m. on Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Closed weekends and holidays.

The full amount of tuition and fees is due when you register. You may charge tuition and fees on VISA, Discover/Novus, and MasterCard. (Delayed payment for students on financial aid and for third-party billings is permitted if arranged ahead of time.)

**December 18 is the last day to register without a late fee for most winter quarter classes.**

Fall quarter classes begin the week of Jan. 6.

# Information meetings can help you get started in college

Thinking about school? Want to explore course and degree options through University College (UC)? Need to know how to register and what to take?

The UC Department of Counseling offers group information sessions designed for students who are new to the University and want to learn how to meet educational and career goals through UC at the University of Minnesota.

Topics in the group meetings include returning to school, understanding how the University is organized, registration procedures, specific degree program admission and major requirements, and how to select courses. General information about financial aid also will be provided. You'll be able to ask questions, and if you bring a transcript, you can discuss transfer of credits with an adviser. Some of the upcoming sessions are listed below. Weeknight sessions meet 6-7:30 p.m. and Saturday sessions are 9:30-11 a.m. (check-in starts 15 minutes before). Call 624-0029 to reserve your space.

- Monday, Nov. 18, Nolte Center, UofM East Bank campus
- Wednesday, Nov. 20, Nolte Center
- Monday, Dec. 2, Mall of America
- Saturday, Dec. 7, Nolte Center
- Monday, Dec. 16, Mall of America

## Norwegian art, culture, history

**CSch 0117 Essence of a Nation: The Norwegian Peasant in Art (1814 to Present)** is an added noncredit Compleat Scholar class for fall. Review the art that captures the cultural values of the period and populace; fundamental tensions between city and country, national and international influences. Connections between Norway's Viking past, peasant folk art, history, and development of Norwegian painting. Meets Th, 6-8, Dec. 12-19 at the Landmark Center, downtown St. Paul. Call 624-8880 for registration information.

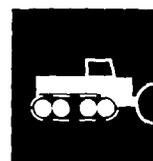
# Extension Classes phone numbers

Bulletins (course catalog) .....	624-2388
Campus security escort .....	624-WALK
Closed classes .....	625-3333
Compleat & Practical Scholar (noncredit) .....	624-8880
Correspondence courses .....	624-0000
Counseling Office .....	625-2500
FAX (registration office).....	625-1511
Financial aid advising .....	625-4334
Instructor's Phone Numbers .....	625-3333
Libraries .....	624-4552
Motorist Assistance Program (UofM parking lots).....	626-PARK
Office hours .....	625-3333
Parking information .....	626-PARK
Rec Sports .....	625-6800
Registration office and information .....	625-3333
Research Explorations (volunteer internships) .....	624-5092
Student board (voice mail) .....	626-8501
Transcripts .....	625-5333
University phone directory information .....	625-5000
Bookstores	
East Bank .....	625-6000
West Bank .....	625-3000
St. Paul campus .....	624-9200
Health Sciences .....	625-8600



# Solid Waste Management Certificate

... building understanding and systematic solutions



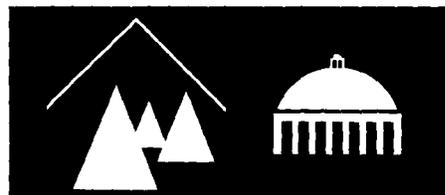
The Solid Waste Management Certificate is professional, practitioner-oriented program offered by the University of Minnesota through University College (Continuing Education). This graduate level program is designed to accommodate professionals working in the field of solid waste management and related environmental fields. Individual electives can be tailored to fit specific interests, such as regulation and enforcement, policy making, disposal/recycling, or communications.

The program draws students from all walks of life and various levels of work experience. Some participants are new to the field while others have several years of experience working for a variety of employers, such as Donaldson Company, Northern States Power, Pierce County, Environmental Services, and the U of M Hospital.

Participants come from a wide range of educational backgrounds including business, chemistry, chemical engineering, psychology, planning, and agricultural engineering.

The certificate program can serve as a valuable career credential for specialists and generalists whose positions require them to be spokespeople, policy makers, administrators, and managers.

For more information about the certificate program, please call the UC counseling department at 625-2500.



## from the student board . . .

### UC student board business

On September 6, 1996, the University College Student Board elected officers for the 1996/97 academic year. The results placed Craig Lowing as president, Andrea Jepsen as vice president/secretary, and Christopher Stone as vice president/treasurer. With board member turnover during the summer, the newly elected officers assumed their positions immediately for the upcoming term. The UC Student Board is looking forward to a productive year with new leadership.

Regarding the new year, the UC Student Board is looking for new members as well as input from our student constituents (you)! Please feel free to direct questions, concerns, interest in board membership, etc., to board officers via voice mail at (612) 626-8501, or via e-mail by contacting the UC support staff at mmariani@mail.cee.umn.edu. The meetings are the first Friday of each month, 6 p.m., at Nolte Center on the East Bank campus in room 125 (the library).

### Extension students online! Free Internet seminar—you're invited

Is your professor or classmate sending you e-mail that you don't even know about?!

Did you drive all the way down to the University campus to register for a class that was already listed as closed on the Extension Classes World Wide Web course status page?!

Don't inconvenience yourself anymore, join the UC Student Board (adult and part-time students just like you) for refreshments and a free introduction to

the Internet. Your student board wants to help you get connected to the U. After all, just taking a credit class at the University provides you with a FREE e-mail account that you might not even know about.

On Friday, November 15, at 6 p.m. in the Nolte Center Library (room 125), in a casual atmosphere, you can learn about e-mail and the WorldWideWeb. Questions are welcome.

A professional from University College's Office of Information Systems will give a hands-on seminar. The seminar will cover the use of both PCs and Mac's when accessing the Internet.

If you need Internet software to get your personal computer going, we will have it available for purchase by check (\$7) with your proof of current registration. It will be one-stop shopping for those who just can't make those day school hours. If you have any questions prior to the meeting, please leave a voice mail for the Board officers at (612) 626-8501.

### Solid Waste Management Certificate (24 credits)

#### Required foundation course—4 credits

- Principles of Waste Management

#### Required core courses—2 credits each

- Applied Economics of Solid Waste
- Regulatory and Legal Framework of Waste Management
- Solid Waste Policy and Administration

#### Required capstone course (2 credits)

- Solid Waste Management Seminar. A directed study course designed to link the classroom with the profession (issue analysis, case study, etc.)

#### Electives—12 credits (3 or 4 courses)

(The list below is only a sample of graduate-level courses available through Extension Classes registration.)

- Introduction to Hazardous Waste Management
- Garbage, Government, and the Globe
- Solid and Hazardous Waste Processing
- General Environmental Toxicology
- Advanced Environmental Geology
- Environmental Law for Engineers
- Law and Urban Affairs
- Environmental Policy
- Legal Environment of Public Affairs
- Introduction to Planning
- Strategic Planning and Management
- Environmental Ethics, Politics, and Public Policy
- Preventing Pollution: Innovative Approaches to Environmental Management





Info (USPS 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. (Please allow two months for records to be corrected.)

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## Preparing for event night parking

When special events occur on campus, such as sports events at Williams Arena and performances at Northrop Auditorium, special event rates (\$4 to \$6) go into effect at many of the public and contract parking lots, ramps, and garages, usually two hours before the event (three hours at Church Street Garage and Lot 36 adjacent to the Women's Sports Pavilion for women's athletic events).

On event nights, Extension students may park in Lot 33 on the East Bank at

the regular daily rate if they have a special-event hang tag. Lot 33 is the large lot located between Fourth Street S.E. and Fifth Street S.E. at 17th Ave. S.E.; it is primarily a carpool lot until noon.

Many students will not need hang tags. Note the following requirements.

- Hang tags are given out in person only at the Extension Classes Registration Office in 101 Westbrook Hall. The office is open evenings, Monday through Thursday, until 8 p.m. when

classes are in session. Proof of current registration is required.

- Hang tags are given only to students whose classes meet on the East Bank of the Minneapolis campus (event rates seldom apply at other campuses).
- Hang tags must be obtained each quarter and are good only for that quarter.
- Hang tags are valid only for the weeknight(s) that the student's class actually meets.

Relatively few special events conflict with Extension classes. Note the following:

- Men's basketball is the most frequently scheduled weeknight event. During fall quarter, Gopher basketball games are scheduled on Nov. 7 and 14 (Th) and Nov. 26 (T).
- For Northrop performances, some surface lots farther from campus are not at the event rate.
- Other event nights to note are Nov. 6 (W), Nov. 7 (Th), Dec. 4 (W), and Dec. 12 (Th). All are women's athletics or high school sports events that do not involve all facilities.

For Gopher women's regular sports events, the event rate is \$4 and applies to lots closest to the Sports Pavilion (the west end of Williams Arena) including Lots 36, 31, 51, 82, and the Huron Boulevard complex.

**A parking space is neither reserved nor guaranteed in Lot 33 on an event night. Space is limited; lots may fill at any time.** Please allow extra time to park and get to class on event nights, especially if you usually arrive on campus after 6 p.m.

For parking information, call 626-7275.

## Grad school, TOEFL exam preparation

Thinking about graduate school? Short courses from the Compleat & Practical Scholar help prepare you for the entrance exams. These noncredit courses (listed below) usually include

sample tests, test-taking strategies, test simulation exercises, and explanation of test sections and practice in dealing with various types of problems. Comprehensive study materials are included. Call 624-8880 for more information or see pages 406-407 in the bulletin.

**Reviewing Math for the GRE or GMAT** (PSch 0609); W, 6-9, Jan. 8-29 (4 meetings).

**Preparing for the GRE** (PSch 0610); T, 5:30-9:30, Jan. 14-Feb. 18 (6 meetings) or W, 5:30-9:30, Feb. 26-Apr. 3.

**Preparing for the GMAT** (PSch 0611); Th, 5:30-9:30, Jan. 30-Mar. 6 (6 meetings).

**Preparing for the TOEFL** (PSch 0612); Th, 6-9, Jan. 16-Feb. 20 (6 meetings).



Instructor André Thomas offers insights on home computer purchase in his new one-evening Compleat Scholar course. Learn about functions and capabilities, features you need, and accessories and upgrades. Covers both Mac and PC. M, 6-9, Dec. 2. See the bulletin, page 418, or call 624-8880.

 **PRACTICAL**  
SCHOLAR

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UNIVERSITY OF MINNESOTA

# INFO

A Newsletter for  
University College Students

Volume 27 / Number 4 / December 1996

University College

## Networking your future—the B.I.N.

Get your career connected with the Bachelor of Information Networking (B.I.N.).

The original "partnership" degree, the B.I.N. started in 1993-94 with classes at North Hennepin Community College. Core courses focus on the design and management of data transmissions, network configuration, hardware and software requirements, and C++ programming.

University College adviser Nancy Gonzalez points out that the B.I.N. offers a multidisciplinary approach to the rapidly growing field. "It's a blend of disciplines that formerly had to be done separately," she says. "No program combined computer science, information and decision science, management, engineering, and liberal arts." She also says it's an exciting opportunity for the dedicated adult students she has helped into the program. "The students are wonderful. They're smart, motivated, and self-directed," says Gonzalez.

As a career credential, the B.I.N. isn't limited to emphasis on just a single vendor's equipment or software, either, she notes. "The education the B.I.N. provides cuts across that because it's based on principles that apply to the technology generally," says Gonzalez.

Students in the B.I.N. generally combine their experience on the job with the course work to create a credential that yields a strong background in both practice and theory.

Faculty coordinator Al Borchers calls the course work "great" because it offers a context for what people are doing with computers. "The B.I.N. courses will help you understand the underlying principles and make your practical experience much more valuable," says Borchers. "You can put yourself ahead



Borchers

of those who simply know the magic words to get the machines to work but don't understand the why or the how."

One of the first students to enter the program, Mike Stromwall, says that understanding is what makes the B.I.N. a valuable option for students. "I was looking for a degree program that covered applications," he says, "and this was the best option going for me in the computer field." Stromwall says he wanted to use his education on the job and needed a program that was academically based but not completely theoretical.

Dave Livingston, one of the first students granted the B.I.N. in the University College commencement exercises last spring, says "you get both the technology and programming sides of computing because the program focuses on both hardware and software." The B.I.N. is career preparation that will catch on, he says. "It's a new concept that I'm able to bring to an employer—there is a definite place and need for this kind of education."



### Child Abuse Prevention Studies

The Child Abuse Prevention Studies winter course is open to the general public; students do not have to be admitted to the certificate program to register. Although designed as a credential in human services, the program is beneficial to anyone interested in the welfare of children.

**SW 5010 Seminar: Cultural and Ethnic Understanding in Child Treatment.** A focused study of the values, traditions, attitudes, beliefs, expectations, and histories of families and diverse communities as they impact children and families. No prereq; grad credit available; 3 credits. Th, Jan. 9-Mar. 13, 4-7 p.m. **Available in Rochester, Marshall, and Morris via interactive television.** See the bulletin, page 327. Call 624-4033 for information.

## About the Bachelor of Information Networking

**The B.I.N. is designed to equip students with the skills to build careers in the new era of information technology. Offered cooperatively with North Hennepin Community College.**

- The B.I.N. is an interdisciplinary blend of computer science, management and information systems, liberal arts, science and engineering, and hands-on experience.
- Classes offered evenings at North Hennepin.
- Course work and prerequisites are designed to accommodate full-time and part-time students, transfer students from community colleges and other schools, and professionals updating career skills.
- Scheduling is arranged so students can take many classes together as a cohort.
- Admission is limited to 20 students a year to insure close interaction with faculty and small classes.
- Students are admitted based on college work, experience, and ability to succeed in technical course work.
- A state-of-the-art computer lab at North Hennepin is dedicated to the classes and needs of B.I.N. students.
- Priority registration is given to B.I.N. students in required classes.
- Convenient, student-centered services include mail/FAX registration, evening advising, credit card tuition payment, study skills assistance, and more.

# Teachers never stop learning

Saturday seminars for teachers return winter quarter with classes at Minnetonka High School and the easy-to-get-to Earle Brown Center on the St. Paul campus. These one-credit graduate-level workshops (listed below) from the Department of Curriculum and Instruction focus on current issues in the classroom. Call 625-1855 for registration materials.

**Teaching with the World Wide Web—Introduction (CI 5331).** For teachers with a very limited background in using computers who want to learn about using the Internet in teaching. Focus on identifying resources. Participants need access to the Internet outside of class.

Meets Feb. 1, 9 a.m. to 3 p.m., and Mar. 1, 9 a.m. to noon. Minnetonka. Joel R. Burgeson.

**Reading Strategies for At-Risk Grade School Students (CI 5416).** Techniques to intensify instruction for elementary students who have difficulty learning to read. Specific methods to improve attention, oral reading, fluency, comprehension. Grouping considerations, classroom adjustments. Meets Jan. 25, 9 a.m. to 3 p.m., and Feb. 22, 9 a.m. to noon. Earle Brown Center, St. Paul campus. John Manning.

**Coming this spring:** Teaching with the World Wide Web—Intermediate; Creative Controversy; Reading Strategies

for At-Risk Middle and High School Students; The Art of Picture Books; Teaching Students To Be Peacemakers; New Children's Books.

## New course reviews gambling

Gambling problems are covered in a new topics course in the Alcohol and Chemical Dependency Counseling Education Program. This course, described briefly below, is open to anyone interested in the subject matter, from undergraduates and others who want an introduction to professionals in practice. See the bulletin, page 179, for description; register through 101 Wesbrook Hall. You may call the program office with questions about the course, 625-3778.

**Special Topics: Gambling in America (FSoS 3034/5034, sec 4).** An introduction to risk taking and gambling with emphasis on the development of gambling problems. Sociological, historical, economic, and public policy perspectives; families and gambling behavior; gambling behavior among youth and the aging; assessment, treatment. No prereq; grad credit available. Special term schedule of three full-day meetings (Jan. 10, 17, 24).

## Ease into school

Rusty study skills? Test apprehension? Get the background you need to be a successful student through noncredit short courses from the Practical Scholar. Note winter courses below; see the bulletin, pages 408-409, for complete descriptions or call the Compleat & Practical Scholar at 624-8880 for information.

**Taking Effective Notes from Lecture and Text (PSch 0617).** W, Jan. 15, 6:30-8:30 p.m.

**Test-Taking Strategies (PSch 0616).** Th, Jan. 23 and 30, 6:30-8:30 p.m.

**Grammar Refresher (PSch 0620).** T, Jan. 21-Feb. 25, 6:30-8:30 p.m.

**Better Reading: Gaining Speed and Comprehension (PSch 0635).** W, Jan. 22-Feb. 5, 6:30-8:30 p.m.

## December hours, holiday closings

**Hours at the registration office in 101 Wesbrook Hall are 8 a.m. to 4:30 p.m. weekdays, Dec. 19-31, except for Dec. 24-25 (T-W) and Jan. 1 when all offices are closed.**



The 1996 recipients of the University College Distinguished Teaching Award (pictured here with Dean Harold Miller, center) are (from left) Fred Schroeder, professor emeritus in Interdisciplinary Programs at the Duluth campus of the University; In Ah Ha, instructor of Korean in the Institute of Linguistics and Asian and Slavic Languages; William Brustein, professor and chair of the Department of Sociology; and Philip Colgan, director of the Alcohol and Drug Counseling Education Program. All are experienced instructors, many with years of teaching in UC programs, who were honored for their excellence in the classroom and service to adult students. Formal announcement came at a recognition event Oct. 14. The selection committee is composed of faculty, staff, and students. Nominations are invited for 1997 awards; contact the University College Dean's Office, 624-9329.

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

**Registration Office:** 101 Wesbrook Hall  
Telephone 625-3333

**Charles R. Cheesebrough**  
Editor

**Info** is a newsletter for University of Minnesota Extension Classes students published 7 times a year—August, September, November, December, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

# Education you can take to work—the B.A.B.

## The B.A.B.— the background

The Bachelor of Applied Business (B.A.B.), now in its third year, was the second of the “partnership” degrees offered through Continuing Education and Extension, now University College (it followed the Bachelor of Information Networking). Uniting with Inver Hills and North Hennepin Community Colleges, the University provides a new “articulated” curriculum that complements the education and experience of adult working students in an “applied” degree—education you can take to work.

The partnership degrees are a result of a collaborative initiative called the Twin Cities Higher Education Partnership wherein the University unites with other colleges “to use the resources of the respective institutions to develop unique cooperative responses to new and rapidly emerging educational needs,” according to Dennis Cabral, a senior administrator in the University’s academic affairs office who was instrumental in bringing together all the players.

The community colleges serve as the sites for the new degrees, and many of the adult students are coming to the University programs with considerable course work done previously at those institutions. The associate degrees in

business at both Inver Hills and North Hennepin meet all prerequisites for admission to the B.A.B.

## The B.A.B. courses

Crucial to the design of the B.A.B. is the interactive, interdisciplinary nature of the curriculum, says faculty director Victoria Mikelonis, who also is a professor in the Department of Rhetoric. “All the courses incorporate basic skills such as oral and written communication, problem solving, and working in teams within the context of a practically oriented and timely set of courses,” she says. “For example, instead of simply incorporating a section on diversity in the human resources course, we created a new course, Leadership in a Global and Diverse Workplace, which deals with diversity both locally and internationally in a proactive and engaging way.”

The courses taken together provide B.A.B. students with a portfolio of knowledge, skills, and experience that enable them to bring value to their organizations and that fit their career needs, says Mikelonis. “These strengths and skills were the result of consultation with industry professionals and faculty,” Mikelonis says, and they are designed

to promote both personal and intellectual growth in students.

## The B.A.B. students

The profile of students in the B.A.B. indicates that the program is reaching the right audience. The average age is 33 with 10 years of work experience; most are currently in supervisory, entry-level professional, or senior support positions. As with the general Extension Classes population, about 60 percent are women.

“They are serious, hard-working students who are juggling the responsibilities of work, family, and school, so they want practical, applied, no-nonsense courses that present theory but then link it to practice,” says Mikelonis. “They get the tools, strategies, and tactics to solve real problems at work.”

## Information meetings

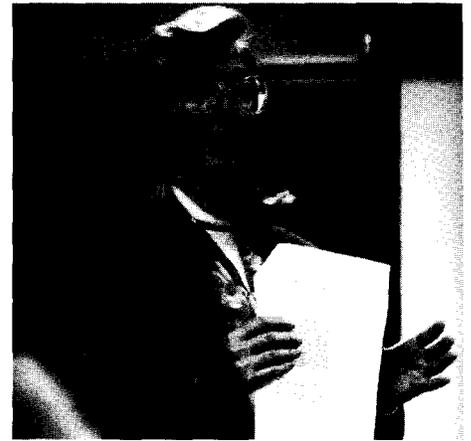
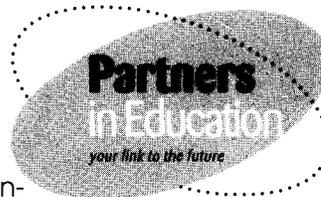
Information meetings are scheduled in January at the community college sites for the partnership degrees. Be sure to attend one if you’re interested in these unique career credentials, including two new degrees—the Bachelor of Construction Management and the Bachelor of Emergency Health Services.

### North Hennepin Community College January 13, 6-7:30 p.m.—Call 626-0556

- **Bachelor of Applied Business (B.A.B.).** Education you can take to work. Concentrated, inter-related curriculum that combines theory and practice.
- **Bachelor of Construction Management (B.C.M.).** Begin building a career and learn how to prepare to enter this new degree program that begins in fall 1997. Also covered will be North Hennepin’s Associate of Science degree in construction that meets all admission requirements for the B.C.M.
- **Bachelor of Information Networking (B.I.N.).** A computer-related degree for the times. Applications, theory, focused course work to get your education connected to your career.

### Inver Hills Community College January 27, 6-7:30 p.m.—Call 626-0556

- **Bachelor of Applied Business (B.A.B.).** Education you can take to work. Concentrated, inter-related curriculum that combines theory and practice.
- **Bachelor of Emergency Health Services (B.E.H.S.).** A professional credential for those trained as paramedics, EMTs, or other related health occupations. Prepares you for management, training, and leadership positions in a variety of settings.



Mikelonis

## UC honors standards

In fall 1996, University College instituted new requirements for honors designation for certificate completion. Those completing certificates in fall 1997 will see these implemented.

UC certificate students and degree students will have the same grade-point average requirements for completion with honors. UC certificate students who complete 60 percent of required course work at the University of Minnesota on the A-F grade base option, and who have grade-point averages of 3.60-3.79 in courses required in the certificate, will complete with “distinction.” Those with grade-point averages of 3.80-4.00 will be awarded a certificate with “high distinction.” These standards are consistent with those for UC degree programs.

If you have questions about certificate requirements, please call Judy Boodram, UC certificate completion adviser, at 625-2500.



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

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## You can still register for winter

Late registration for winter quarter and winter special term classes continues after Dec. 18 (the last day of the regular registration period) with a \$5 late fee (through the first week of classes).

You may register by mail or FAX or in person at 101 Westbrook Hall (only).

The office is open Dec. 16-17-18 until 8 p.m. Starting Dec. 19 (Th), the main registration office in Westbrook Hall is open 8 a.m. to 4:30 p.m., Monday through Friday through Jan. 2 except for University holidays: Dec. 24-25 (T-W) and Jan. 1 (W). Offices are closed these dates.

When winter quarter classes begin (Jan. 6), the registration office resumes its regular hours when classes are in session: 8 a.m. to 8 p.m. on Monday through Thursday, 8 a.m. to 4:30 p.m. on Friday.

**Additional Saturday hours:** The Westbrook Hall office will be open on Saturday, Jan. 11, 9 a.m. to 1 p.m. Also, parking is provided on campus in the Church Street Garage (entrance is opposite the Architecture building on Church Street S.E.); bring in the ramp ticket and receive a voucher at the information desk in 101 Westbrook Hall.

Call 625-3333 with questions about registration.

### Other important winter quarter dates

- Jan. 6—Classes begin
- Jan. 11—Last day to cancel and receive a 100-percent refund
- Jan. 12—Late registrations must include a \$10 late fee
- Jan. 20—Late registrations must include a \$20 late fee
- Feb. 15—Last day to cancel and receive automatic "W"

### Master of Liberal Studies

## Try a new course in the M.L.S. program

The Master of Liberal Studies (M.L.S.), a new self-designed graduate degree that fits your professional and academic needs, offers several specific Liberal Studies (LS) courses each year. Registration in 5000-level LS seminars is open to anyone, although M.L.S. students have priority in registration. Added classes are described briefly below. See the bulletin, page 251, for the complete list of previously scheduled winter and spring courses. Call 626-8724 with questions about the degree or these courses.

**LS 5100 Topics: Film, Literature, and the Human Psyche. NEW.** The significance of cinema and literature as two art forms that reveal us to ourselves. Discussion of issues such as morality, dreams, religion, violence, insanity, love, and how these states of mind interrelate with the nature of the human psyche. Winter Qtr, sec 11, 4 credits, Th, 6:20-8:50.

**LS 8000 Introduction to Graduate Liberal Studies. Added section.** Open only

to M.L.S. students. Designing your own program successfully; expectation and requirements; interdisciplinary research and networking; practical and intellectual issues. Winter Qtr, sec 4, 4 credits, M, 6:20-8:50.

**LS 5100 Topics: Mathematics and Western Culture. NEW.** Three fundamental inventions and their influence on civilization—numbers, algebra, and infinitesimal calculus. Numbers, symbols, arithmetic calculation and the Sumerians, Egyptians, and Romans. Arabic use of positional numbers and algebra and the scientific renaissance. Calculus and the Industrial Revolution. Previous college mathematics not required. Spring Qtr, sec 12, 4 credits, W, 6:20-8:50.



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# INFO

A Newsletter for  
University College Students

## Become a teacher leader

Classroom teachers active in site-based decision making, staff development, and curriculum work have a master's degree available to them that is perfectly suited to their professional needs—the Master of Education in Teacher Leadership.

This successful degree program features not only the study of practice and critical theory but a chance to interact (1) with innovative faculty from the University's nationally recognized College of Education and Human Development and (2) with your colleagues in a student cohort that will take core classes together.

As part of a cohort, you connect with other teachers who share your goals and enthusiasm, investigating innovative ideas and issues—organizational change, shared-decision making, group dynamics, school policy, innovations in teaching, alternative delivery systems, multi-cultural education, use of technology, and more.

The Teacher Leadership Program offers . . .

- Course scheduling that permits completion of the master's degree in two or three years.
- Classes that meet off campus at conveniently located sites (1997 cohort

will meet at the St. Paul Technical College near the Capitol and downtown St. Paul).



- Late-afternoon and evening classes (once a week).
- Easy mail registration and support services through a centrally organized, separate office in Extension Classes designated for the teacher leader program.

Dates for information meetings about the M.Ed. in teacher leadership are listed below. Be sure to attend and learn about courses, degree requirements, and student services. Call 625-1855 to reserve your space.

- **Monday, Feb. 24, 4:30-6 p.m., Capitol View Center, Capitol View Room, Rice Street and Cty Rd B2, Little Canada; (just north of Hwy 36 on Rice).**
- **Monday, Mar. 3, 4:30-6 p.m., St. Paul Technical College, room 107, (off I-94, Marion Street exit, downtown St. Paul).**



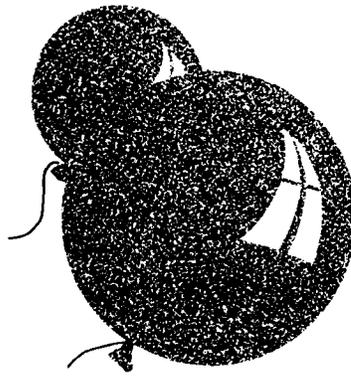
Teachers like Mary Mandel recognize the unique value of the Teacher Leadership Program: "I think that all the great opportunities lie in the leadership roles. This program gives me the tools to be a 'nucleus,' to motivate and to create a support system. You are exposed to the new and latest innovations in education. I've been able to bring these ideas back to my staff and become a leader by fostering an awareness with parents, administrators, colleagues, and the school culture. I also have enjoyed being in a cohort. It provides you with the time to interact with others and to build professional relationships."

## Animals and people

**Perspectives: Interrelationships of People and Animals in Society** is for those with a special interest in the human-animal bond. Includes presentations and discussion on ethical, environmental, cultural, and behavioral issues as they affect the health and well-being of animals and people. Topics include human-animal bonds, pet loss and grief, animal-assisted therapy, animal rights and well-being, pet behavior, hunting, wolves, and conservation biology. Meets spring quarter, T, 4-5:45 p.m. See the bulletin, page 343, for a description (CVM 3100; also offered through Public Health).

EdFest returns on March 11

# Everything you wanted to know about going back to college



Education Fest is an open house for you, the adult and part-time student.

Tuesday, March 11, 5-8 p.m.  
Nolte Center, Minneapolis Campus (East Bank)

The atmosphere is informal (it's not a meeting with presentations). You'll have time to chat casually with an adviser or staff member, and there's plenty to do. For instance:

- See a demonstration of e-mail; use the internet
- Pick up catalogs, course information
- Get information about financial aid
- Learn about evening classes and programs
- Complimentary parking
- Talk with a program adviser
- Refreshments
- Learn about personal safety programs
- Discover new learning opportunities: self-paced independent and distance learning courses, volunteer research internships, management seminars, teacher education, and much more.
- Find out about the newest degrees and certificates available to you
  - Bachelor of Applied Business (with Inver Hills CC and North Hennepin CC)
  - Bachelor of Information Networking (with North Hennepin)
  - Bachelor of Emergency Health Services (with Inver Hills)
  - Bachelor of Construction Management (with North Hennepin)
  - Master of Liberal Studies
  - Solid Waste Management Certificate
  - Child Abuse Prevention Studies Certificate
  - Master of Education in Teacher Leadership and in Youth Development Leadership

The registration office in Wesbrook Hall is open until 8 p.m., and you may register for a spring quarter Extension class or independent/distance learning course that evening.

Parking will be provided at no charge in either the Nolte Garage or the Church Street Ramp on the evening of Education Fest. From University Avenue, turn right on 17th Avenue S.E. (Church Street on campus), and go one block and watch for signs.

Have questions, need directions? Call 626-1633.



What's that one piece of information you wish you had found out earlier (or maybe are still searching for) that is important for Extension Classes students to know? Maybe it's related to services or facilities, like where copy machines are located, or it's procedure or policy, like getting into a closed class.

The UC student board is compiling information for a "guide for evening students," and they want to hear what you think should be included. Use any of the means noted below to respond; please be sure to note it's your contribution to the survival guide.

E-mail:

ucboard@mail.cee.umn.edu (put "student guide" in the subject line)

Voice mail: 626-8501

U.S. or campus mail: UC Student Board, University of Minnesota, 200 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455-0216

## Honor thy teacher

Have you ever take an evening class from an instructor who you thought was one of the best teachers you've ever had?

Were the lectures stimulating, the assignments challenging and interesting, and the instructor's concern for you as a student sincere?

If so, here's your opportunity to nominate that teacher for a very special honor. Nominations are being accepted for the 1997 UC Distinguished Teaching Awards. Nomination forms and a tip sheet on how to make a nomination can be obtained at the UC Dean's Office, 150 Wesbrook Hall, or call 624-9329 to have one mailed to you.

Completed nomination forms are due March 31.

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

**Registration Office:** 101 Wesbrook Hall  
Telephone 625-3333

**Charles R. Cheesebrough**  
Editor

**Info** is a newsletter for University of Minnesota Extension Classes students published 7 times a year—August, September, November, December, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Second Class Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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, color, creed religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

## Career planning

# Starting out or starting over? Counseling office can help

Are you considering additional education to enter or re-enter the workforce? Change careers? Enrich your current job?

The University College Department of Counseling offers career and educational counseling services above and beyond the academic advising and degree planning that so many UC students use.

Counseling services can help you clarify your direction and take the first steps to a new future. You can elect individual options (fee-based) that feature personal consultation and/or testing—including the comprehensive Career Counseling and Testing Program with up to six 45-minute individual sessions and three tests. The initial meeting is free and is designed to help you recognize needs and services and resources to begin working toward your goals.

What do you consider in exploring career and educational counseling? Topics often include the following:

- Getting to know yourself—your interests, values and needs, and personal style for work or education.
- Techniques and resources for exploring the world of work.
- Effective decision making.
- Developing and implementing an action plan.
- Personal concerns that may be affecting your decision making.

Call the counseling department at 625-2500 for information about individual career counseling, testing, and career workshop options.

## B.I.N. connects your career

Computer science, mathematics, physics. If you're taking courses in these areas, the Bachelor of Information Networking (B.I.N.) offers a career credential that fits your interests.

First, the B.I.N. is convenient. It's offered evenings in partnership with North Hennepin Community College, where the required courses meet.

Second, the B.I.N. provides course work that matters. The degree is designed to enable you to learn and apply information processing and management principles; understand the science and

computer applications related to networking; and work with data over various systems and between platforms.

For most students, degree completion is possible in three to four years of part-time attendance if you have prerequisites met and two years of college.

**Learn more at an information meeting; call 626-0556 to reserve your space.**

\* \* \*

**B.I.N. Information Meeting  
Tuesday, March 4, 6 p.m.  
Nolte Center, room 229, U of M East Bank**

## Course by video at NHCC

Videos—they're not just for entertainment anymore.

You can include them in your education in the Bachelor of Information Networking degree. Delivery of a daytime campus-based course, **Advanced Computer Networks and Their Applications** (CSci 5221), will be available evenings at North Hennepin Community College on video replay. Lectures are taped on Tuesdays and Thursdays in a special UNITE video classroom. The review classes at NHCC meet Wednesdays and Mondays, 6-7:40 and are led by a teaching assistant.

The video tape format will allow for discussion "pauses" and summary of the lecture after viewing.

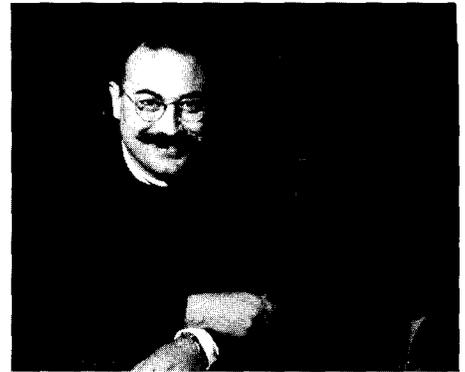
You can register directly through the registration office in 101 Westbrook Hall. The course is described on page 91 in the Extension Classes bulletin; the NHCC section number is 2. If you have questions, contact the B.I.N. program office at 625-3322.



## M.L.S. admissions

The deadline for application to the Master of Liberal Studies, for students who want to start in summer or fall 1997, is March 14. Call 626-8724 for application materials.

# COMPLEAT PRACTICAL SCHOLAR



Learn about creating effective, efficient, attractive kitchens with architect Todd Remington in his new Compleat & Practical Scholar noncredit class this spring. Includes lectures, discussion, slides, handouts, checklists, and planning information. Call 624-8880 for information.

## ... more short courses

Instructor André Thomas, a microcomputer consultant, will teach *Purchasing a Home Computer* in March. Learn the details you need to know to make an informed decision in this one-session noncredit class from the Compleat & Practical Scholar; call 624-8880 for information.

\* \* \*

Leadership consultant Peg Lonnquist, Ph.D., leads a special Compleat Scholar Weekend this June, *The Future is Here: A Retreat for New Women Leaders*. The seminar meets at Wilder Forest (Friday evening to Sunday noon) and includes instruction, lodging, meals, and pre-trip lecture. A featured presenter is Nora Hall, director of the Black Women's Leadership Project in the University's Humphrey Institute of Public Affairs. Call 624-8880 now for complete information (registration deadline is April 18).



Info (USPS 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. (Please allow two months for records to be corrected.)

University Archives  
10 Walter Library  
Minneapolis Campus  
CAMPUS MAIL  
(EC2)

Periodicals postage paid, Minneapolis, Minnesota

## Up next—spring quarter registration

Registration for spring quarter and spring special term classes is open now. Dates and procedures are outlined here, but be sure to refer to the 1996-97 Extension Classes Bulletin, pages 8-9 and 10-14, for complete information.

### MAIL/FAX REGISTRATION

**February 3 to March 19:** Registrations will be accepted by mail at 101 Westbrook Hall or FAX (625-1511) for limited and nonlimited-enrollment classes. Use the registration forms bound in at that end of the bulletin.

When registering by mail and paying with a check, you must include a separate check for each limited-class registration; nonlimited classes may be paid for with one check. FAX registrations require payment by credit card or previously approved authorization.

Fill out the registration form completely (both sides). Social security numbers and birth dates are used for coding purposes and help distinguish your student record. Include your University I.D. number if you have one (your I.D. number is assigned the first time you register if you have never attended the University before). The form may be photocopied if you need additional forms.

If your limited class is closed, your registration form and check will be returned (or other payment refunded or credited). If there is an acceptable alternative section(s), list it in the appropriate section of the registration form.

### IN-PERSON REGISTRATION

**Westbrook Hall:** Registrations will be accepted at 101 Westbrook Hall from Feb. 26 to Mar. 19. The registration office is open 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. on Friday. This office (only) also is open Saturday, Apr. 5, 9 a.m. to 1 p.m., for late

registration. Closed other weekend days and Mar. 28 (University floating holiday)

**MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis:** Registrations accepted at this office from Feb. 26 to Mar. 19. Hours are 8:30 a.m. to 6 p.m. on Monday through Thursday and 8:30 a.m. to 4:30 p.m. on Friday. Closed weekends and holidays.

The full amount of tuition and fees is due when you register. You may charge tuition and fees on VISA, Discover/Novus, and MasterCard. (Delayed payment for students on financial aid and for third-party billings is permitted if arranged ahead of time.)

**March 19 is the last day to register without a late fee for most spring quarter classes.**

Spring quarter classes begin the week of Mar. 31.

### Dual registration—day school students

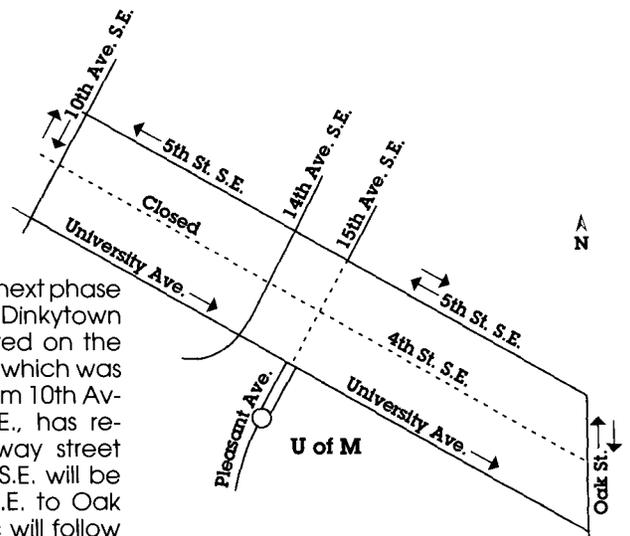
Students admitted to a degree program may register for both day school and Extension classes at the same location beginning Feb. 26 for spring quarter registration. (Previously, day school students who wanted to register for Extension classes had to register twice, once through the Office of the Registrar system and once through the Extension Classes system.)

"Dual registration" can be accomplished at 202 Fraser Hall, 130 Coffey Hall on the St. Paul campus, or the Extension Classes registration office at 101 Westbrook Hall between 9 a.m. and 4 p.m.

Students may not register before their queue date and time. Students eligible for dual registration will have their tuition and fees billed to their STARS account.

## Dinkytown detours

Beginning in February, the next phase of bridge reconstruction in Dinkytown will result in the detours noted on the map. University Avenue S.E., which was closed for several months from 10th Avenue S.E. to Oak Street S.E., has reopened, again as a one-way street headed east. Fourth Street S.E. will be closed from 10th Avenue S.E. to Oak Street S.E. Westbound traffic will follow Fifth Street S.E., which is two-way traffic (two westbound lanes) from Oak Street S.E. to 15th Avenue S.E. and one-way traffic from 15th Avenue S.E. to 10th Ave. S.E.



(this detour has been in place for several months). Also, 15th Avenue S.E. will be closed from University Avenue S.E. to 5th Street S.E.

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# INFO

A Newsletter for  
University College Students

## CAPS can help you help children

The innovative Child Abuse Prevention Studies (CAPS) Program provides professional, specialized learning opportunities in prevention of child abuse and neglect and in child protection. The courses, and the certificate options, are designed to serve the needs of those who work with children or on their behalf, whether professional or volunteer.

In the CAPS Program, you'll learn from outstanding University faculty from the School of Social Work as well as other interdisciplinary faculty and professionals with special expertise in teaching and practice. It's learning that can complement your professional practice, academic training, or practical experience. And it's learning delivered by a cadre of teachers dedicated to providing you a solid background in theory, research, and application, while at the same time fulfilling the community's need for child abuse protection and prevention skills and awareness.

CAPS is designed for . . .

- Social service professionals
- Early childhood educators
- Guardian Ad Litem
- Community health professionals
- Post-baccalaureate and graduate students
- Law enforcement and court/legal professionals

Anyone may enroll in the introductory course, which offers a conceptual



Child Abuse Prevention Studies

framework for understanding child abuse and prevention opportunities. Courses are offered at the graduate level, however, so check with the CAPS adviser if you have questions about your preparation.

Successful completion of the first course is required for admission into the 3-course Level I certificate program. This 9-credit certificate is an excellent complement for those with previous experience or education in the helping professions and can be completed in one year.

Level II certificates, three additional advanced courses, are also available that offer a chance to specialize in either child prevention or child protection.

Courses are also delivered via interactive television to several sites throughout Minnesota and as independent learning courses.

For more information about courses, call the CAPS office at (612) 624-3700 or director Ann Ahlquist, (612) 625-2742.

\*\*\*

## About the CAPS program

- Interdisciplinary, graduate-level coursework.
- A certificate program for students and professionals concerned about abuse against children.
- Classes that focus on how you can make a difference in preventing violence.
- Instructors are leading University faculty, researchers, practitioners, jurists, and advocates in child abuse prevention.
- Foundation curriculum co-developed by Marti Erickson, Director of the University of Minnesota Children, Youth, and Family Consortium.
- Classes offered on the University's Twin Cities campus and via interactive television to sites throughout Minnesota.
- CAPS courses also will be available as independent learning courses.

### CAPS Information Meetings

Meet with faculty and learn more about CAPS; all meetings are 1:30 p.m. Call 625-1855 to reserve your space and for location.

April 8—U of M, Twin Cities

April 15—Moorhead

April 22—Duluth

April 29—Anoka Technical College

May 6—Rochester

## Participants talk about CAPS

*"I've waited all my life for course work like this. Everyone that works with children and families should take these courses. The goals of new vision, new knowledge, and new strategies stays with me every day."*

Child Protection Social Worker

*"I see things I never saw before CAPS. I see risk and protective factors. I look for resilience factors because I know they make the difference. I'm amazed at how I have changed personally, too. I am so grateful for this opportunity."*

Early Childhood Educator

*"In some ways I hate the hard work of CAPS because it forces me to see all the flaws and mistakes we make...many of them my erroneous assumptions of people and problems. But I am more excited than ever about my work because I want to be part of the change.... these courses have given me courage to do that rather than bury my head."*

Prevention Specialist

*"I was pretty burned out. Now I know of new solutions to child abuse and it is not punishment. Even though CAPS every Thursday night was a lot of work, I find I have more energy. This has been the most important learning of my life."*

Prosecutor

# University Bookstores deliver convenience

University bookstores are open extended hours before classes begin and during the first several days of classes each quarter to make it easier for you to shop for textbooks and course materials. Hours are listed below for winter quarter finals week, break week, and the first week of spring quarter. Note that the U of M Bookstore—East Bank (Williamson Hall) is open every Saturday, 10 a.m. to 4 p.m., during spring quarter (other bookstores have some Saturday hours; see below).

The best time to sell back books is during finals week.

In the bulletin, at the start of the course listings for each department, you'll find information about which bookstore sells the books for those courses. Generally, the breakdown is as follows:

- U of M Bookstore—East Bank sells books for most departments in CLA, IT, Education and Human Development, and General College.

- U of M Bookstore—West Bank sells books for the Carlson School of Management, several CLA departments with offices on the west bank, music education (see page 15 in the bulletin).
- U of M Bookstore—St. Paul sells books for classes that meet on the St. Paul campus.
- U of M Bookstore—Health Science sells books for courses in the health sciences.

Note that the University Bookstores will be open Friday, Mar. 28, although this is an official University holiday and most offices are closed (limited hours at some locations).

Call the bookstores with questions (phone numbers below); see the information and maps in the bulletin, page 15-16; or look them up on the web at <http://www.bookstore.umn.edu>

## UNIVERSITY OF MINNESOTA BOOKSTORE—EAST BANK (WILLIAMSON HALL), 625-6000

### Final exams week (WQ); Mar. 17-22

M-F, 8:30 a.m.-6 p.m.  
Sa, 10 a.m.-4 p.m.

### Quarter break; Mar. 24-29

M-F, 8:30 a.m.-6 p.m.  
Sa, 10 a.m.-4 p.m.

### First week of SQ; Mar. 31-Apr. 5

M-Th, 7:30 a.m.-7:30 p.m.  
F, 7:30 a.m.-6 p.m.  
Sa, 10 a.m.-4 p.m.

## UNIVERSITY OF MINNESOTA BOOKSTORE—WEST BANK (ADJACENT TO BLEGEN HALL), 625-3000

### Final exams week (WQ); Mar. 17-22

M-Th, 8:30 a.m.-5:30 p.m.  
F, 8:30 a.m.-5 p.m.  
Sa, 9 a.m.-3 p.m.

### Quarter break; Mar. 24-29

M, 8:30 a.m.-7 p.m.  
T-Th, 8:30 a.m.-5:30 p.m.  
F, 10 a.m.-4 p.m.  
Sa, 10 a.m.-2 p.m.

### First week of SQ; Mar. 31-Apr. 5

M-Th, 8 a.m.-7:30 p.m.  
F, 8:30 a.m.-5 p.m.  
Sa, 10 a.m.-2 p.m.

## UNIVERSITY OF MINNESOTA BOOKSTORES—HEALTH SCIENCES (2-544 MOOS HEALTH TOWER), 625-8600

### Final exams week (WQ); Mar. 17-22

M-Th, 8:30 a.m.-5:30 p.m.  
F, 8:30 a.m.-5 p.m.  
Closed Saturday

### Quarter break; Mar. 24-29

M-Th, 8:30 a.m.-5:30 p.m.  
F, 10 a.m.-4 p.m.  
Closed Saturday

### First week of SQ; Mar. 31-Apr. 5

M-Th, 8 a.m.-6:30 p.m.  
F, 8 a.m.-5 p.m.  
Sa, 10 a.m.-2 p.m.

## UNIVERSITY OF MINNESOTA BOOKSTORE—ST. PAUL (STUDENT CENTER, LOWER LEVEL), 624-9200

### Final exams week (WQ); Mar. 17-22

M-F, 9 a.m.-5 p.m.  
Closed Saturday except for book buy-back only, 9 a.m.-1 p.m.

### Quarter break; Mar. 24-29

M-F, 9 a.m.-5 p.m.  
Sa, 10 a.m.-2 p.m.

### First week of SQ; Mar. 31-Apr. 5

M-W, 8 a.m.-6:30 p.m.  
Th-F, 8:30 a.m.-6 p.m.  
Sa, 10 a.m.-2 p.m.

## Solid waste courses

Spring quarter courses related to the environment and to the Solid Waste Management Certificate are listed below. You need not be admitted to the certificate program to register for these classes.

**Solid Waste Management Policy and Administration** (SoIW 5003, 2 cr); Tu, 6-8:30 p.m., Apr. 8, 15, May 13, 20, June 10; and Sa, 9 a.m.-12 p.m., Apr. 19, May 3, 31

**Preventing Pollution: Innovative Approaches to Environmental Management** (CE 5099/Mgmt 5101/PA 5793/PubH 5150, 3 cr); Th, 5-8:30 p.m.

**Environmental Law for Engineers** (CE 5580, 4 cr); TTh, 6-8:20 p.m. (no class every other Th)

**Environmental Ethics, Politics, and Public Policy** (LS 5610, 4 cr); T, 6:20-8:50 p.m.

**Law and Urban Affairs** (PA 5221, 3 cr); W, 6:15-8:50 p.m.

**Garbage, Government, and the Globe** (ID 5526, 4 cr); T, 6:15-8:50 p.m.  
**Hazardous Materials Management** (PubH 5225, 3 cr); M, 4-7 p.m.

Tuition is \$127.50 a credit for graduate credit (undergraduate credit available for some classes). For registration materials, call (612) 625-3322. For advising, program information, or application materials for the certificate program, call (612) 625-2500.



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

**Registration Office:** 101 Wesbrook Hall  
Telephone 625-3333

**Charles R. Cheesebrough**  
Editor

**Info** is a newsletter for University of Minnesota Extension Classes students published 7 times a year—August, September, November, December, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Periodicals Postage Paid, Minneapolis, Minnesota. **POSTMASTER:** Send address changes to **Info**, Extension Classes, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

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## Partnership degrees

# Learning that works for you

Information meetings are scheduled in April at community college sites for the partnership degrees listed below. Be sure to attend one if you're interested in these unique career credentials that are . . .

- designed especially for working adults
- taught by experienced instructors with real-world and academic backgrounds
- feature curriculum that matters for you . . . education you can take to work.

### North Hennepin Community College

April 7, 6-7:30 p.m.—Call 626-0556 to reserve a space or request information.

- **Bachelor of Applied Business (B.A.B.).** Concentrated, inter-related curriculum that combines theory and practice. (Also see page 5 for a list of Spring classes.)
- **Bachelor of Construction Management (B.C.M.)** Build a career with this new degree program. Also covered will be North Hennepin's Associate of Science degree in construction that meets all admission requirements for the B.C.M.
- **Bachelor of Information Networking (B.I.N.).** A computer-related degree for the times. Applications, theory, focused course work to get your education connected to your career.

### Inver Hills Community College

April 14, 6-7:30 p.m.—Call 626-0556 to reserve a space or request information.

- **Bachelor of Applied Business (B.A.B.).** Concentrated, inter-related curriculum that combines theory and practice. (Also see page 5 for a list of Spring classes.)
- **Bachelor of Emergency Health Services (B.E.H.S.).** A professional degree that prepares you for management, training, and leadership positions in variety of settings.

## What adult students really want

Adult learners are on a mission. They want learning that will make a difference in their lives. The new "partnership" degrees offered in cooperation with community colleges give you what you need to succeed. Want proof? Take the Bachelor of Applied Business (B.A.B.) as an example.

- **Adult students take courses because they want to advance in careers.**

The B.A.B. was designed by business and for business. The core curriculum is based on the skills employers say they're looking for.

- **Adult students want course content relevant to their needs, applicable to their jobs.** With the B.A.B., 70 percent of the required credits relate directly to professional skills and functional areas.
- **Adult students want learning opportunities with convenient scheduling and locations.**

All B.A.B. courses meet evenings at Inver Hills, North Hennepin, and Minneapolis community colleges. Some B.A.B. courses will soon be offered as self-paced independent learning courses. Over 30 class sections are scheduled for next year.

- **Adult students are goal oriented and want programs they can finish.**

The first B.A.B. students went through commencement last spring, less than three years after the degree began. With all prerequisites met (such as completion of an associate degree in business), you can complete the B.A.B. in four years or less taking two classes a term.

- **Adults want instructors who are accessible and understand real-world experience; they want classroom interaction with other adults who are serious about their education.**

B.A.B. faculty generally have both strong academic and professional backgrounds—they deliver education that's career related, not just classroom related. The degree was created for people who have work experience, which is required for admission.

- **Adult students expect convenient student services.**

University College offers mail or FAX registration, credit card payment, priority registration, free e-mail accounts, evening advising, and financial aid assistance.

- **Adults want cost-effective education.**

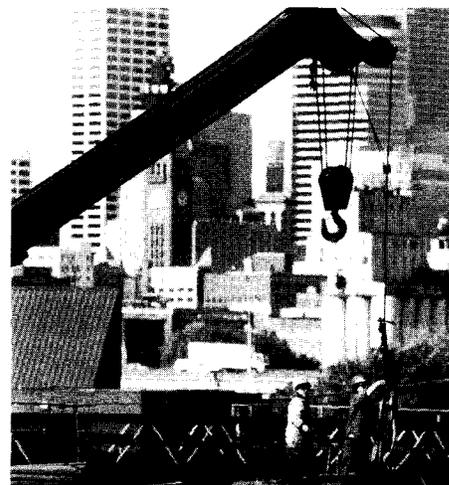
The B.A.B. from the University of Minnesota, combined with your associate degree or transferrable credits from a community college, is a good value—quality education, affordable tuition rates.



The new Bachelor of Emergency Health Services (B.E.H.S.), offered in cooperation with Inver Hills and St. Paul Ramsey Medical Center, is a credential for paramedics, EMTs, and others interested in advancing their careers.



B.I.N. faculty coordinator Al Borchers says the new computer degree can "put you ahead of those who simply know the magic words to get the machines to work but don't understand the why or the how."



Build your career with the Bachelor of Construction Management (B.C.M.) degree offered in cooperation with North Hennepin. This new degree begins fall quarter, but interested students are encouraged to begin work on any prerequisites they may need.



From the White Pages to the World Wide Web, a world of information awaits you. B.A.B. students learn how to find it, manage it, and use it on the job in Dr. David Shupe's new course, *Accessing and Using Information Effectively*.



# RESEARCH EXPLORATIONS

You'll learn by doing through Research Explorations (REX), a University College program that offers you real-world experience and learning as a member of a University research team.

- Explore career possibilities and add experience to your résumé.
- Credit or noncredit participation possible (for most projects).
- Work side-by-side with University researchers and faculty.
- Research projects on campus, in the Twin Cities, even around the world.
- Work in the lab, in the field, in the community.
- Principal requirements are curiosity, adaptability, willingness to learn and support important research.
- Commitment varies, depending on project, from a few hours a week for a quarter or two to intensive immersion during summers.
- Projects in social behavior, community studies, medicine and health, engineering and science, history, the physical world and environment, biology, and more.
- Special options for K-12 teachers who want to develop curriculum through the REX for Teachers program.

Call 624-5092 for a complete listing of projects and descriptions.

A flat special fee is charged for instruction and participation in REX projects. Credit registration through directed study is based on per-credit tuition rates.

\* \* \*

## REX INFORMATION MEETING

Learn more about Research Explorations—how to get involved, what to expect, what opportunities await you—at a special information meeting. Call 624-5092 to RSVP and for information about complimentary parking; or just show up.

Tuesday, April 8 • 6-7:15 p.m. • 140 Nolte Center, East Bank campus

## What can you do through Research Explorations?

Here's a sampling of what REX participants have worked on over the years. Please note that some projects have been completed and some have very limited openings. Call 624-5092 for a list of current and upcoming projects.

- Search for and record incidence of farm accidents and other rural injuries in a study funded by the Center for Disease Control.
- Track the movement of herbicides through soil to our groundwater.
- Reconstruct the history and impact of immigration in Duluth.
- Identify and catalog Egyptian relics from the Byzantine and Islamic periods.
- Translate and transcribe Spanish documents from 16th- and 17th-century Central America to learn about colonial life and the impact of religious missions on the Honduran Indians.
- Review criteria and events surrounding the decision to declare someone mentally incompetent.
- Test and review applications for high-strength concrete structural components and their place in earthquake-resistant construction.
- Analyze human movement related to muscle function in cerebral palsy patients (Motion Lab at Gillette Children's Hospital).
- Develop educational programs for family caregivers for individuals with Alzheimer's Disease.
- Investigate the impact of workplace procedural justice on employee behavior and self-esteem.
- Test and review language and literacy development in American Indian first-graders
- Evaluate factors contributing to recovery and quality of life after open-heart surgery.

## Grad exam prep courses

Planning to take graduate or professional school entrance exams?

Comprehensive and affordable preparation courses for these exams are offered this spring by the Compleat & Practical Scholar. Most include sample tests and detailed study materials. Call

624-8880 for complete descriptions and information about the following courses.

- Reviewing Math for the GRE or GMAT
- Preparing for the GRE
- Preparing for the GMAT
- Preparing for the LSAT

## Teacher awards

You still may time to nominate instructors in University College classes and programs for the UC Distinguished Teaching Award. The deadline for completed nomination forms is March 31. Call the UC Dean's Office, 624-9329, for nomination forms and instructions.



Cruise the 'net,  
surf the web . . .  
with the student board

Learn how to access and use the e-mail account that you have as a University College student enrolled in credit classes.

**The University College Student Board will repeat its popular, free internet seminar on Friday, Apr. 18, 6 p.m., in Nolte Center, room 125 (library).**

A professional from University College's Office of Information Systems will give a hands-on seminar that covers how to use the University's e-mail system; both Mac and PC use will be addressed.

If you need Internet software to get your computing commuting going, it will be available for purchase on diskette (\$7, payment by check only; proof of current registration required).

Contingency date because of bad weather is Apr. 25. Call for a recorded message if weather conditions warrant, 626-8501.

Sponsored by your University College Student Board.



## Saturday Seminars

# Teachers never stop learning

Saturday seminars for teachers return spring quarter with classes at Minnetonka High School, the Earle Brown Center on the St. Paul campus, and Peik Hall on the East Bank campus. These one-credit graduate-level workshops (listed below) focus on current issues in the classroom. Call 625-1855 for registration materials.

**Teaching with the World Wide Web—Intermediate (CI 5331).** For teachers who have a working knowledge of the Web but want to be better able to use this technology in their teaching. Developing lessons and units that will be used in the classroom. Apr. 26, 9 a.m. to 3 p.m., and May 31, 9 a.m. to noon. Minnetonka. Joel R. Burgeson.

**Creative Controversy (CI 5145).** Procedures for using academic controversies to increase the quantity and quality of learning and social responsibility in your students. Using intellectual conflict in the classroom aids critical thinking, higher level reasoning, and decision-making skills. Apr. 19, 8:30 a.m. to 3 p.m., and May 24, 9 a.m. to noon. Minnetonka. Roger Johnson.

**Reading Strategies for At-Risk Middle and High School Students (CI 5416).** Spe-

cific strategies to assist students in becoming better readers. Topics include improving reading skills and preparing students to take the Minnesota Basic Standards Reading Test. Apr. 5, 9 a.m. to 3 p.m., and May 3, 9 a.m. to noon. Earle Brown Center, St. Paul campus. Michael Graves.

**The Art of Picture Books (CI 5416).** Illustration and ways artists are able to create illustrations that extend the text. Visual literacy and strategies that can lead elementary school students to be more intelligent viewers. Apr. 19, 9 a.m. to 3 p.m., and May 17, 9 a.m. to noon. Earle Brown Center, St. Paul campus. Dianne Monson.

**Teaching Students To Be Peacemakers (CI 5145).** Help students learn ways to resolve conflicts and build a sense of community. Teaching students to recognize conflict and to negotiate integrative agreements. Peer mediation programs as a classroom and school discipline tool; conflict training in different subject areas. Apr. 12, 8:30 a.m. to 3 p.m., and May 24, 1-3:30 p.m.

**New Children's Books: The Pick of the 1996 Titles (CI 5416).** Introduction to the best books and how they can be used across the curriculum in themed instruction. Apr. 12, 9 a.m. to 3 p.m., and May 10, 9 a.m. to noon. Dianne Monson. Peik Hall, East Bank.

## Food business management class

A new course in food business management uses a case study approach to cover advanced topics with a focus on helping food industry managers make smart business decisions.

**Special Topics in Food Business Management (ApEc 5990, sec 4)** is taught by Assistant Professor Ron Larson, assistant director of the Retail Food Industry Center. Course objectives are:

- Learn more about the scope and complexity of food business management.
- Develop a better understanding about how food firms operate and allocate resources.
- Become proficient in the use of management tools.
- Practice making business decisions using food company case studies.

Topics include business communications, information utilization, strategic planning, organization structures, computer intelligence, leadership, crisis management, ethics, and human resources management.

Prerequisite is one course in microeconomic theory or consent of instructor; call Dr. Larson at 624-4746 to discuss your background and experience and request a waiver to the prereq.

Meets spring quarter, TTh, 6:15-8:45 p.m., on the St. Paul campus; 3 credits, \$298.50 resident undergrad tuition, \$382.50 resident graduate credit tuition. Call Extension Classes at 626-9707 with questions about registration and student status.



# Grad '97 Fest 97

## No hassle for your tassel!

Graduating this spring? Check out Grad Fest '97, Coffman Union Great Hall, April 9, 10 a.m. to 6 p.m., and April 10, 9 a.m. to 3 p.m.

Grad Fest is a one-stop source for commencement-related needs and more—it's fun and informative. Exhibits and services range in scope from services like financial aid, graduate school programs, alumni association benefits, and graduate exam preparation courses, to retail exhibits like hotels, placement agencies, graduation pictures, cap and gown, and college mementos.

You can also register for graduation (most colleges) and register for great gifts, too. The sponsors, University of Minnesota Bookstores and University Relations, call it "no hassle for your tassel."

Questions? Check out Grad Fest on the University Bookstores web site at <http://www.bookstore.umn.edu> or call 625-6564.

## B.A.B. courses—now in downtown Minneapolis

Bachelor of Applied Business courses for spring quarter are listed below. These courses are open to anyone on a space-available basis; you need not be admitted to the program to register. Recommended introductory courses for the degree are scheduled as part of the first offering of the B.A.B. at Minneapolis Community & Technical College in downtown Minneapolis. Call 626-1348 for complete descriptions and registration materials. Classes begin the week of March 31.

### Minneapolis Community & Technical College (first offering)

- Communicating for Results (ABus 3023); Wednesdays, 6-9 p.m.
- Historical Perspectives and Contemporary Business Challenges (ABus 3011); Mondays, 6-9 p.m.

### North Hennepin Community College

- Small Group Behavior and Teamwork (ABus 3021); Mondays, 6:30-9:30 p.m.
- Operations in Manufacturing and Service Businesses (ABus 3102); Thursdays, 6:30-9:30 p.m.

### Inver Hills Community College

- Accessing and Using Information Effectively (ABus 3031); Tuesdays, 6-9 p.m.
- Project Management in Practice (ABus 3043); Thursdays, 6-9 p.m.
- Managing Organizational Relationships (ABus 3022); Wednesdays, 6-9 p.m.
- Planning and Implementation of the Business Unit Level (ABus 3042); Mondays, 6-9 p.m.



Info (USPS 711-240)  
Extension Classes  
University of Minnesota  
180 Wesbrook 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 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. (Please allow two months for records to be corrected.)

University Archives  
10 Walter Library  
Minneapolis Campus  
CAMPUS MAIL  
(EC2)

Periodicals postage paid, Minneapolis, Minnesota

## Final call for spring registration

Registration for most spring quarter Extension classes is open through Mar. 19 without a late fee.

You may register by mail or FAX through that date, or stop by and register in person at the locations listed below (note dates and office hours).

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

When you reserve classes in person you must pay tuition immediately to complete registration. You may charge tuition and fees on Visa, MasterCard, or Discover/Novus.

See the Extension Classes bulletin, pages 8-9, for more information about spring quarter deadlines and registration procedures.

**The last day to register without a late fee is Mar. 19 for most spring quarter classes.**

### March closings, special hours

**Mar. 20-21:** Late registrations accepted by mail or in person (101 Wesbrook only) with a \$5 late fee. Office closes at 8 p.m. on Thursday and 4:30 p.m. on Friday

**Mar. 24-27:** Late registration period continues for spring quarter. Registration office open 8 a.m. to 4:30 p.m., Monday through Thursday.

**Mar. 28:** Friday, floating holiday. **All campus offices closed.**

**Mar. 31:** Spring quarter classes begin. Registration office in 101 Wesbrook Hall resumes evening hours, Monday through Thursday.

**Apr. 5:** Added Saturday hours—registration office in 101 Wesbrook Hall open 9 a.m. to 1 p.m.

#### IN-PERSON REGISTRATION LOCATIONS

- **101 Wesbrook Hall, Minneapolis campus.** Through March 19, hours are 8 a.m. to 8 p.m., Monday through Thursday; 8 a.m. to 4:30 p.m. on Friday. Closed weekends.
- **MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis.** Through March 19, hours are 8:30 a.m. to 6 p.m., Monday through Thursday; 8:30 a.m. to 4:30 p.m. on Friday. Closed weekends.

#### Late registration

If you miss the Mar. 19 deadline, you can register with a \$5 late fee starting Mar. 20, by mail or fax or in person at 101 Wesbrook Hall only. Late registration continues through the first week of classes (April 5) with the \$5 late fee. See page 8 in the bulletin for office hours during late registration; note that the registration office closes at 4:30 p.m. during the quarter break, March 24-27 (M-Th)

**March 28 (Friday) is a floating holiday for the University calendar this year. All offices are closed.**

Call 624-2388 to request the Extension

Classes Bulletin; registration forms are bound in at the back of the bulletin.

Spring quarter classes begin the week of Mar. 31 and evening hours resume at 101 Wesbrook Hall on Monday through Thursday once classes begin.

#### Saturday hours, parking perk

The office also is open Saturday, April 5, 9 a.m. to 1 p.m. for late registration and cancellation. Complimentary parking is provided in the Church Street Garage that Saturday (hours are limited). Pick up a parking voucher in 101 Wesbrook to give to the attendant, along with your ramp ticket, when you leave the garage.

## Internet—beginning to advanced

Whatever your level of experience with the Internet, web, or e-mail, you'll find a course to enhance your skills and understanding. These three-session non-credit classes meet evenings in the computer lab at the easy-to-get-to Earle Brown Center on the St. Paul campus. Microsoft Windows is used but the concepts apply to Macintosh, also. Call 624-8880 for registration information.

**Discover the Internet (PSch 0723).** Learn how to get started using e-mail, directories, Netscape, and more. Modem use, logging into systems, transfer of files, service providers. April 10-24.

**Traveling the Information Superhighway: Further Uses of the Internet (PSch 0724).** Using Gopher and Netscape in more complex ways; getting free software; handling larger files like photos; list servers; writing simple HTML files. May 1-15.

**Becoming an Internet Developer: An Advanced Look at the Internet (PSch 0725).** Web site development; server use; running/configuring HTTPD; CGI programming; Netscape HTML programming set. Familiarity with HTML and Internet/Windows/UNIX use recommended. May 22-June 5.

MKC  
01/25/97

# INFO

A Newsletter for  
University College Students

## Career connections through partnership degrees

The new University College "partnership" degrees are all about making connections.

• **A link to your career**

You'll find courses and degrees that are career oriented. It's learning that you can apply on the job and that leads to a credential that counts, a four-year degree.

• **Community college collaboration**

University College partners with North Hennepin, Inver Hills, and now Minneapolis (MCTC), to deliver course work at their user-friendly, easily accessible campuses. And the associate degrees of-



ferred at the community colleges serve as the prerequisite course work for admission to the University of Minnesota bachelor's degrees. It's cost-effective education from two higher education systems noted for their quality and accessibility.

• **The business connection**

Surveys of business and industry, advisory board input, faculty with academic and real world experience, consultation with experts—those are just a few of the ways the partnership degrees were formed and shaped. The new degrees meet student needs and they meet employers' needs.

For information about the Bachelor of Applied Business (B.A.B.), Bachelor of Information Networking (B.I.N.), Bachelor of Construction Management (B.C.M.), and the Bachelor of Emergency Health Services (B.E.H.S.), call 626-9707.

The B.E.H.S. and B.C.M. get underway this fall; see the descriptions below.

St. Paul campus, North Hennepin

## Summer B.A.B. courses

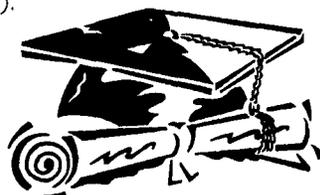
The Bachelor of Applied Business (B.A.B.) degree offers two new opportunities this summer—a class on the easily accessible St. Paul campus and a unique class with software and study guide direction and just a few class meetings at North Hennepin Community College.

You do not have to be admitted to the B.A.B. program to register for these classes. See the summer bulletin, page 21, or call 626-1348 to request information.

**ABus 3012 Problem Solving in Complex Organizations.** An open systems perspective is developed. Emphasis is placed on the importance of analyzing root causes, and the effects of problems and solutions across boundaries in the organization. Process analysis is introduced as a tool for problem solving. Commonly used problem-solving frameworks or processes are taught. Techniques for conducting root cause analyses, expanding alternatives, predicting consequences, and making choices are studied and applied. No prereq. Four credits, \$398. Spec Term, Sec 50, Sa, 8 a.m.-4, July 12, Aug. 9; M, 6-9, July 14, 21, 28, Aug. 4 (late fee starts July 8).

**ABus 3501 How to Write a Business Plan and Financial Proposal.** This course systematically leads students through

preliminary exercises and drafts to produce a completed business plan and accompanying financial plan or management summary. They learn how to articulate the mission, goals, and objectives of their business; conduct market and competitive analyses; formulate marketing strategies; determine staffing needs and organizational structures; conduct strategic planning; and project future growth and expansion. Meets four times at North Hennepin; optional course software (available for \$5 on the first night of class, checks only, made out to the University of Minnesota) allows students to produce and submit their work entirely on disk. Appropriate for students who seek to expand an existing business or who want to start a new business. There are 10 assignments, no exams. Course fee covers study guide materials. No prereq. Four credits, \$408 (includes \$10 course fee). Spec Term, Sec 50, W, 6-9:30, July 9, 23, Aug. 6, 20 (late fee starts July 3).



### **Bachelor of Emergency Health Services (B.E.H.S.)**

This degree is designed to meet the changing needs of pre-hospital emergency services. You'll get the education and skills you need to take a leadership role in coordinating and directing the delivery of emergency health services in a variety of settings—from first-responder situations to occupational health and safety units in business and government. Management or education emphases are available. Offered in conjunction with St. Paul Ramsey Medical Center and Inver Hills Community College.

### **Bachelor of Construction Management (B.C.M.)**

In the B.C.M., you build a career credential by combining courses in structure design, engineering concepts, project management, and business and interpersonal skills. Curriculum was developed in cooperation with construction industry leaders. The result is a degree that combines your experience and understanding of what happens on the job site with the planning and leadership skills it takes to manage complex projects. Offered in cooperation with North Hennepin Community College.



★ UNIVERSITY COLLEGE  
STUDENT BOARD



The University College Student Board works for you! Get involved with this dynamic organization of adult learners. This year the board conducted internet/email account seminars and an information fair on campus services; began work on an adult student survival guide brochure; and participated in University Senate meetings and information sessions with administrators on issues important to nontraditional students. Call 626-8501 for a recorded announcement and to leave a voice-mail message if you want to know more or to attend a monthly meeting. Board members in 1996-97 included those pictured above; (seated/kneeling, left to right) Matt Anderson, Andrea Jepson, Yohannes Ebba, Patricia Fox, Troy Brown, Karen Brown; (standing) Erik Kaaya, Linda Sullivan, Craig Lowing (chairperson), Bill VanEssendelft (UC staff), Christopher Stone. Other UC staff who serve as liaisons to the board are Earl Nolting and Andy Strowig.

UNIVERSITY OF MINNESOTA EXTENSION CLASSES  
INFO (USPS 711-240)

Registration Office: 101 Westbrook Hall  
Telephone 625-3333

Charles R. Cheesebrough  
Editor

Info is a newsletter for University of Minnesota Extension Classes students published 7 times a year—August, September, November, December, February, March and April-May—by the Department of Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455. Periodicals Postage Paid, Minneapolis, Minnesota. POSTMASTER: Send address changes to Info, Extension Classes, University of Minnesota, 180 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Students are encouraged to submit editorial opinions to the department. For address changes and name removals, see the instructions on the mailing panel.

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, color, creed religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The contents of this publication and other University bulletins, publications, or announcements are subject to change without notice. The information in this publication is available in alternative formats. Call 624-3300.

Disability accommodations are available upon request. Call the information number given for the specific programs described in this publication, or call 624-3300 for referral.

## Food for the mind from the Compleat Scholar

Courses to think about and that make you think—this summer from the Compleat Scholar. Noncredit, short-term, stimulating but easy to take. Call 624-8880 or check the summer evening classes bulletin (starting on page 66).

**Personality: Does It Define Who We Are?** (CSch 0333). What does "personality" really mean? Can it be measured, can it change over time? History and development of the personality psychology field; classic and contemporary studies—Freud, Jung, Erikson, Perry. Elements of personality, assessments. Meets June 18-July 23, 6:30-8:30, on campus.

**Taking Time** (CSch 0365). Concepts of time, cultural assumptions, personal metaphors. American perceptions versus that of other cultures; influence of technology. Changing or enhancing your own concept of time, what it means to you, how to use it. Meets June 17-July 1, evenings, West Bank.

**In the Beginning: History of Life on Earth** (CSch 0540). From simple cells to the tremendous diversity of life forms on our planet—how did that happen and can it happen elsewhere in the universe? Modern biological viewpoints, Darwinian principles, interaction of organisms. Meets June 24-July 22, evenings, St. Paul campus.



COMPLEAT  
SCHOLAR

### Summer bulletin correction

The wrong description for **IEOR 5311 Management for Engineers** appears in the Summer Evening Classes Bulletin (page 42). The correct description is . . .

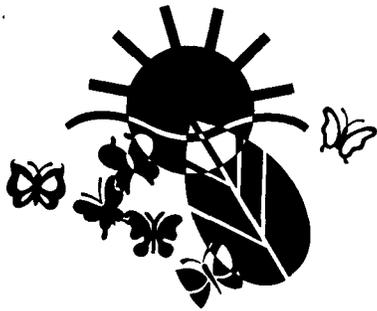
Historical development of management concepts; organizational systems and authority relationships; planning, communication, and management responsibility. (Prereq IT students or grad, IEOR 3000. Grad credit available).

# Make summertime a learning time

Through University College summer evening 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 means that many quarter-length classes can be offered over 5-week terms. Five-credit courses have shorter class periods if they meet twice a week for 10 weeks or may be offered over 10 weeks with labs following lectures.

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 Classes Bulletin. If you don't have a copy, call 624-2388 to request one.



**Procedures and features to note in the summer bulletin are listed below.**

• **In-person registration.** In-person registration—for all terms—will continue to start about two weeks earlier than in previous years. These dates coincide with the start of the registration queue in day school registration offices.

If you take evening classes only and are not admitted to a degree program, you must register by mail, FAX, or in person at registration offices at Wesbrook Hall on the east bank campus or at MacPhail Center in downtown Minneapolis. In-person registration at day school registration offices in Fraser Hall and Coffey Hall (St. Paul campus) is available to current day school students admitted to degree programs. (The chart on page 9 of the summer bulletin lists registration options.)

• **Official registration forms** are bound into the summer bulletin at the back. The registration forms are on pink paper. **Please use these forms when you register.** This saves considerable mailing and printing expense (compared to requesting additional forms by phone or picking them up in the registration office).

• **FAX registration.** You may submit your registration by FAX with billing authorized to your VISA, Discover, or MasterCard. FAX-transmitted registrations are effective the day received (except for those received before the official start of the registration period, which will not be accepted and will be returned to the sender by mail). The FAX number is 625-1511. Fee statements are returned by mail only.

• **I.D. numbers** are assigned to your undergraduate transcript record when you register for Extension classes. Always use the I.D. number when you register or complete other University forms. Evening students are eligible for the "U Card," which serves as an I.D. card and is necessary for such campus services as library use. See the summer bulletin, page 110, for information.

• **Cancellations/refunds.** Generally, students can attend the first week of regular-term classes and still cancel without a penalty; see procedures and deadlines on pages 119-121. Refunds and deadlines for special-term classes are prorated in relation to the length of the term.

Refunds for tuition payments made by check or cash are paid by check only and are mailed to the student. Credit card refunds are credited to credit card accounts only. Financial aid tuition payments made through STARS are refunded to STARS only. A minimum of four weeks is required for processing a refund made by check.

## Summer information

### TERMS

First 5-week term .....	June 17 (Tuesday) to July 22
10-week term .....	June 17 to August 27
Second 5-week term .....	July 24 (Thursday) to August 27

### REGISTRATION DATES

By mail (first 5-week term and 10-week terms) .....	May 5 to June 13
(second 5-week term) .....	May 5 to July 18
In person (first 5-week term and 10-week term) .....	May 15 to June 13
(second 5-week term) .....	May 15 to July 18

### REGISTRATION OFFICES

Minneapolis campus .....	101 Wesbrook Hall
Downtown MacPhail Center .....	1128 LaSalle Ave., Minneapolis

**Day school students admitted to degree programs (only) have the additional option of registering at 202 Fraser Hall or 130 Coffey Hall.**

**University employees registering under Regents' Scholarship or Academic Staff Tuition Benefit programs should register June 12-13 (ten-week, first 5-week) and July 7-18 (second 5-week).**

**All registration offices are closed weekends and holidays. (No Saturday in-person registration hours during summer.)**

Students are urged to register by mail for all classes (limited and unlimited). A check, money order, or payment authorization (credit card, financial aid, or pre-approved third-party billing) must be included to cover the full amount of tuition and fees.

**June 13 is the last day to register without a late fee for 10-week term classes and first 5-week term classes; July 18 is the last day to register without a late fee for second 5-week term classes.**

See the Summer Evening Classes Bulletin for complete registration instructions, dates, and hours. For information, telephone 625-3333.

## Late fee changes

Late-fee periods have been extended for the 1997 summer first 5-week term and the 10-week term. This information was updated after the summer evening classes bulletin was printed. Late fee deadlines for the second 5-week term remain as printed in the bulletin (page 5).

- The \$5 late fee applies through June 23 (changed from June 21 deadline).
- The \$10 late fee applies from June 24 to June 30 (changed from June 27 deadline).
- The \$20 late fee applies starting on July 1 (changed from June 28).

## Summer holidays

**Offices will be closed and no classes will meet on the following University holidays: Memorial Day (Monday, May 26) and Independence Day (Friday, July 4).**

## The graduate degree that fits you

Personalize your graduate degree—make it reflect your personal and professional interests. The Master of Liberal Studies (M.L.S.) does just that.

This interdisciplinary degree features core courses—that emphasize or include the principles of a liberal education—plus six electives and a final project course that allow you to focus your study. Students may select electives from across the University's wide curriculum of graduate-level course work to create an emphasis that meets their career or academic interests and needs.

Although students admitted to the M.L.S. degree program have priority in registration, others may register on a space-available basis in most Liberal Studies courses. Students may later apply course work to the program if they seek admission (some restrictions and tuition requirements apply).

Call 626-8724 for information about the degree program or the summer courses listed below (all are listed in the summer bulletin, page 46).

**LS 5100 Topics: Sacred Violence in American Culture.** Self-anointed, prone to violence, yearning for redemption, the American character finds itself driven by obscure religious impulses. What is the connection between the hunger for



righteousness and violence; what are the roots of this strange and destructive mechanism? Theories from Rene Girard, author of *Violence and the Sacred*; other writers include Melville, O'Connor, Faulkner, McCarthy.

**LS 5100 Topics: American Film: The Reality of Illusion.** View and examine several first-rate American films from a variety of genres, the focus of which will be the "apparatus," the magic of a given motion picture's power to evoke and stimulate a range of emotion. Film as moral propaganda; the reality of symbols; analysis of film by genre; the underlying purpose of each genre. Due to the nature of the films selected, the professor requests the suitability of all students as members of an R-rated film's audience.

**LS 5100 Topics: Place and Material Culture.** Societal landscapes can be

read as "cultural autobiographies." This seminar draws on social geography, architectural and art history, history, and cultural anthropology. Theoretical issues will be addressed largely through case studies of particular societies; participants will consider the ways in which landscapes and artifacts are produced and used in specific social contexts. Material culture may be considered a rich source of "text" in revealing cultural, religious, political and aesthetic values, social and gender relations, and kinship structures. Required morning field trip tentatively scheduled for Saturday, August 2.

**LS 5100 Topics: Organizational Systems Theory.** How human (business) organizations have been conceptualized and the implications of these models to modern business practice. Views of organizations as cybernetic, information processing mechanisms, as machines, as organisms within an ecology, as political systems, as complex adaptive systems, as institutions and resource bases, and as systems of power. Management theorists such as Simon, March, Argyris, Lewin, Morgan, Hannan, Galbreath, Mintzberg, Pfeffer, Schein. Topics include organizational behavior, structure, change, and strategy.

**LS 8000 Topics: Introduction to Graduate Liberal Studies.** Required for, and limited to, students admitted to the MLS degree program, this seminar orients students to the character of interdisciplinary studies at the graduate level. Each offering has a unique topic chosen by the graduate faculty member teaching that seminar.

## A graduate degree for people making a difference in young lives

If you work with adolescents—as a volunteer, as a part of your job, or as a full-time human services professional—the Youth Development Leadership program could be the graduate degree you're looking for.

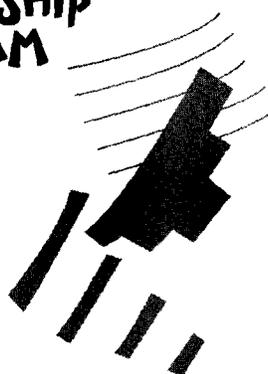
This unique master's degree (M.Ed.) provides a collaborative, experiential learning opportunity that can sharpen your skills, allow you to explore new directions in working with youth, or build your career with a professional credential that complements your experience.

Core courses (12 credits) are offered in the Department of Work, Community, and Family Education and the Department of Educational Policy, and the degree is awarded through the College of Education and Human Development.

The 45-credit program also includes a field experience (6 credits), seminars (6 credits), and electives (21 credits) in departments such as Youth Studies and others so you can focus on areas of interest to you. And the program is flexible, designed so that it can be completed in two to three years through evening, late afternoon, and summer classes.

Admission requirements include an undergraduate degree (any major) with

### THE YOUTH DEVELOPMENT LEADERSHIP PROGRAM



a g.p.a. of 2.80 (or the ability and willingness to demonstrate that you can achieve a 3.25 g.p.a. in 12 credits of graduate work in the program); access to a youth-serving agency or organization for a minimum of eight hours a week throughout the program; and two years of experience (paid or volunteer) working with an agency or organization that serves young people.

For a comprehensive brochure, call 625-1855.

### Free social work seminar

**"Trauma and Memory: A Case Study of a Child Witness to Murder; Implications for Practice."**

- Free and open to the public. Presented by Anne Gearity.
- June 4, 2:30-4:30 p.m.
- Holiday Inn Metrodome, 1500 Washington Ave. S.
- Reservations required; call 625-1855

Attend this free lecture, offered by the Advanced Clinical Studies program in the School of Social Work. You'll consider the important issues surrounding trauma and memory and learn more about other professional development topics for helping professionals.

The Advanced Clinical Studies program serves clinical social workers, psychologists, marriage and family therapists, and nurses who want to update and expand their skills in clinical practice and supervision.

# Split Rock workshops offer you a creative summer

If there's some artist in you—that is, you care about your creativity but you can't always find the time to practice it—the Split Rock Arts Program could be the inspirational opportunity you're looking for. And even if you are a practicing artist, you'll find new ways to express yourself.

Split Rock is a series of intensive, week-long residential workshops in creative writing, visual arts, fine crafts, and creativity enhancement. Workshops meet on the University's Duluth campus or at the retreat-style Cloquet Forestry Center.

Instructors are nationally renowned artists, writers, and craftspeople, and the atmosphere is informal and supportive. Participants are arts-interested adult learners of all ages, backgrounds, and abilities. Select a workshop that fits your interests and experience; some require previous background in an art form, but many do not.

New workshops begin each Sunday for five weeks starting July 13. On-campus housing and food services are available at reasonable cost. College credit is available.

For a catalog with complete listings contact Split Rock Arts Program at 612/624-6800; FAX 625-2568; e-mail [rap@mail.cee.umn.edu](mailto:rap@mail.cee.umn.edu); write Split Rock

(EC), University of Minnesota, 306 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Here's just a sampling of the more than 40 workshops and instructors to consider.

- Creating Your Future (Gerald Allan)
- Drawing for the Truly Terrified (Sally Brown)
- Creating Handmade Books (Shereen LaPlantz)
- Visual Exploration in the Experimental Forest (David Feinberg)
- Ceramics and Cookery: Italian Terra Cotta Pottery (Siglinda Scarpa)
- Beauty in Use: Creating Ceramic Dinnerware (Eddie Dominquez)
- Polymer Clay: Beadmaking and Beyond (Lindly Haunani)
- Personal Imagery in Quilting (Erika Carter)
- Japanese Shibori (Ana Lisa Ledstrom)
- Never To Be Bloody Rabbits: Writing Our Ethical Lives (Carol Bly)
- Writing About Family and Loved Ones (Martha Roth)
- Poetry and Belief: A Retreat at the Cloquet Forestry Center (Michael Dennis Browne)
- Writing the Travel Memoir: Spirit, Place, and Change (Catherine Watson)



At Split Rock, the natural settings and informal atmosphere of northern Minnesota contribute to the content and the context of your art.



## SPLIT ROCK arts program

### summer workshops in Minnesota



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Call 612-624-5214

Fax 612-625-2568

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## Summer workshops focus on digital imaging

Photography has gone high-tech. Digitized photographic images have become the standard format for applications in printing, multimedia presentations, and the World Wide Web. Two new intensive workshops from the Compleat Scholar provide the background you need to become proficient in using Adobe Photoshop and creating electronic files that combine photos, graphics, and text.

**Digital Imaging Workshop: Photoshop** (CSch 0274) is a week-long foundation course that gives you the basics: scan-

ning; using Photo CD and digital cameras; corrective and creative work with electronic photo files; aesthetic and design considerations; color and resolution; photographic and pre-press applications. Meets at a Power Macintosh lab on the St. Paul campus. June 16-20, 9 a.m. to 5 p.m.

**Digital Imaging Workshop: Multimedia and Electronic Publishing** (CSch 0275) offers hands-on experience in multimedia creation for design, photography, education, business, and communications. Applications for CD-

ROM production, Internet/Web, electronic kiosks, tutorials, self-running presentations. Introduction to additional software: Macromedia Director, SoundEdit, PageMill, QuickTime, Power Mac based but relevant to Windows users. June 23-27, 9 a.m.-5 p.m.

Understand the concepts but need some technical background? A four-hour introduction to Adobe Photoshop reviews the software and its capabilities and Power Mac use. Meets June 15, 1-5 p.m. (CSch 0276).

For complete information about these courses, see the summer evening classes bulletin (page 71) or call the Compleat Scholar office at 624-8880.

### Elderhostel

## Inquiring minds want to grow

Elderhostel offers week-long "learning vacations" for people 55 and older.

The residential education program is offered on 63 "campuses" in Minnesota (including the University's campuses at Crookston, Duluth, and the Twin Cities) and 1,900 other sites around the world.

Participants get college-level (but noncredit) learning in courses such as *Victorian Mansions*, *Gangsters*, and *Gatsby: The History of St. Paul and City Art and Architecture: Museums, Galler-*

*ies, Public Places and Spaces*, offered through the UofM-Twin Cities this summer.

Also included are extracurricular activities and opportunities to interact with others who share similar interests. Cost is approximately \$400 for tuition, food, and lodging. For more information about Elderhostel offerings this summer, call (612) 624-7004 or write Elderhostel, University of Minnesota, 136A Nolte Center, Minneapolis, MN 55455.

## News bulletin: new bulletins

Summer evening bulletins were mailed in early April to evening classes students on our mailing list. If you did not receive a copy, call 624-2388 to request one or stop by 101 Westbrook Hall on the Minneapolis campus.

### Later this summer...

Watch for the 1997-98 University College Evening Classes Bulletin coming

this summer. It is in production now and will be available in early July. You will receive a copy automatically if you have registered for an evening class within the last two years (and notified us of any address changes over that period). If you do not receive a copy by July 21, call 624-2388 to request one. Registration for fall classes begins the first week in August.



David Husom and Ann-Marie Rose lead the Compleat Scholar digital imaging workshops. Husom is a professional photographer and digital imaging consultant with 20 years of teaching experience. Rose teaches color separation, computer imaging, and desktop system applications.