

A handy guide to the bulletin

Even though the new 1997-98 University College Classes bulletin is over 575 pages, finding the courses or

information you need isn't difficult if you follow some of the guides provided.

- An alphabetical "Quick Reference" guide appears on page 1.

- The table of contents offers an overview of the bulletin's arrangement.

- Major sections in the bulletin were moved for last 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, Rules and Regulations, and General Information follow the courses.

- The "calendar" with office hours for each term is laid out on a separate page with important dates (registration, late fees, cancellation) on the facing page (see fall quarter on pages 4-5).

- Cross references are included with many course listings for courses on related topics offered through other departments.

- Summary listings (in the course offerings section) under topics such as business, education, and engineering help direct you to the specific departments with the courses you want.

continued page 5

Selecting the right math course

Students not sure about what mathematics course to register for can take a free placement exam. The dates for the exam listed on page 269 in the new bulletin are incorrect. The fall exam (for winter quarter registration) is Oct. 29 at 6 p.m. The winter exam (for spring registration) is Jan. 28. Check with an adviser, 625-2500, for more information and location.

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 University College evening classes are scheduled each year.

- **A proven quality program.** University College has been offering University of Minnesota 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 UC degrees such as the Bachelor of Applied Business, Bachelor of Information Networking, Bachelor of Emergency Health Services, and Bachelor of Construction Management.

- **UC 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 \$90 a credit.

- **All the advising you need—days or evenings.** From program planning to financial aid to career development, you get the help you need from professional advisers, who specialize in helping adult and part-time students, to 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 UC 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 register in University College 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 1997-98 University College Classes bulletin, call 624-2388 to request a copy.

Two applied degrees added for 1997-1998

in Education

New partnership degrees officially start this fall, providing professional education and new learning opportunities in two important industries.

The Bachelor of Construction Management (B.C.M.) is designed to equip construction managers with the skills to deliver projects on time, safely, and within budget. Originally the degree was planned in cooperation with North Hennepin Community College, but this summer Inver Hills Community College also became a partnering institution.

The Bachelor of Emergency Health Services (B.E.H.S.) offers a professional credential for those working in emergency health services in a variety of settings including emergency medical services and occupational health and safety. The degree is offered in cooperation with Inver Hills and St. Paul-Ramsey Medical Center. (Other institutions may join the partnership soon.)

University College program director Jennifer Lundblad notes that the strength of these new applied degrees is that business and industry leaders were instrumental in planning them. "The people that hire graduates from programs like these helped shape the focus and the curriculum," she says. Faculty from the University and the community colleges reviewed requirements and created the courses.

Bob Coruzzi, Vice President of Construction at Adolphson and Peterson, says that education is a key to productivity, both for the graduates and the organizations they work in. "The Twin Cities is the biggest construction market between Chicago and Denver and we didn't have professional educational opportunities here," he says. Coruzzi volunteered to serve on the advisory board in the



The new Bachelor of Emergency Health Services, 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.

early stages of development for the B.C.M. because it gave him a chance to help shape the kinds of courses he knows are important in the industry. His company requires candidates for construction managers that have both applied knowledge and broader managerial skills, and hiring for positions attracts a wide range of prospects, he says. So, creating an educational opportunity that can serve as key job qualification makes sense, particularly if it is flexible and accessible and available to a wide variety of learners. "I see the program as a great opportunity for students of all types, whether they're seeking a degree or want courses in a particular area," Coruzzi says.

Identifying specialized areas for growth in professional education also lead to the creation of the B.E.H.S. Mary Ann McNeil, Associate Director of Emergency Medicine in the University's medical school, was a key planner early in the development of that degree. "Input came from leaders in the ambulance industry, emergency departments at hospitals, and nursing education, which has been the source for much of the in-service training in emergency medicine," says McNeil, who now is the program's faculty co-director.

Building education for leadership positions was the next step, McNeil notes, and that meant combining specialized and general courses. "The degree really is a polytechnic degree that goes beyond the scope of a traditional bachelor's degree. Students have occupational skills, career preparation, and applied learning incorporated into the coursework," she says. "They're ready for the workforce, as a manager or educator, and they've completed a University of Minnesota degree that included the curriculum any good leaders would need."



Build your career with the Bachelor of Construction Management degree. This new program includes courses in structure design, project management, and business skills.

More about the partnership degrees

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

- Prepares you for a professional career in the construction industry.
- Combines structure design and engineering concepts with management and business skills.
- Designed to enable you with the skills to deliver projects on time, safely, and within budget.
- Created by industry professionals and college educators
- Features an interdisciplinary curriculum including
 - mathematics and science so you can work effectively with the design, technological, and engineering aspects of construction projects
 - specific construction management techniques
 - management, problem-solving, communication, and interpersonal skills

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

- Prepares you for a professional career either in a management/supervisory or education track.
- Gives you the skills and education necessary to coordinate and direct the delivery of emergency health services—from out-of-hospital, first-responder situations to occupational health and safety in business and government.
- Created by industry professionals and educators and offered cooperatively with St. Paul Ramsey Medical Center and Inver Hills Community College.
- Includes coursework in emergency health care systems; finance and budgeting; leadership and ethics; communication and interpersonal skills; and research.

To find out more about degree requirements and admission processes, contact the B.E.H.S. adviser or the B.C.M. adviser at 625-2500. Fall classes for the programs are described on page 3.

Fall registration

Registration for fall classes is open now. Dates and procedures are outlined here, but be sure to refer to the new 1997-98 University College Classes Bulletin, pages 4-5 and 10, for complete information.

MAIL/FAX REGISTRATION

August 4 to September 17:

Registration forms with checks will be accepted by mail at University College, University of Minnesota, 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.

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. 4) are 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

Wesbrook Hall: Registrations will be accepted at 101 Wesbrook Hall from Aug. 18 to Sept. 17. 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. 1., and Sundays.

MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis: Registrations accepted at this office from Aug. 18 to Sept. 17. 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.)

September 17 is the last day to register without a late fee for most fall quarter classes.

Fall quarter classes begin Sept. 25 (Thursday).

Call 625-3333 with questions about registration.



Fall classes for B.E.H.S. and B.C.M.

Anyone may enroll in these introductory courses (no prerequisites). Call the telephone number indicated for registration materials and more information.

Bachelor of Emergency Health Services (626-9707)

Concepts in Emergency Health Services (EHS 3011). Examination of the Emergency Medical System (EMS) in the United States and its impact on all aspects of our culture with a look at basic practices generalized across systems. Comprehensive review of the components required for an effective EMS including historical perspective, medical-legal concerns, medical oversight, accountability and scope of practice, communications and transportation, rural vs. urban issues, and disaster management. Meets fall quarter, Saturday mornings, 9 a.m. to 12:30 p.m., on campus. Instructor is Mary Ann McNeil, faculty co-director of the B.E.H.S., Associate Director of Emergency Medicine, and Life Link III flight medic.

Bachelor of Construction Management (626-9707)

Construction Documents and Contracts (CMgt 3011). Definition, interpretation, and utilization of drawings, specifications, agreements, bidding forms, general conditions, bonds, contracts, subcontracts, and related documents. Appropriate provisions for minority business participation will be included such as tax-exempt status and wage rates. Meets fall quarter, Tuesdays, 6 to 9 p.m. on campus. Instructor is Linda Phillips, construction consultant, engineer.

Construction Planning and Scheduling (CMgt 3021). Concepts of project planning, scheduling, and control. Emphasis on considering, understanding alternatives. Techniques used in the industry (such as Critical Path Method) utilizing commercial software on personal computers. Periodic updating and analysis of project schedules. Meets Mondays, 6 to 9 p.m., on campus. Instructor is Lyle Meyer, consultant, engineer.

Calendar corrections: Thanksgiving, winter quarter

We goofed.

On the calendar page for fall quarter, dates are listed incorrectly for the Thanksgiving holiday break. Offices are closed and regular fall quarter classes do not meet on November 27 and 28.

On page 6, winter quarter, note that the quarter dates should be Jan. 5 to Mar. 21 (not 24). Final exam week is Mar. 16-21.

CAPS helps you help children

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.

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.

Students and faculty say they are finding the program to be an ideal



Child Abuse Prevention Studies

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.

Two sections are scheduled for fall (Wednesdays, 4-7 p.m.; Saturdays 10-1) on campus and will be offered over interactive television to additional sites (see below).

Woman's Studies and CEW schedule more locations, more options

Classes all over town, with a variety of start times and topics. That's what you'll find in a new outreach effort from the Department of Women's Studies and Continuing Education for Women (CEW).

"Women's Studies in the Cities" features well-known faculty, like Toni McNaron and Jacquelyn Zita, and courses of interest to casual learners as well as degree seekers. A few fall classes are listed below; call Women's Studies at 624-6006 for a complete listing or see the bulletin, page 368.

WoSt 3100 History of Western Feminisms (M, 9:30 a.m.-noon,

See the bulletin, page 346-347, for course descriptions. The certificate is described on page 511. 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: UM-Duluth, Anoka Technical College, University Center-Rochester, Moorhead State University
- Level II courses: Gaylord

MacPhail Center, downtown Minneapolis)

WoSt 3200 Midlife Women (Sa, 9:30 a.m.-noon, Hillcrest Recreation Center, St. Paul)

WoSt 3205 Woman: A Sense of Identity (W, 9:30 a.m.-noon, MacPhail)

WoSt 3300 Reading Toni Morrison (MW, 12-1:15, Minneapolis Central Library; sec 1)

WoSt 3300 Women's Living Poets Society (T, 12-1:15, Landmark Center, St. Paul; sec 2)

WoSt 3600 Workplace Issues for Women (M, 5:30-8, downtown St. Paul Library)

Social Work credit choices

School of Social Work courses listed below may be taken for 3 graduate credits or 4 undergraduate credits. The graduate credit option did not appear in the 1997-98 bulletin. Call 625-1855 with questions or for details.

SW 5111 Contemporary Policy and Programs in Social Welfare (sec 1, 2)

SW 5601 Ethno-Cultural Concepts in Social Work Practice (sec 2)

SW 5211 Advanced Theories of Human Growth and Change (sec 1, 2)

SW 5349 Social Welfare in America (sec 1, 2)

UNIVERSITY OF MINNESOTA UNIVERSITY COLLEGE INFO (USPS 711-240)

Registration Office: 101 Wesbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota University College students published 7 times a year—August, September, November, December, February, March, and April-May—by University College, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455, Periodicals Postage Paid, Minneapolis, Minnesota. POST-MASTER: Send address changes to Info, University College, University of Minnesota, 180 Wesbrook Hall, 77 Pleasant 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 Fest . . . You're invited!

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

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

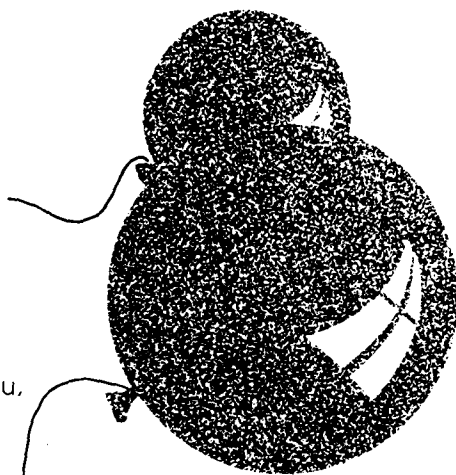
The atmosphere is informal, but there's plenty to do. For instance:

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

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

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

Call 626-1633 for a recorded message.



bulletin guide

from page 1

- Courses that also are offered through Independent and Distance Learning (by correspondence or e-mail and sometimes including other computer software, 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 last 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.

The never-ending computer sale . . . from U Bookstores

University College students in degree programs may purchase computers, software, and peripherals through the Microcomputer Discount Program offered by University of Minnesota Bookstores.

Many major manufacturers are included and systems are compatible with the networking and software requirements the University uses.

You can stop by the East Bank bookstore in Williamson Hall for details. Or if you're on campus during the day on Sept. 30 or Oct. 1, stop by Computer Fest on the Williamson Hall Plaza (9 a.m. to 4:30 p.m.). You'll be able to see several brands of computers operating and get information about computing and networking services at the University.



At the EdFest open house, you can talk to an adviser, learn about UC programs, register for a fall class, surf the internet, maybe even win a door prize.



Info (USPS 711-240)
University College
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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Career builders . . . the path to your future

Career counseling services and workshops from the Compleat & Practical Scholar program and UC Student Services 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. Classes start Sept. 24 and Oct. 30.

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

- **Know Thyself: Personal Assessment for Strategic Job Planning** (starts Oct. 7; four class meetings)
- **Marketing Yourself in Today's Work World** (starts Oct. 13; two class meetings; repeated in the spring)
- **Work Shifts: Facing Future Work Realities** (starts Oct. 18; two class meetings)

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 evening classes and planning or working on degree programs through UC.

The courses 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 appoint-

ment with an adviser or find out more about individual career counseling.

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 the resident tuition rate listed with the course.
- **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.)

Note: Some registration forms list North Dakota tuition as 110 percent of the resident tuition. This policy changed as the bulletin went to press. North Dakota residents pay the resident tuition. (Refunds will be made for the amount overpaid.)

Student status is subject to compliance review. Students must indicate their non-residency/nonreciprocity status on the registration form (section 3) when registering in University College Classes.

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 468.

INFO

A Newsletter for
University College Students

Volume 28 / Number 2 / September 1997

University College

Class still open? Check the web

Okay, you know you should have registered back in August. But you didn't know your work schedule, had to pay some bills first, and weren't sure what to take—although you can think of a couple of required classes you should get out of the way.

There's still time to register. Well, yes, there's a late fee, but it's not that much.

The best way to get started—now that the decision time really is here? Go to the 'web. You'll find the University College Classes bulletin there . . .

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

Click onto the courses section and you'll see all the academic departments listed alphabetically. Courses that have filled up (closed) or been canceled are indicated. So you'll know what's available.

Next step is to register by FAX (credit card billing) or come in and register in person at 101 Wesbrook Hall (you could still register by mail, but you'll get in faster and receive confirmation sooner this way). The registration office is open until 8 p.m., Monday through Thursday (Friday until 4:30).

Check the bulletin (your hard-copy one or the one on your screen) for other details about registration.

E-mail orientation

University College students in degree programs automatically receive an e-mail account through the University.

Through your e-mail account you can communicate with professors and students and have access to Gopher, the WorldWideWeb, and the Internet.

The University's Academic and Distributed Computing Services provides an orientation to these services. You're invited to attend one of these free sessions that provide an overview of the campus network, demonstrate how to use your e-mail account, and cover other internet services.

Tuesday, Oct. 7, 6-7:30 p.m.

Saturday, Oct. 11, 10-11:30 a.m.

Thursday, Oct. 16, 6-7:30 p.m.

All sessions met in Nicholson Hall, room 2, on the East Bank campus.

To reserve your spot, call 625-1855 or e-mail orient@boombbox.micro.edu. You must have your UofM identification number with you (bring your UCard or a copy of your fee statement/confirmation of registration).

Required software is available through the computing lab or at the University College registration office in 101 Wesbrook Hall. Cost at the registration office is \$7 to cover the cost of the diskette set you receive to load

the software. Check with ADCS for daytime orientation sessions and arrangements to get software from their labs: 625-1300; on the web, <http://training.micro.umn.edu>.

Doctoring your computer

How do you keep your personal computer running smoothly? How can you troubleshoot, analyze, and correct problems?

Take your personal computing experience to the next level in a new noncredit course this fall, **The Basics of PC Maintenance and Troubleshooting** (PSch 0770). You'll learn about the fundamental func-

tions of your pc and peripherals and how to prevent problems, use system maintenance utilities, and avoid environmental threats. Other topics: common software problems; hardware enhancements; network connection issues; getting technical support. Meets T, 6:30-8:30, Oct. 7 to Nov. 4. Call 624-8880 for registration information.

Options for languages

New choices in language study are available in the following departments.

Danish	Norwegian
Dutch	Swedish
Finnish	

Courses numbered 1101, 1102, 1103, 1104, 1105, 1106 are offered at the 3000-level (3101, 3102, etc.) for students who want to take them at the upper division level and are also available in a no-credit registration option for non-degree-seeking stu-

dents. Tuition is \$293.25 (3 credits).

The 3000-level registration option is for students who have already completed the GPT in a second language and for graduate students working on their second-language requirement.

Check with the registration office, 625-3333, for registration information or with an adviser if you have questions about degree requirements, 625-2500. This option is not for students completing a language requirement in a bachelor's program.

Career development in communications

In a rapidly changing work world—one where technology, reengineering, and downsizing are altering job duties and career opportunities—there is a constant, a skill set important to adapting and succeeding. It's your power to communicate effectively.

Patricia Kovel-Jarboe, faculty coordinator for the new University College Organizational and Professional Communications certificate, says that the learning the program provides is more important than ever.

"Occupations become obsolete, technology influences job activities, and businesses reorganize their processes," she says. "But the ongoing need in any organization is for employees to function effectively." That makes interpersonal skills and organizational understanding and management crucial. "When responsibilities and environments change, communication is still there as the glue that holds things together, that makes change understandable and possible. Whatever management trend or fad is going around, decisions about what is core to the organization are always key, and communicating mission and vision is a big part of implementing it."

The OPC certificate

The certificate is a 24-credit credential designed for working people who want to sharpen skills but in a professional studies program, one that combines theory and basic principles of human communication with workplace and career applications.

Program director Jennifer Lundblad says the certificate fits the needs of professionals working in a variety of fields. "Students and industry leaders interested in the program come from human resources, marketing, public relations, organizational development and planning, sales, and technical communication, just to name a few areas," says Lundblad.

Flexibility is a key feature of the Organizational and Professional Communications certificate says Lundblad. "The certificate serves different purposes for different people," she notes. When it was first proposed, Kovel-Jarboe says, a principal audience was projected to be people working in communications who needed an educational credential that complemented their work experience and previous education, partic-

Organizational and Professional Communication (OPC) ... a professional certificate focusing on communication and its effective applications in organizations

Fall 1997 courses

(For a descriptive brochure or registration information, call 625-3322.)

Core (required) course

Communication in Human Organizations — (Speech — 5441). Analysis of functions of communication in organizational settings. Organizational structure and dynamics and their effect upon communication process. Collateral readings and individual projects. Meets Wednesdays, 6 to 9 p.m.

Concentration courses

Leadership Communication (Speech 3111)

Intercultural Communication (Speech 5451)

Scientific and Technical Presentations (Rhetoric 3257)

Theory and Practice in International and Intercultural Communication (Rhetoric 5562)



ularly those who majored in the liberal arts. But the certificate can be just as valuable to those in specific professions—engineering, medicine, education, computer science—who find themselves now working in communications and personnel management and development.

The course work, offered by the speech-communication and rhetoric departments, is available at both the undergraduate and graduate level. That expands the possibilities signifi-

cantly, says Lundblad. "The course work can be applied in traditional undergraduate degrees and in University College's self-designed bachelor's and graduate degree programs, such as the Program in Individualized Learning and the Master of Liberal Studies," she says.

Program requirements include two core courses, one in communication in human organizations and one in document design. From there students may choose a concentration (9-12 credits) in organizational communication or in professional communication, plus two elective courses.

The organizational communication side focuses on theory of communication and interpersonal communication and interaction and how that influences the dynamics of an organization. The professional communications concentration reviews planning and delivery of messages—how they are organized, formatted, and delivered through both traditional means, such as printed publications, and via technology and electronic means.

More than professional development

The certificate is "achievable," too, says Lundblad. "It's an educational objective that can have immediate benefit, can be readily completed in two years or less, and that has some real substance to it." All the courses are college credit courses, with the discussion, reading, and practice that provide in-depth learning, she notes. As professional development goes, it's significantly more meaningful, she says, than short-term seminars or workshops. "It's more than training, although it certainly has a practical application; it's learning that lasts."

How important is that learning? Kovel-Jarboe, who works primarily as a consultant in team building and organizational change, says that the professional-level certificate indicates commitment, initiative, and flexibility important to employers. "Adults who invest in themselves will be valued in their organizations," she says. "In a new work era, where people change jobs or even careers several times, those who are flexible and have both well-rounded education and experience will be successful."

Bookstores offer convenient hours

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. 27, 28; Dec. 24-26, 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>

Insider 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 list-

ing 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 when you buy textbooks. If it becomes necessary, you may return

books for a full refund through Oct. 9 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. 8-13. Resale of your textbooks is not assured. The bookstore buys books that have been identified for use in subsequent terms, are in good condition, and only in quantities necessary to meet expected need.

	EAST BANK (WILLIAMSON HALL); 625-6000	WEST BANK (ADJACENT TO BLEGEN HALL); 625-3000	HEALTH SCIENCES (2-544 MOOS HEALTH TOWER); 625-8600	ST. PAUL (STUDENT CENTER, LOWER LEVEL); 624-9200
Before classes begin Sa, Sept. 20 M, Sept. 22 T, Sept. 23 W, Sept. 24	10 a.m.-4 p.m. 8:30 a.m.-7:30 p.m. 8:30 a.m.-7:30 p.m. 8:30 a.m.-7:30 p.m.	10 a.m.-2 p.m. 8:30 a.m.-5:30 p.m. 8:30 a.m.-5:30 p.m. 8:30 a.m.-5:30 p.m.	CLOSED 8:30 a.m.-5:30 p.m. 8:30 a.m.-5:30 p.m. 8:30 a.m.-5:30 p.m.	CLOSED 8:30 a.m.-5:30 p.m. 8:30 a.m.-5:30 p.m. 8:30 a.m.-5:30 p.m.
First week of classes Th, Sept. 25 F, Sept. 26 Sa, Sept. 27 M, Sept. 29 T, Sept. 30 W, Oct. 1 Th, Oct. 2 F, Oct. 3 Sa, Oct. 4	7:30 a.m.-7:30 p.m. 7:30 a.m.-6 p.m. 10 a.m.-4 p.m. 7:30 a.m.-7:30 p.m. 7:30 a.m.-7:30 p.m. 7:30 a.m.-7:30 p.m. 8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 10 a.m.-4 p.m.	8 a.m.-7:30 p.m. 8 a.m.-6 p.m. 10 a.m.-2 p.m. 8 a.m.-7:30 p.m. 8 a.m.-7:30 p.m. 8 a.m.-7:30 p.m. 8:30 a.m.-6:30 p.m. 8:30 a.m.-5 p.m. 10 a.m.-2 p.m.	8 a.m.-6:30 p.m. 8 a.m.-5:30 p.m. 10 a.m.-2 p.m. 8 a.m.-6:30 p.m. 8 a.m.-6:30 p.m. 8 a.m.-6:30 p.m. 8 a.m.-6:30 p.m. 8 a.m.-5 p.m. 10 a.m.-2 p.m.	8 a.m.-6:30 p.m. 8 a.m.-6 p.m. 10 a.m.-2 p.m. 8 a.m.-6:30 p.m. 8 a.m.-6:30 p.m. 8 a.m.-6:30 p.m. 8:30 a.m.-6 p.m. 8:30 a.m.-5 p.m. 10 a.m.-2 p.m.
Second week of classes M, Oct. 6 T, Oct. 7 W, Oct. 8 Th, Oct. 9 F, Oct. 10 Sa, Oct. 11	8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 10 a.m.-4 p.m.	8:30 a.m.-6:30 p.m. 8:30 a.m.-6:30 p.m. 8:30 a.m.-6:30 p.m. 8:30 a.m.-5:30 p.m. 8:30 a.m.-5 p.m. CLOSED	8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 8:30 a.m.-5 p.m. CLOSED	9 a.m.-6 p.m. 9 a.m.-6 p.m. 9 a.m.-6 p.m. 9 a.m.-6 p.m. 9 a.m.-5 p.m. CLOSED
Regular hours (fall quarter) Monday-Thursday Friday Saturday	8:30 a.m.-6 p.m. 8:30 a.m.-6 p.m. 10 a.m.-4 p.m.	8:30 a.m.-5:30 p.m. 8:30 a.m.-5 p.m. CLOSED	8:30 a.m.-5:30 p.m. 8:30 a.m.-5 p.m. CLOSED	9 a.m.-5 p.m. 9 a.m.-5 p.m. CLOSED

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

UNIVERSITY COLLEGE
CONTINUING AND DISTANCE EDUCATION



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

To correct your name of 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.)

Periodicals postage paid at Minneapolis, Minnesota

Late registration for fall quarter

It's not too late to get started in evening 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. 17.

You may register with a \$5 late fee (per course) from September 18 to October 4 (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. 4, 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 begins Sept. 25 (Thursday).

Natural resources – the degree

The Bachelor of Science in Natural Resources and Environmental Studies is now available through University College registration. Most required courses for this major are offered late afternoons and evenings. The course below is a good starting point for those interested in this degree or topic. Call 624-1641 for information.

Colloquium in Natural Resources and Environmental Studies: Involvement of Urban and Rural Community Constituencies in Environmental Management (NRES 3001). Offers the opportunity to explore the legal, ethical, political, and practical aspects of involving communities in environmental management decisions in both urban and rural settings. Special topics include the evolution of the concept of community involvement in natural resource planning, cultural, racial, and socio-economic diversity issues in environmental management. Special emphasis on the application

of policies and theories to real-life situations provided through case studies. Offered for 1 credit, \$100 (resident).

Meets fall quarter, T, 5:30-6:30, Green Hall 203, St. Paul Campus.

UNIVERSITY OF MINNESOTA UNIVERSITY COLLEGE INFO (USPS 711-240)

Registration Office: 101 Westbrook Hall
Telephone 625-3333

Charles R. Cheesebrough
Editor

Info is a newsletter for University of Minnesota University College students published 7 times a year—August, September, November, December, February, March, and April-May—by University College, 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, University College, University of Minnesota, 180 Westbrook Hall, 77 Pleasant 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.

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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.

UNIVERSITY OF MINNESOTA

INFO

A Newsletter for University College Students

Volume 28 / Number 3 / November 1997

University College

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 courses scheduled evenings and Saturday mornings. Students taking one course a term (including summers) may complete the degree in three years.
• An introductory seminar and three M.L.S. seminars (topics will vary) plus a final project seminar form the core courses.
• In six elective courses, students study in depth a topic or theme 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 courses together.
• The M.L.S. can meet the advanced degree needs of a variety of students...
- liberal arts graduates who want to continue their studies and the flexibility of designing their own programs;
- 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.

- 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.

UC phone numbers

Table listing phone numbers for various university services: Bulletins (course catalog) 624-2388, Campus security escort 624-WALK, Closed classes 625-3333, Compleat & Practical Scholar (noncredit) 624-8880, Counseling Office 625-2500, FAX (registration office) 625-1511, Financial aid advising 625-4334, Independent/Distance Learning courses 624-0000, 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, 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

MLS INFORMATION MEETING
November 17, Gloria Dei Lutheran Church, St. Paul. Call 626-8724 to reserve your space.

Holiday reminder

November 27-28 (Thursday, Friday) Thanksgiving holiday

All offices closed. Classes do not meet.

(Dates in the bulletin for this holiday are incorrect.)

Leadership for the Common Good

Knowledge that builds leaders

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

One of the most in-depth personal and professional development opportunities 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.

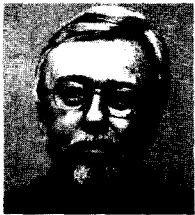
In the seminar, you will . . .

- Learn basic leadership models
- Review leadership and public policy issues
- Combine practical insight and exercises with theory
- 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) during winter and spring quarters and is offered either for 3 graduate credits a quarter or no-credit audit.

* * *

What the participants say . . .



"This experience provides a rich diversity of topics and presenters—people with expertise that offer you a new orientation as you hear them talk about their lives and their work. You see ways to approach issues and problems that you may not have considered before." Bob Butler (1997)



"I got involved with this program because I wanted a comprehensive course covering all aspects of leadership, and I was not disappointed. It provided an excellent overview of virtually every facet of leadership." Scott Jensen, M.D. (1997)



"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)



"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)



"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)



"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)

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INFORMATION MEETING:

Leadership for the Common Good

Learn more about this innovative leadership seminar in an informal information meeting. (If you read about this meeting too late to attend, call for a brochure that explains the program in detail.)

- Wed., Nov. 5, 5:30-7 p.m.
- 215 Humphrey Center, University of Minnesota—West Bank, 301 19th Ave. S., Minneapolis
- Call to reserve your space, 625-7377



Weekend and ITV options

The degree for helping professionals—the M.S.W.

Television—considered by many a great time waster—is becoming a time saver for adult learners in Minnesota.

Several successful University College programs are delivered via interactive television to sites in greater Minnesota. The Child Abuse Prevention Studies program was featured earlier this year.

The Master of Social Work—Distance Option has been operating for several years in Moorhead and Rochester, a natural outgrowth of the School of Social Work's evening and weekend options with classes on campus.

Distance education via ITV is the next best thing to being there, students say, and the national accrediting body agrees; the Council on Social Work Education approved the M.S.W.—Distance Option program in 1995.

Nan Kalke, distance option director in the SSW, points out that the instruction for all students is essentially the same. "The students in Rochester and Moorhead are learning from the same faculty as our students on cam-

pus," she says. "They can ask questions and join discussion and have the reinforcement that comes from being part of a group."

On-site coordinators, like Jarilyn Gess at Moorhead State, helps students with logistics like course requirements and scheduling, assignments, and registration. "This option is a great opportunity for helping professionals in our area to earn an important career credential and to have contact with University of Minnesota faculty," says Gess.

Interest in additional sites is being explored with information meetings this fall at Marshall and Eau Claire.

The M.S.W. is offered by the School of Social Work, the Graduate School, and University College.

* * *

To learn more about the on-campus weekend option for the M.S.W., attend an information meeting (locations below). Basic requirements are experience in a social service setting (paid or volunteer) and an undergraduate degree (need not be in

social work for the on-campus program). Call 624-1096 with questions.

- Sat., Nov. 8, 8:30-10 a.m., Ford Hall, room 130, east bank
- Tues., Nov. 18, 4:30-6:30 p.m., Phyllis Wheatly Community Center, north Minneapolis
- Tues., Dec. 2, 4:30-6:30 p.m., Lao Family Community of Minnesota, St. Paul
- Mon., Dec. 15, 5:30-7 p.m., Ford Hall, room 130, east bank



Winter quarter 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 1997-98 University College Classes Bulletin, pages 6-7 and 10-12, for complete information.

MAIL/FAX REGISTRATION

November 3 to December 17:

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 the back 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 autho-

rization.

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. 3) 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

Wesbrook Hall: Registrations will be accepted at 101 Wesbrook Hall from Nov. 17 to Dec. 17. 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. 27-28).

MacPhail Center, 1128 LaSalle Ave., downtown Minneapolis: In-person registrations accepted at this office

from Nov. 17 to Dec. 17. 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 17 is the last day to register without a late fee for most winter quarter classes.

Winter quarter classes begin the week of Jan. 5 and conclude with finals week, Mar. 16-21 (M-Sa).

(In previous years, finals for evening classes sometimes carried over to the Monday of quarter break; the winter quarter calendar on page 6 of the bulletin that shows term dates as Jan. 5 to Mar. 24 is incorrect.)



The write stuff

Finesse your writing skills through noncredit courses from the Compleat & Practical Scholar this winter. You'll find several options, for beginners to published writers, that provide new perspectives, ideas, and the chance to connect with other who share your interest in "wordsmithing." Call 624-8880 for more information about these courses.

Editing Business And Professional Prose (CSch 0434). Revise your own and others' writing for increased clarity, impact, and style. Learn to identify and apply solutions to common problems in business prose such as list-like or choppy sentences, extraneous words and phrases, overuse of passive voice, weak or nominalized verbs, awkward organization, and failure to demonstrate awareness of readers' needs and expectations. Weekly out-of-class readings and assignments using writing samples from your workplace. Appropriate for executives, mid-level managers, technical support, and other professionals who write or edit in corporate, small business, government, nonprofit, health care, or legal settings. W, 6:30-8:30, Jan. 7-Feb. 25 (8 meetings), Mpls campus (East Bank)

Word Smart (PSch 0621). Do you find yourself using the same words over and over again? Do you avoid using

certain words because you aren't sure of their precise meaning or correct pronunciation? Does your vocabulary simply need a good tune-up? Whether in school, at work, or in personal speaking or writing, build your word power. Word roots and derivatives, definition, pronunciation, usage. Appropriate for anyone who wants to enhance speaking and writing skills, or plans to take undergraduate or graduate admissions exams or other tests requiring vocabulary skills. Th, 6:30-8:30, Jan. 15-Feb. 12 (5 meetings), Lutheran Church of the Good Shepherd, Edina.

Additional course titles include . . .

Paragraphs and Possibilities (CSch 0402)

Writing with Sense(S) (CSch 0405)

Journal Keeping: To Know Your Mind and Heart (CSch 0406)

Self and Place in Creative Writing (CSch 0407)

Writing Through Grief and Loss (CSch 0411)

Writing Children's Fiction: An Introduction (CSch 0414)

The Poet in the World (CSch 0418)

Writing Nonfiction for Children: An Introduction (CSch 0425)

Introduction to Copyediting (CSch 0436)

Landscape architecture and more

Landscape architecture and architecture courses are offered this winter that are open to working professionals as well as others interested in topics for personal or career reasons. Call 624-1641 for information.

Landscape Preservation: Culture in the Fabric of Nature (LA 5229). Design and planning practices and theoretical and programmatic backgrounds for landscape preservation. Case studies; solutions (design, planning, survey, interpretation). Landscape preservation as it relates to other areas of professional practice. Agency perspectives and practices. Must be taken A-F. (No prereq; grad credit available). Winter Qtr, sec 1, 4 credits; TTh, 6-8.

Introduction to Geographic Information Systems (LA 5562). See bulletin, page 254.

Professional Practice (LA 5621).

Office and project management. Organizational behavior, marketing and sales, strategic planning, financial records, insurance and legal issues. See bulletin, page 254.

Exploring Architecture: A Career Discovery Workshop (Arch 0013). Noncredit class in career exploration.

Marketing Architectural Services (Arch 0015). Special term, 8-week course, no credit.

Taking care of Mother Earth

Garbage, Government, and the Globe (ID 5525-5526) is a comprehensive review of how garbage affects not only the economy, politics, environment, and health, but also the lives of untold future generations of humans and other species. Topics vary by term but include issues such as movement of toxic materials through the environment; management of solid wastes; environmental



We're the members of the University College Student Board, and we're committed to serving adult and part-time students. So, this year watch for new information seminars like the popular "Introduction to the Internet" offered last year.

Discussion and planning are underway for evening sessions on topics important to you—financial aid, admissions, registration, counseling services, and more.

Help us help you! Contact us with your ideas, questions, suggestions for session topics. We've got one scheduled already on financial aid (see below) and you are welcome to join us (if you don't receive this notice in time, watch for information about additional and repeat offerings later in the year).

e-mail: ucboard@mail.cee.umn.edu
voice-mail: 626-8501

post: UCSB, U of M, 200 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455

**Financial Aid Info Seminar
Friday, Nov. 7
6 p.m., Nolte Center (room 140)**

UC adviser Fran Van Slyke-Zaslowsky will discuss applying for financial aid, grants, scholarships, loans, and more. Forms and deadline information, too. (Approximately one hour).

You're also invited to attend the regular monthly meeting of the student board after the seminar in room 125 Nolte Center (library).

use/exploitation; economics; environmental planning and conservation. This interdisciplinary course is taught by faculty from several departments and colleges. (No prereq; inquire about grad credit). Meets winter and spring; student may register for either or both terms. Meets T, 6:20-8:50, on the St. Paul campus; 4 credits. See page 241 in the bulletin.

An education degree for the times: Teacher Leadership

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 (1998 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 user-friendly support services.

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 626-7196 to reserve your space.

- **November 12, 4:30-6 p.m., Bloomington Education Center, 8900 Portland Ave. S., room 207.**

- **November 20, 4:30-6 p.m., St. Paul Technical College, cafeteria area, (off I-94, Marion Street exit, downtown St. Paul).**



Web requests for transcripts

You can order official transcripts via the Web if you are a student with an active e-mail account and the proper software (available from several locations on campus, including the UC registration office in 101 Westbrook Hall). Payment is made by MasterCard or Visa. For information, see the site.

<http://www.umn.edu/tc/students/grades/transcripts.html>

ask the
advisor . . .

Semesters are coming . . .

As most of you have probably heard, the University of Minnesota is changing from the quarter system to the semester system beginning in fall 1999.

This will have varying degrees of impact for you, as a student, depending on where you are in a degree or certificate program. For those of you attending classes, the simplest change will be from three registration periods to two and from three final exam periods to two. In addition, courses in your program will be redesigned to fit semesters. The academic departments currently are designating course equivalencies and substitutes for each of the quarterly courses now being offered. Those should be ready by the end of this academic year.

There are some steps you should consider to help ease the conversion.

- If you can finish your course work and graduate before fall 1999, that is a distinct advantage for you.

- If you have not yet applied and been admitted to a degree or certificate program, but are intending to do so, now is a good time to get that accomplished.

- If you are admitted to a college but haven't yet declared a major, see if you can get that done before fall 1999.

- Complete your liberal education requirements (CLE or college specific) before fall 1999 if possible.

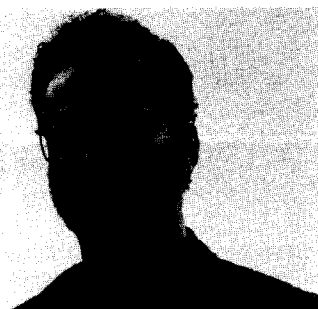
- Finish course sequences you are currently in as soon as possible (e.g., Span 1101-02-03; Phys 1251-52-53).

- If you intend to start a course sequence, check to see whether you can complete it before fall 1999.

Taking any or all of these steps will help you take care of some of the procedural requirements most likely to affect you personally by the conversion to semesters.

Contact the University College Student Support Services office with questions or concerns: 625-2500; CEEadv@mail.cee.umn.edu

Rich Kott
University College Counselor



Ron Brown, vocal music teacher at Battle Creek Middle School, St. Paul, on the Teacher Leadership Program: "The professors and the courses stimulate you to move to the next level. They ask you to be a self-directed and conscientious learner. Since I started, I have become more critical and raised more questions about change. I have a larger knowledge base about what will affect schools—I know the history of the innovations and I can respond by making informed decisions."



Info (USPS 711-240)
University College
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 University College, University of Minnesota, 101 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455. (Please allow two months for records to be corrected.)

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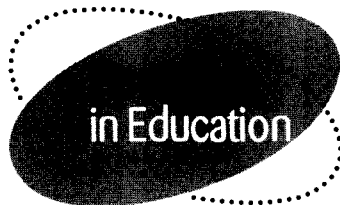
Periodicals postage paid at Minneapolis, Minnesota

Meetings at community colleges this fall

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

Advisers from University College offer group information sessions for adult learners who want to know more about how to meet education-

al and career goals through UC at the University of Minnesota.



Topics in the group meetings include what to expect when you return to college, services and options available to adult students, and special emphasis on University College programs especially designed for working adults, including partnership degrees such as the . . .

- Bachelor of Applied Business
- Bachelor of Information Networking
- Bachelor of Construction Management
- Bachelor of Emergency Health Services

Graduate credit restrictions

Students who register for graduate credit in University College 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 pro-

gram 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 484-486, for complete information. Contact a University College adviser, 625-2500, with general questions and for referral to graduate studies directors in academic departments or the Graduate School.

Information meetings are scheduled this fall at several community colleges; some of these are class sites for the partnership degrees. Meetings begin at 6 p.m. (check-in starts 15 minutes before). Meetings also are scheduled on campus. Call 624-0029 to reserve your space or inquire about dates for meetings at Nolte Center on the east bank.

Help arrives in the parking lots

The motorist assistance program (M.A.P.) is available through Parking Services if you need help in University parking facilities.

University students, visitors, and employees parked in University parking facilities may take advantage of the services, which include unlocking vehicles, jump starts, tire changing, and referrals or transportation to a ser-

vice station for problems that the motorist assistance service doesn't handle.

Motorist assistance is available from 7 a.m. to midnight, Monday through Thursday, and 7 a.m. to 10 p.m. on Friday (no service weekends or University holidays). Telephone Parking Operations at 626-PARK.

INFORMATION MEETINGS AT COMMUNITY COLLEGES

- **Wed., Nov. 5, Minneapolis Community & Technical College (downtown)**
- **Mon., Nov. 10, North Hennepin CC (Brooklyn Park)**
- **Wed., Nov. 12, Century College (White Bear Lake)**
- **Mon., Nov. 17, Inver Hills CC (Inver Grove Heights)**
- **Wed., Nov. 19, Anoka-Ramsey CC (Coon Rapids)**

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University College Assistance Center—Now Open

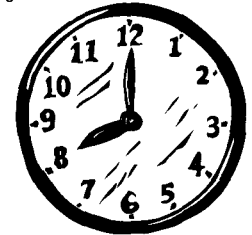
University College (UC) recently opened a Student Assistance Center at 101 Wesbrook Hall. Now, all existing UC student services, including UC advisers and counselors, are in one convenient location. Stop by 101 Wesbrook to get information on and register for all available UC courses (including evening, day, and independent and distance education offerings), visit with an on-site academic advisor,

get connected with a financial aid advisor or one of the other UC program specialists, even sign-up to attend "UC Information" and "Career Counseling Introduction" group sessions. The Assistance Center staff will provide you with the information you need or will connect you with the UC specialist who can best assist you.

For more UC information, call the Assistance Center at 625-3333.

December Hours & Holiday Closings

Hours at the Registration Office and Student Assistance Center in 101 Wesbrook Hall are 8 a.m. to 4:30 p.m. weekdays, Dec. 22-31, except for Dec. 24-26 (W-F) and Jan. 1 when all offices are closed.



Distinguished Teaching Award Winners Announced

The 1997 recipients of the University College Distinguished Teaching Award (pictured here with Dean Harold Miller, second from left) are (from left) Robert



Sloan, professor emeritus in the Department of Geology and Geophysics; Gerald Pepper, associate professor in the Department of Communication at the University of Minnesota Duluth; Robert delMas, Director of the Office of Research and Evaluation for the General College; and José de Cyrano Beruvides,

instructor in the Composition Program of the College of Liberal Arts. All are experienced instructors, many with years of teaching in UC programs, who were honored for their excel-

lence in the classroom and for their service to adult students. Formal announcement came at a recognition ceremony Oct. 27. The selection committee comprises faculty, staff, and students. Nominations are invited for 1997 awards; contact the University College Dean's Office, 624-9329.

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SPECIAL NOTE

The center section of this issue of INFO includes stories and information about Independent and Distance Learning (IDL) courses. For more information call 800-234-6564 or visit the IDL home page at: <http://www.cee.umn.edu/dis/>

UC "Career Changes" Workshop

To learn more about the career planning process and how University College (UC) services can assist you at various stages of the process, attend a free evening presentation, "Career Changes: An Introduction to University College Career Planning Options," Monday, December 8, 6-7:30 p.m., 229 Nolte Center.

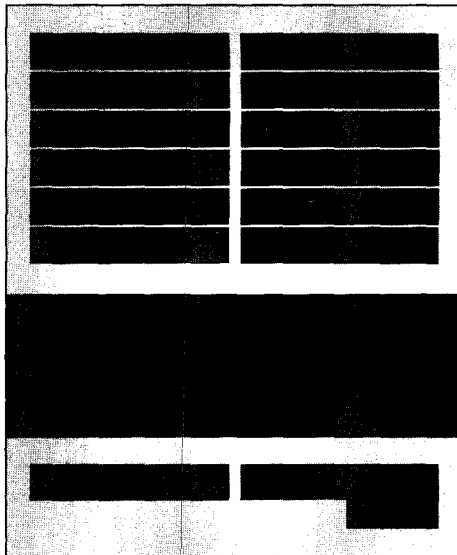
Please call 625-2500 for more information and to reserve your space.

Event Night Parking

Although infrequent, on campus evening events occasionally conflict with UC classes. On event nights, special rates go into effect at many of the public and contract parking lots, ramps, and garages, usually at 4:30 p.m. Call the new UC Assistance Center for details on event-night parking hang tags. Remember to 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-PARK. For a schedule of events, visit the U of M Events Web site at: <http://events.tc.umn.edu>

U Adopts Uniform Grading System

There are five permanent grades given for a single course for which credit shall be awarded, which will be entered on a student's official transcript. A-B-C-D-F grades include pluses and minuses as follows, and carry the indicated grade points. The S grade shall not carry grade points but the credits shall count toward the student's degree program if allowed by the college, campus, or program.



COURSES: *Things to do This Winter*

Looking for something to do this winter? Why not tap your hidden talents by taking a Compleat and Practical Scholar course? Develop new interests, explore career options, or enrich your life through any number of unique learning opportunities. Here is a sampling of Practical Scholar courses offered winter quarter:

PSch 0763 CGI Programming for the Web, Feb. 12.

Now that you've learned the power of the World Wide Web, take advantage of the power of CGI programs. Learn how to create entire Web-based applications with HTML and Perl. Programming environment not provided. Course assumes participants have some prior programming experience. (Limited to 18)

PSch 0764 Creating a Web Home Page, Jan. 26.

In a Power Mac lab, learn basic HTML (Hyper Text Markup Language) to create your own World Wide Web home page.

PSch 0840 Saying Yes, Saying No: Balancing Intimacy & Independence, Jan. 28.

This educational experience offers information and techniques to help maintain a healthy balance in our relationships with significant friends and family. (Limited to 20)

PSch 0668 Next Steps, Taking Action in Career Exploration, Feb. 19.

This "next-step" workshop is for people who have begun the career change process through a course or individual counseling, and need to continue to explore self and careers in order to make some decisions. (Limited to 20)

PSch 0674 Keeping Your Career Alive, Jan. 27.

The organization you work in is changing; examine how to keep up with the changes, and how to use them to grow and stretch within your own career. (Limited to 25)

PSch 0671 Intentional Living – Meaningful Work, Jan. 13.

Poet Mary Oliver asks, "Tell me, what is it you plan to do with your one wild and precious life?" Using this question as a place to begin, you are invited to examine the way you are living and working. (Limited to 16)

For more information on Compleat and Practical Scholar offerings or to reserve your space, please call (612) 624-8880.

UNIVERSITY OF MINNESOTA UNIVERSITY COLLEGE INFO (USPS 711-240)

Registration Office: 101 Wabasha Ave. • Phone: 625-3332

Info: For more information, contact the University College Info Office at 101 Wabasha Ave., Suite 240, Minneapolis, MN 55455-3029. Publications on times and dates of September 10-11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1997. Please call for more information. POSTMASTER: Send address changes to INFO, University College, 101 Wabasha Ave., Suite 240, Minneapolis, MN 55455-3029.

Students are required to submit original documents to the appropriate office. Please call for more information. See the back of this page for more information.

The University of Minnesota is an affirmative action/equal opportunity institution. We are committed to providing equal access to all students, faculty, and staff. We are committed to providing equal access to all students, faculty, and staff. We are committed to providing equal access to all students, faculty, and staff.

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For more information, please call (612) 624-8880. For more information, please call (612) 624-8880. For more information, please call (612) 624-8880.

CONTACT

Opportunities for Independent Learners

IDL Goes the Distance

by Sara Aase

At age 20, Cheryl Marker has skated her way throughout the United States and several foreign countries – all the while trying to keep up with her University of Minnesota coursework.



Taking IDL courses enabled Cheryl Marker to skate competitively while keeping up with U of M coursework.

Now the balance has shifted: Marker retired from competitive pairs figure skating last spring. Her skating partner, Todd Price, is still undecided about his future plans, Marker said. “Last year we took seventh place in the nationals, which was not as good as we had wanted to do,” she said. “This past year I thought about retiring a lot, and I just decided it was in my best interest. I wanted to concentrate on school.”

Marker and Price, who also attended the University, skated together for seven years, devoting at least four hours a day to practice, and spending six to eight weeks a year traveling. During that time, both relied on independent study courses to keep them on target with schoolwork. Price graduated from the University in spring of 1997 with a degree in psychology; Marker expects to

graduate in spring of 2000 with degrees in biochemistry and chemical engineering. She plans to become a medical researcher in order to develop new medicines and vaccines.

Marker was happy to discover Independent and Distance Learning during her most hectic skating years, and still takes courses independently. “The independent study classes have really helped keep my schedule a little more sane,” she said. “Any time I can’t find a way to fit a class into my time frame in day school, I usually take it independent study.” Marker has taken **Beginning Spanish II** (Span 1102), **General Biology** (Biol 1009), and **Heredity and Human Society** (Biol 1101) through Independent and Distance Learning. Todd Price took all of the six quarters of a foreign language required by the College of Liberal Arts (Spanish 1101–1106) through Independent and Distance Learning, as well as a few other courses.

Marker considers languages and lab courses the most difficult to take independently. Then again, she said she found it quite satisfying to do a biology lab on her own. “They give you a box with all the materials you’ll need, and fairly detailed instructions. I had to grow bugs at one point – milkweed bugs.”

DISTANCE: cont. on pg. 5

UNIVERSITY OF MINNESOTA

 **UNIVERSITY COLLEGE**
CONTINUING AND DISTANCE EDUCATION

Why IDL?

As the article on this page points out, there are many good reasons to take IDL courses. Here are just a few:

- *Flexibility: you choose your own study times and place.*
- *You don't have to come to campus: you can register from home, order materials, and do all your coursework by mail or e-mail.*
- *A free e-mail account with Internet access comes with your course registration.*
- *You can register any day of the year, and there is no application needed.*
- *You can work at the pace that suits you.*
- *You have nine months from the date you register to complete most courses.*



What's New at Independent and Distance Learning

by Eirene Hesse



From applied business to stress management, computer science to expressionist film, statistics to history, a grab bag of courses has been added to the IDL lineup in recent months.

Project Management in Practice (ABus 3043)

The newest core course in the Bachelor of Applied Business degree program offered through University College will open soon. In *Project Management in Practice (ABus 3043)* students learn how to lead, manage, and participate in projects of many kinds, which can be useful in business, personal life, or volunteer activities. Students use project management software to put the concepts of the course into practice.

Directed Studies: Stress Management (Psy 3970)

The effects that emotions, thoughts, beliefs, values, and behaviors – whether positive or negative – have on physical and psychological health are examined in *Directed Studies: Stress Management (Psy 3970)*.

Throughout this course, students will learn ways of handling a crisis or stress.

Computer Systems Performance Analysis (EE 5863/CSci 5863)

The goal of *Computer Systems Performance Analysis (EE 5863/CSci 5863)* is to teach computer system developers and users to understand the performance of the computer-based devices that are now so common in our lives. Students will learn how to measure necessary data, interpret the results, and communicate the results clearly and consistently in this course, which is offered entirely online.

David Laje brings a wealth of experience to his CSci 5863 course.

Statistics (GC 1454)

Through an active-learning approach involving exercises and practice problems, students in *Statistics (GC 1454)* will acquire a basic knowledge of statistics, which is used in many places: advertisements, articles, reports, studies on a wide variety of topics, and many fields of work.



Robert delMas, author of GC 1454, received a 1997 U.C. Distinguished Teaching Award.

Expressionist Film in Scandinavia: Ingmar Bergman (Scan 3606)

The films of world-famous director Ingmar Bergman are the focus of *Expressionist Film in Scandinavia: Ingmar Bergman (Scan 3606)*. Students view eight of Bergman's films as they explore what course author William Mishler describes as "a combination of psychological

insight and artistic openness to mystery" in Bergman's films. To help in this exploration, students examine the work of literary critic and anthropologist René Girard.

William Mishler, Scan 3606, has been intrigued by the films of Bergman for decades.

The United States in the 20th Century: 1932–1960 (Hist 3822)

The United States in the 20th Century: 1932–1960 (Hist 3822) examines American history from the Great Depression through World War II, from the cold war and the Red Scare through the Eisenhower era of postwar prosperity and United States global dominance. By learning about the vast changes that took place in the United States in those years, students will also learn how this history shaped their lives.

FOR MORE INFORMATION about any of these courses, call IDL at 612-624-0000 or 800-234-6564, or check the IDL online bulletin at <http://www.cee.umn.edu/dis/>

DISTANCE: cont. from pg. 3

Was it ever lonely devoting so much time to skating, and then taking a course on her own? "No," said Marker. "Think about it. In day school you are in a lecture hall with 200 to 500 other students. You never really talk to them."

Marker, who started figure skating as soon as she could walk, still considers herself a skater, first and foremost. She still skates every day – often with her former partner, just for fun. She is also coaching and learning to judge competitions, and plans to pass her final skating skills test – the "gold" or "senior" test that she didn't have time for while competing. "I still don't have many nonskating friends," Marker said, trying to explain how it is to grow up in a world apart from that of your peers. "They don't understand what it's like to dedicate your life to something; it's a different way to look at the world."

Nevertheless, Marker is clearly relishing her new outlook on life. She's recently taken up downhill and water skiing – activities that were discouraged while she was skating competitively. "This summer I had a vacation for the first time in seven years where I didn't have to bring my skates," Marker said. "I have this generic 'packing list' on my computer, and the first page of it was all skating stuff, and I thought, 'I can get rid of that now!'"

Important Changes!

By the time you are reading this newsletter, we should have completed our move to 101 Wesbrook Hall. Now, instead of going to the basement of Wesbrook to register for IDL courses, you will go to room 101 on the first floor. This change is part of our effort to serve students better by enabling you to register for all University College courses in one central location. Watch for information about other changes in student services in our spring issue.

Winter 1998 Group Independent Study

*These courses meet guidelines for federal financial aid.
For information on how to register and obtain course materials,
call 612-624-0000.*

How to Write a Business Plan and Financial Proposal (ABus 3501)

Online GIS – no classroom meetings; you combine independent learning with computer conferencing. Can be taken from any location.

4 credits, tuition \$400

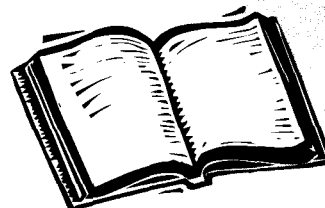
No required textbooks, study guide \$10, optional computer disks \$5 (specify Mac or IBM)

Author and Instructor: Victoria Mikelonis-Paraskov, Professor of Rhetoric and Faculty Director, Bachelor of Applied Business, University of Minnesota

A valuable course for students who seek to expand a business or start a new one. It systematically leads students through preliminary exercises and drafts to produce a completed business plan and accompanying financial plan or management summary. You learn how to articulate the mission, goals, and objectives of your business; conduct market and competitive analyses; formulate marketing strategies; determine staffing needs and organizational structures; conduct strategic planning; and project future growth and expansion. You complete much of the work independently using a detailed study guide. Optional course software allows you to produce your work on screen.

Prerequisites: Upper-level college writing skills; you are responsible for knowing how to use e-mail and the World Wide Web.

There are no classroom meetings. You must follow a weekly schedule for submitting assignments to Professor Mikelonis-Paraskov (using mail, e-mail, or fax) and participating in class discussions via computer conferencing.



Business Policy: Strategy Formulation and Implementation (Mgmt 3004)

Classroom GIS – you combine independent learning with six required evening classes at 335 Blegen Hall on the Minneapolis campus: 1/5, 1/20, 1/26, 2/9, 2/23, and 3/9.

5 credits, tuition \$500

Texts \$94, study guide \$10, video rental \$60 (includes \$30 refundable deposit)

Study Guide Author: James Detert, MBA, University of Minnesota

Instructors: Professor Aks Zaheer, Strategic Management and Organization, and teaching assistant Janet Moldstad, MBA, University of Minnesota

How do companies develop business and corporate strategies? In this course you will study how to develop, implement, and revise these strategies in today's complex environments. Working with numerous business case studies, you will apply the methods of industry and competitive analysis, company situation analysis, and diversification analysis. Videos included with some of the cases emphasize the real-world nature of the course material. Case study assignments will give you the opportunity to combine creativity with analytical skills in your strategy recommendations.

Prerequisite: senior status or completion of business core courses or permission of instructor

101 Wesbrook Hall 612-624-0000 E-mail: indstudy@tc.umn.edu
77 Pleasant Street SE 800-234-6564 Website: http://www.cce.umn.edu/dis
Minneapolis, MN 55455 612-626-7900 (fax)

UNIVERSITY OF MINNESOTA



Independent and Distance Learning

Request for Information, Forms, Bulletins Please print using ink

Please use this form to request information, forms, and bulletins. Please call if you have questions; we will be happy to help you. We will be happy to send bulletins to your friends, too.

Please send me:

- the Independent and Distance Learning bulletin
- more information about ICP and PIL
- a transcript request form
- introductions to the following course(s):
- a registration form
- a list of courses available by e-mail
- other: please specify _____

Name _____
last first middle initial

Address _____
street/route/box city state zip county

Late Registration for Winter Quarter

Late registration for winter quarter and winter special term classes continues after Dec. 17 (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 Wesbrook Hall (only).

The office is open Dec. 15-16-17 until 8 p.m. Starting Dec. 18 (Th), the main Registration Office and Student Assistance Center in Wesbrook Hall are open 8 a.m. to 4:30 p.m., Monday through Friday, until winter quarter classes begin (Monday, Jan. 5) except for University holidays: Dec. 24-26 (W-F) and Jan. 1 (Th). Offices are

closed these dates.

When winter quarter classes begin, the Registration Office and Student Assistance Center resume their 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 Wesbrook Hall office will be open on Saturday, Jan. 10, 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 Wesbrook Hall.

Call 625-3333 with questions about registration.

Other important winter quarter dates:

- Jan. 5 - Classes begin
- Jan. 10 - Last day to cancel and receive a 100 percent refund
- Jan. 12 - Late registrations must include a \$10 late fee per course; instructor written approval required
- Jan. 20 - Late registrations must include a \$20 late fee per course; instructor written approval required
- Feb. 14 - Last day to cancel and receive automatic "W"; cancellation requires scholastic committee approval after this date

Architecture/Environmental Professional Education Opportunities

If you are interested in learning basic marketing skills as they apply to architectural services, then check out this course:

Arch 0015 MARKETING ARCHITECTURAL SERVICES.

No credit, tuition* (includes \$10 special fee): \$188.

Learn the fundamentals of planning, management, and implementation of the business development process for research, lead generation, qualifications, strategizing, proposals, presentations, and contract closing. Must be taken S-N. (No prereq), Julie Luers

Winter Spec Term, Sec 1, M, 6:10-9:20 p.m., Jan. 5-Mar. 2 (8 meetings; no class Jan. 19), Arch 30

Check Out These Environmental-Related Courses:

LA 5229 LANDSCAPE PRESERVATION: CULTURE IN THE FABRIC OF NATURE.

4 credits, tuition* (includes \$30 course fee):

UNIVERSITY OF MINNESOTA



Resident \$430; Non-resident \$1210; Resident Graduate credit \$553; Non-resident Graduate credit \$1076; Resident Graduate School credit \$974; Non-resident Graduate School credit \$1918.

A close examination of the practice of landscape preservation derived from public-sector programs and historic preservation and natural resource management frameworks. Must be taken A-F. (No prereq. Qualified students may register for graduate credit at the University of Minnesota)

Winter Qtr, Sec 1, TTh, 6-8, Arch 15, Neckar, Nunnally

ID 5525-5526 GARBAGE, GOVERNMENT, AND THE GLOBE.

4 credits each quarter, tuition* each quarter: Resident \$391; Non-resident \$1153.44.

Different topics covered each quarter; students may register for one or both quarters.

5525 (offered Winter Quarter):

An introduction and overview of solid waste in the United States and internationally.

5526 (offered Spring Quarter):

A more advanced course. A rigorous analysis of

how garbage affects not only the economy, politics, environment, and health, but also the lives of untold future generations of humans and other species. (No prereq. Inquire about graduate credit at the time of registration. Limited to 50)

Winter Qtr, 5525, Sec 1, T, 6:20-8:50, BorH 375, StP Campus, Singh

SoIW 5001 REGULATORY AND LEGAL FRAMEWORK OF SOLID WASTE MANAGEMENT.

2 credits, tuition*: Resident \$200; Non-resident \$590; Resident Graduate credit \$261.50; Non-resident Graduate credit \$523; Resident Graduate School credit \$472; Non-resident Graduate School credit \$944.

Focus on law and law making which affects the handling of solid waste. (No prereq. Qualified students may register for graduate credit at the University of Minnesota. Limited to 30)

Winter Qtr, HSec 1, alternating Sat 9 am-1 pm, Jan 10, Jan 24, Feb 7, Feb 21, Mar 7, Mar 21 McNH 198, StP Campus

For complete course and instructor information, or to register, please call (612) 624-1641 or (612) 626-9707.

Applied Business Program Offers Saturday Classes

To help students continue their progress in the Bachelor of Applied Business (BAB) program, new Saturday classes and times have been created. The three Saturday classes during winter quarter are:

Problem Solving in Complex Organizations (ABus 3012) 9 a.m. - 12 noon, Jan. 10 - Mar. 21, StP Campus

Effective Oral Communication and Business Presentations (ABus 3024) 9 a.m. - 12 noon, Feb. 21 - Mar. 21, Inver Hills (5 meetings)

Negotiating for Agreement (ABus 3025) Saturdays, 9 a.m. - 3 p.m., Jan. 17 and 24, 9 a.m. - 12 noon, Feb. 7, Inver Hills

Other courses are open to anyone on a space-available basis; you need not be admitted to the program to register. Classes begin the week of January 5, 1998. For detailed course and instructor information, or for more information about the program, call 626-1348.

Consider A Master of Liberal Studies Degree

If you are looking for a graduate degree option that gives you the flexibility to study across traditional academic areas or to focus on a topic of personal or professional interest, the Master of Liberal Studies (MLS) is for you. Whether you are a recent college graduate or you hold a degree from college 20 years ago or more, the MLS offers a timely *and timeless* liberal education for adult students with a lively intellectual curiosity.

MLS seminars are offered in the evenings and on Saturday mornings. Students receive individual attention from the MLS staff and advisers, making the graduate school experience as enjoyable as possible. If you think this opportunity is for you, call (612) 626-8724 for more information about the program features and requirements.

The next MLS application deadline is **March 13, 1998**. Admitted students may begin their program Summer or Fall, 1998.

Special Workshops/Courses Winter, 1998

Continuing Education Workshops for Educators

Modifying Instructional Materials to Conform to the MN High School Standards

Outdoor Experiences for Students in a Winter Setting

Community Through Conversation: Contemporary Literature in the Field of Family Education

Shattered Dreams, Loss, and Family Education: When and How to Respond

Ethic, Economics, and Education: the Foundations of Citizenship

The Challenges of East Asian Education: Lessons for the USA

Call 625-1855 for more information.

Child Abuse Prevention Studies (CAPS)

SW 5010 Seminar: Special Topics - Cultural and Ethnic Understanding in Child Maltreatment

Call 625-2742 for more information.

To correct your name or address on our lists, send the entire address panel and mailing label from your info to Extension Classes, 2037 University Avenue S.E., Ste. 200, Minneapolis, MN 55455. (Please allow two months for records to be corrected.)

UNIVERSITY COLLEGE
CONTINUING AND DISTANCE EDUCATION



info (USPS 711-240)
University College
University of Minnesota
2037 University Avenue S.E.
Ste 200
Minneapolis, MN 55455