

UNIVERSITY OF MINNESOTA

DISTANCE EDUCATION **1998-99**

Courses and programs
wherever you are

- Credit courses via mail,
e-mail, and the Internet
- Self-paced study
with faculty guidance
- Register throughout the year



UNIVERSITY COLLEGE

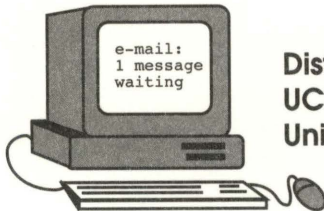
CONTINUING AND DISTANCE EDUCATION

How to Reach Us



Distance Education main number
Distance Education toll-free number
Distance Education fax number
University Libraries

612-625-3333
1-800-234-6564
612-625-1511
612-624-0230 or
(toll-free, outside the Twin Cities)
1-877-ASKINFO



Distance Education
UC Advising
University Libraries

indstudy@tc.umn.edu
ceeadv@mail.cee.umn.edu
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<http://www.lib.umn.edu>

Volume 101, Number 4

June 29, 1998

UNIVERSITY OF MINNESOTA
(USPS 651-720)

Published by the University of Minnesota, Office of the Vice President for Student Development & Athletics, Communications & Publications, 110 Williamson Hall, 231 Pillsbury Drive SE, Minneapolis, MN 55455-0213; once in August; and twice in February and June. Periodicals postage paid at Minneapolis, Minnesota. POSTMASTER: Send address changes to University of Minnesota, Distance Education, 101 Wesbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455.

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Equal Opportunity

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. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity. Inquiries regarding compliance may be directed to Julie Sweitzer, Acting Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church St. SE, Minneapolis, MN 55455 (612-624-9547).

Catalog Artists

This year's catalog art was created by Felix Ampah II, a Minneapolis resident who teaches in the Department of Design, Housing, and Apparel at the University of Minnesota, as well as at the Minneapolis Technical College. His art appears on several 1998-99 University College publications.

What's New

Distance Education (DE), formerly Independent and Distance Learning, is exploring new educational technologies as well as offering its traditional correspondence courses. Although our name has changed, our mission remains the same as it has since 1909—to provide high-quality University of Minnesota courses to students across the county and around the world. Whether you're on campus as an enrolled University student, or if you're using the Internet and e-mail to learn on your own through Distance Education, take a look at our courses and find the ones that meet your needs.

Terms and Registration Dates

Beginning this year, you must choose a term format when you register in Distance Education. Courses are offered in three formats—extended term (nine month), term based (10 week), and special term. You must register in **specific sections** and at **specific times** throughout the year. There is one section and registration period for summer 1998, and four sections and registration dates **each** for fall, winter, and spring quarters and summer 1999. For more information, see pages 100-101. The section and registration dates for online special-term courses are given with their course descriptions.

Order Course Texts Directly from the University of Minnesota Bookstore

You may now order the texts required for a course directly from the University of Minnesota Bookstore—East Bank. In this catalog you'll find a section called *DE Courses and Text Prices* (pages 7-10) that lists all the courses offered through Distance Education and the estimated price of the texts/supplies for each course that are available at the Bookstore. Complete instructions for ordering texts—by phone, mail, or fax—are given, as is the Bookstore's Web page so that you can check on the availability of texts and their current prices.

Contacting Your Instructor

Distance Education recognizes that the relationship between student and instructor is fundamental—the instructor grades your assignments, can answer questions about your course, and has the prerogative to grant or deny additional time to complete your course. DE instructors can be reached by mail, e-mail, or phone. You will receive information about how to contact your instructor when you register in a course.

Financial Aid

Financial aid options for Distance Education courses continue to expand. The widest range of financial aid options is available to degree-admitted students in online and other term-based telecommunications courses. There are also a number of aid options for students enrolled in correspondence courses. Specifics are given on pages 90-92.

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**1****Pick a Course**

This catalog contains descriptions of the more than 300 Distance Education courses you can use to meet your educational needs. Contact your adviser to determine if a particular course fits into your program. See the *How to Register* section for detailed information on the registration process.

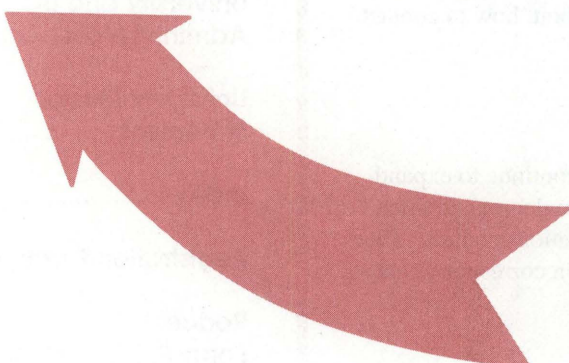
8 Congratulations

About three weeks after you complete and submit the last assignment or exam, your course grade (pages 92-94) will automatically be transferred to an official University transcript (page 102). If you want a copy of your grade report mailed to you, contact UC Student Support Services (page 99). You've met your goal and completed your course. We welcome you to enroll in another one.

2**Choose a Term Format**

DE courses are offered in three formats—term based, extended term, and special term. The distinction between these formats is fundamental, particularly for financial aid recipients (see pages 90-92). Term-based courses follow the University's quarter academic schedule, while you have up to nine months to complete an extended-term course. Special-term courses follow a 15-week schedule, which is given with their course descriptions. Look at the differences between these formats and set yourself up for success by choosing the schedule that best fits your lifestyle.

How to Succeed in Distance Education

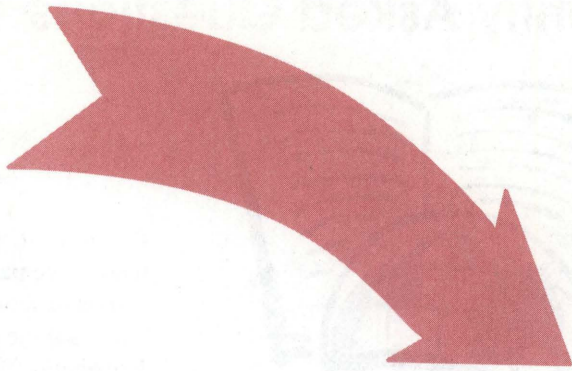
7**Prepare to Complete Your Course**

When your enrollment period is three-fourths complete, assess your progress in the course. What effort will it take for you to complete the coursework? Do you need to make some adjustments to the timetable you created? If you've fallen behind, contact your instructor and talk about options (pages 89 and 93). If you are a financial-aid recipient, you should consult a University College adviser if you think you will not be able to complete your course within the term.

3

Get Started Right Away

Purchase your texts and materials (pages 85-86) immediately. Commit yourself to completing and submitting the first assignment without delay. Don't fall into the trap of putting off that first assignment. Submit assignments in person, by mail, or, for some courses, via the Internet. If you enroll in a term-based course, you need to begin studying at once and submit your first assignment the first day of your enrollment period.



4

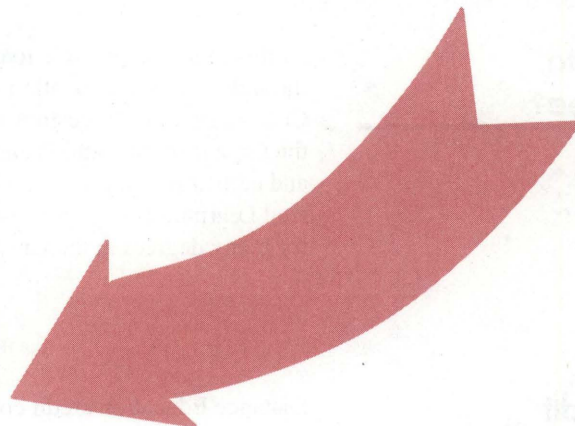
Set up a Timetable

Each course has its own specific requirements. Take a look at the number of required assignments and exams in the course you've chosen. The introductory pages in the study guide provide tips for successfully completing your course. Create a timetable and schedule specific work periods to put yourself on track to complete your course. If you want to enroll in a term-based course, note that some Distance Education courses were not designed to be completed in 10 weeks. Be careful to select a course with a reasonable workload.

5

Make Steady Progress

Keep working on your course as you wait for one assignment to be evaluated and returned. Keep a steady pace and stick to your timetable and schedule. Do you have questions? Is your timetable realistic? Contact your instructor.



6

Exams and Research Projects

You need to call UC Student Support Services (612-625-3333 or 800-234-6564) to make an appointment to take an examination. If you will be taking proctored exams at an off-campus site, you need to begin the process early to arrange for a suitable proctor (pages 88-89). If your course includes a final paper or a project that requires research, start pulling together the resources you need right away (see *Student Information, Library Facilities*).

Frequently Asked Questions



If you're a first time Distance Education (DE) student, please read these three pages. They'll probably answer many of the questions you have about us. If you want more information about a specific topic, see the other sections of this bulletin, especially *Student Information* and *The Electronic Connection*.

Do I need to be an admitted U of M student?

No, acceptance to the University or to a particular program is not required. We accept registrations from everyone—students enrolled in other colleges/universities, people not currently affiliated with any educational institution, and students enrolled at the University of Minnesota. If you want to transfer DE credits to your program or degree, speak with an adviser at your college or university before registering.

When can I register?

There are three registration term formats for Distance Education courses. The most flexible format is called **extended-term enrollment**. Extended-term courses are designed to be completed within nine months. A new extended term begins each month, and you can register any time for the next available term. Pay special attention to these dates if you would like your DE course credits to apply to your coursework for a specific quarter at the University. The second format is called **term-based enrollment**. These courses follow the regular University quarter schedule. You must register by specific dates for these 10-week enrollment periods. The third registration format is **special-term enrollment**, which is available for a limited number of courses. The registration dates for these courses are given with their course descriptions. For more information, see pages 100-101.

Is it possible to earn a degree?

At this time it is possible to complete two degree programs almost entirely through Distance Education—the Bachelor of Applied Business and the Inter-College Program, a customized degree. You may also apply DE courses toward the Organizational and Professional Communication certificate, or other degree and certificate programs, including the competency-based Program for Individualized Learning (see pages 67-81). In addition, DE courses fulfill the requirements for many degrees at the University and other schools (check with your adviser).

Will I get credit for this course?

Distance Education credit courses are comparable to University of Minnesota classes, and the grade you earn will appear on your University of Minnesota transcript. You will receive University quarter credits for these courses.

Will these courses apply toward my degree?

Be sure to check with your college adviser (or a UC Student Support Services adviser [612-625-3333 or 800-234-6564]) to verify that a course meets the specific requirements of your program or degree. Many Distance Education courses fulfill the Liberal Education requirements of the University.

Can I transfer credits to another institution?

If you would like to transfer these University of Minnesota credits to a degree program at another institution, check with the counseling or academic advising department of your home institution to be sure that credits will be accepted. You should also confirm the transfer value of quarter credits in your particular program if your school is on a semester schedule.

Can I receive graduate credit for these courses?

At this time you may receive graduate credit for selected 5xxx- or 8xxx-level courses taught on a 10-week schedule or through online technologies. Check the *Course Descriptions* section.

How can I find out more about these courses?

We'll be glad to send you a copy of the introduction to a course study guide to give you more information about a course (see the inside front or inside back cover). Information is also available in the course description section of our online catalog, which is available through our Web site: <http://www.cee.umn.edu/dis/>.

How long do I have to complete a course?

Most students choose extended-term courses. You have nine months from the term start date to complete extended-term courses. Our 10-week term-based and 15-week special-term courses have enrollment periods that more closely correspond to the University's academic calendar, and are recommended for financial aid recipients. Make sure you choose the option that best fits your schedule.

How do I register?

You may register for a Distance Education course by mail, by fax, by Internet, or in person at our registration office, 101 Wesbrook Hall on the East Bank of the Twin Cities campus. Two copies of our registration form are printed at the end of this catalog. We can mail or fax you more. If you register by fax or the Internet, you must use a credit card to pay the tuition (VISA, MasterCard, Discover/Novus cards accepted). See pages 102-104 for more information.

What do these courses cost?

The tuition for our courses corresponds to the tuition rates for University credit courses or comparable work, and varies depending on the number of credits and the college of the University. The tuition for each course is given in its course description. The required materials/services fee and the cost of audiocassettes or videocassette rentals is not included in tuition; these costs are given in the course

description for individual courses. For estimated textbook costs, see the *DE Courses and Text Prices* section.

Is financial aid available?

Federal financial aid programs have specific regulations related to Distance Education courses. The widest range of financial aid options is available to degree-admitted students in term-based online and other telecommunications courses. There are some options for students enrolled in correspondence and extended-term telecommunications courses, although they are more limited. Refer to the *Student Information* section, *Financial Aid*, for additional information.

How do I contact my course instructor?

Distance Education instructors are in touch with their students in a variety of ways. You will communicate with your instructor through your assignment submissions, and may also communicate through the U.S. mail, e-mail, or by telephone. You will receive specific information about how to contact your instructor when you register for a course.

Where do I take course exams?

You may take course exams on campus in 101 Wesbrook Hall or you may arrange for a qualified proctor to supervise your exams at another location. Call 612-625-3333 or 800-234-6564 to make an appointment to take an exam on campus. For complete information about exams, see the *Student Information* section, *Exams*.

What happens if I don't finish a course?

If you do not finish during the specified term, your instructor can grant or deny additional time to complete the course (see pages 89 and 93). Otherwise the course will appear on your University of Minnesota transcript with a grade of F or N. You must officially withdraw from a course before specified deadlines in order to remove the course from your transcript. You may cancel the course and receive a refund if you meet the cancellation deadlines. See the *Student Information* section, *Cancellations*.

What do I do if I would like to drop a course?

You must officially cancel your registration in a course in order to avoid receiving a grade of F or N. The terms of your cancellation depend on how long you have been enrolled in the course; see the *Student Information* section, *Cancellations*, for more information.

What if the course I want to take is not available?

At times DE may not accept registrations in one of its courses because of textbook edition changes or instructor unavailability. Some courses described in this catalog may also still be in preparation. Call 612-625-3333 or 800-234-6564, or check our online catalog (<http://www.cee.umn.edu/dis/>), to confirm that the course you are interested in is currently open for registration.

DE Courses and Text Prices

To make it easier for you to know what courses are offered by Distance Education, and the estimated cost of the required texts for each course, we've listed all the DE courses and the estimated cost of their texts on these four pages. Information about how to order texts is given below. Note that some courses do not require any texts (they are listed as "no texts"), while for a few courses we do not yet have text information (for those courses you are told to "call"). The prices of DE course audiocassettes or any special materials are given with the course descriptions; those prices are not included in the costs given below.



When you enroll in a DE course, you may order your books from the University of Minnesota Bookstore—East Bank by e-mail, phone, or U.S. mail. The texts will be shipped to you by UPS or by first class mail if UPS does not ship to your address. There is a \$3 charge per order, plus \$1 per item, for shipping and handling for destinations within the United States.

If you order your texts by e-mail or phone, you must include credit card information (VISA, MasterCard, Discover/Novus are acceptable). If you order your texts by sending a letter to the Bookstore, you may pay for them by credit card or check/money order (payable to the University of Minnesota).

The text prices given below were accurate when this catalog was printed, but because text prices probably will change during the year—and to find out the exact shipping and handling charge—call (612-625-6000; 800-442-8636) or e-mail (debooks@tc.umn.edu) the Bookstore. If you mail your order to the Bookstore, send it to East Bank Bookstore, University of Minnesota, 290 Williamson Hall, 231 Pillsbury Drive SE, Minneapolis, MN 55455.

You can find out the specific texts required for a course—and the esti-

mated price of each—at the Bookstore's Web page:

<http://www.bookstore.umn.edu/>

Once you reach the Bookstore's Web page, click on Books and then on Textbooks.

Shipping charges to destinations outside the United States are based on weight, ship-to address, and method of shipping (air or ground) for each order. Air shipments are the most expensive and take approximately two weeks. Ground shipments are less expensive, but usually take from six to eight weeks. Call or e-mail the Bookstore if you have questions about the cost of shipments outside the United States.

It is important that you purchase the required texts and supplies for a course as soon as possible after you register. Because texts may be updated or changed by their publishers, the required texts for a course may not be available at a later date.

Full refunds for texts will be given only if you cancel your registration in a course. For complete text refund information, see the *Student Information* section of this catalog, *Course Materials*. If you want to sell your texts after completing a course, contact the

Bookstore at the phone number, e-mail address, or mailing address given above. Only books in current use will be purchased.

A

ABus 3011, Hist. Perspectives and Contemp. Bus. Challenges	\$66
ABus 3011, Hist. Perspectives and Contemp. Bus. Challenges (15-week)	\$66
ABus 3012, Problem Solving	\$79
ABus 3012, Problem Solving (15 week)	\$79
ABus 3023, Communicating for Results	call
ABus 3023, Communicating for Results (15 week)	call
ABus 3031 Accessing and Using Information Effectively	no texts
ABus 3031 Accessing and Using Information Effectively (15 week)	no texts
ABus 3043, Project Mgmt.	\$45
ABus 3043, Project Mgmt. (15 week)	\$45
ABus 3101, Accounting and Finance for Managers	\$35
ABus 3101, Accounting and Finance for Managers (15 week)	\$35
ABus 3104, Management and Human Resource Practices	\$99
ABus 3104, Management and Human Resource Practices (15 week) .	\$99
ABus 3501, Bus. Proposal	no texts
Acct 1050, Intro. Fin. Reporting ..	\$76

DE Courses and Text Prices

Acct 3001, Intro. Mgmt. Acct.	\$79
Afro 3601, Intro. African Lit.	\$86
Agro 5500, Issues Sustainable Agriculture	no texts
AmIn 3111, Am. Indian Hist. I	\$59
AmIn 3112, Am. Indian Hist. II	\$65
AmSt 1002, Am. Cultures II	\$96
AmSt 1003, Am. Cultures III	\$99
Anth 1102, Understand. Cultures (video)	\$135
Anth 1111, Human Origins	\$55
Anth 5141, Psychological Anth. ...	\$23
ArtH 1001, Intro. Visual Arts	\$57
ArtH 3014, Art of India	call

B

BFin 3000, Fin. Fundamentals	\$68
BGS 3002, Ethics/Stakeholder Management	\$52
BGS 3004, International Business	\$80
BioC 5309, Biocatalysis	\$57
Biol 1009, General Biology	\$32
Biol 1101, Heredity/Human Society	\$47
Biol 1101V, Heredity/Human Society (computer assisted)	\$47
Biol 3051, Environ. Studies	\$62
Biol 5003, Genetics	\$78
Biol 5004, Cell Biology	\$75

C

C++ in Embedded Systems	no texts
CI 5362, Computer-Based Instructional Design	\$234
CI 5620, Second Languages for Young Children	\$25
Clas 1019, Magic, Witchcraft	\$22
Clas 1042, Mythology	\$61
Clas 1048, Greek and Latin Terminology	no texts
Clas 5005, Madness, Grk./Rome ..	\$20
CLit 5414, Euro. Folktales	\$59
Comm 3220, Gender Comm.	\$62
CPsy 1301, Intro. Child Psych.	\$59
CPsy 3302, Infancy	\$69
CPsy 3309, Intro. Child Psych.	\$59
CPsy 3331, Intro. Soc. Devel.	\$59
CPsy 5303, Adolescent Psych.	\$54
CPsy 5331, Processes Soc. Devel.	\$59
CSci 5863, Computer Systems Performance Analysis	\$68

D

DHA 0620, Intro. to Drafting	\$86
DHA 1211, Intro. to Retail Merchandising	\$68

E

EAS 1032, Religions East Asia ..	\$121
Econ 1005, Prins. Econ: Macro	\$90
Econ 1101, Microeconomics	\$90
Econ 1102, Macroeconomics	\$90
Econ 3102, Macroecon. Theory ...	\$70
Econ 3701, Money and Banking ..	\$67
Econ 5721, Money and Banking ..	\$67
Educ 5666, Creating Social Studies Curriculum Materials	\$75
EE 5863, Computer Systems Performance Analysis	\$68
EEB 3001, Intro. Ecology	\$67
EngC 0011, Preparation for Writing Practice	no texts
EngC 1011, Writing Practice I	\$30
EngC 3011, Writing about Lit.	\$30
EngC 3012, Writing Humanities ..	\$45
EngC 3013, Writing for Arts	\$39
EngC 3014, Writing Soc. Sci.	\$26
EngC 3015, Writing Science	\$22
EngC 3022, Read./Writing Mgmt. ...	\$31
EngC 3031, Tech. Writing Engrs. ..	\$72
EngC 3031V, Tech. Writing Engrs. (computer assisted)	\$37
EngC 3032, Writing for Business .	\$68
EngL 1016, Intro. Am. Lit.	\$76
EngL 1017, Intro. Mod. Poetry	\$42
EngL 1019, Intro. Mod. Drama	\$59
EngL 1020, Sci. Fiction/Fantasy ..	\$60
EngL 1591, Lit. Am. Minorities ...	\$89
EngL 3008, Techniques Literary Study	\$101
EngL 3111, Survey Engl. Lit. I	\$43
EngL 3112, Survey Engl. Lit. II ...	\$52
EngL 3113, Survey Engl. Lit. III ..	\$53
EngL 3241, Shakespeare I	\$30
EngL 3242, Shakespeare II	\$29
EngL 3410, Fitzgerald and Hemingway	\$81
EngL 3411, Am. Lit. to 1850	\$51
EngL 3412, Am. Literature, 1850-1900	\$103
EngL 3413, Am. Lit., 1900-1945 ..	\$78
EngL 3455, Am. Short Story	\$62
EngL 3851, English Language	\$46

EngL 3860, Origin Engl. Words ...	\$14
EngL 3910, Celtic World	\$48
EngL 3910V, D.H. Lawrence and Freud	\$67
EngL 3920, Mod. Women Writers	\$58
EngL 3940, The Woman Writer: 19th-Century Fiction	\$45
EngL 3940V, Hemingway	\$21
EngL 5153, 20th C. Engl. Novel ..	\$89
EngL 5175, Pirandello to Pinter ...	\$79
EngL 5363, James Joyce	\$84
EngL 5432, American Poetry: 1890-1940	\$103
Engr 3016, Deformable Body Mechanics	\$75
EngW 3102, Fiction Writing: Short Story	\$37
EngW 3103, Intermediate Poetry Writing	\$47
EngW 3110, Journaling Fiction ...	\$29
EngW 5201, Journal and Memoir Writing	\$44
EngW 5202, Journal and Memoir Writing II	\$45
EngW 5401, Intro. Professional Editing	\$109
EPsy 5112, Knowing, Learning, and Thinking	\$34
EPsy 5114, Psych. Student Learning	\$56
EPsy 5400, Integrative Career Planning	\$17
EPsy 5401, Counsel. Procedures ..	\$40

F

Fin 1101, Begin. Finnish I	\$28
Fin 1102, Begin. Finnish II	\$28
Fin 1103, Begin. Finnish III	\$28
Fren 0001, Reading French	\$30
Fren 1101, Begin. French I	\$169
Fren 1102, Begin. French II	\$169
Fren 1103, Begin. French III	\$169
FScN 1612, Prins. Nutrition	call
FSoS 5001, Human Sexual Behavior	\$64
FSoS 5200, Family Systems	\$78
FSoS 5500, Racial/Ethnic Diversity in Families	\$41

G

GC 0611, Intro. Basic Math	\$51
GC 0623, Plane Geometry	\$32
GC 0625, Intermed. Algebra I	\$61

GC 0631, Intermed. Algebra II	\$61
GC 1161, Solar System Astron.	\$59
GC 1162, Stellar Astronomy	\$50
GC 1166, Prins. of Chemistry	\$50
GC 1235, Law in Society	\$50
GC 1283, Psych. Human Development	\$62
GC 1365, Literatures U.S.	\$27
GC 1371, Reading Short Stories ..	\$20
GC 1454, Statistics	\$91
GC 1511, Intro. Business and Society	\$72
GC 1513, Small Business Fundamentals	\$91
GC 1534, Practical Law	\$98
GC 1540, Accounting Fundamentals I	\$74
GC 1542, Accounting Fundamentals II	\$98
GC 1551, Marketing: Intro.	\$66
GC 1553, Marketing: Principles of Management.	\$78
GC 1571, Intro. to Microcomputer Applications	\$29
GC 1722, Parent-Child Relations .	\$57
GC 1816, African-American Lit. ..	\$52
GC 1836, Asian-American Lit.	\$62
GCB 3022, Genetics	\$68
Geo 1001, Intro. Geology	\$41
Geo 1002, Historical Geology	\$59
Geog 1302, World Around Us	\$96
Geog 3101, Geog. U.S./Canada....	\$80
Geog 3121, Geog. Latin Am.	\$93
Geog 3181, Russia/Environs	\$72
Geog 3355, Environmental Problems	no texts
Ger 1101, Begin. German I	\$50
Ger 1102, Begin. German II	\$50
Ger 1103, Begin. German III	\$49
Ger 3610, Heinrich Böll (in English)	library texts

H

Hist 1011, World History I	\$79
Hist 1012, World History II	\$101
Hist 1013, World History III.....	\$49
Hist 1301, Am. History I	\$84
Hist 1302, Am. History II	\$104
Hist 1305, Cultural Pluralism in Am. History	\$59
Hist 1451, Ancient Asia	\$34
Hist 3401, Latin American Hist. to 1800	\$70
Hist 3402, Latin American Hist., 1800-1929	\$22

Hist 3403, Latin American Hist., 1929-Present	\$22
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Hist 3872, Am. Indian Hist. II	\$65
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Hist 3882, History Am. Foreign Relations, 1865-1945	call
Hist 3883, History Am. Foreign Relations, 1945-1995	\$97
Hist 3910, American Immigration, 1884-1984	\$74
Hist 5331, American Constitutional History I	\$84
Hist 5332, American Constitutional History II	\$58
Hort 1010, Landscape Gardening and Design	\$48
Hum 1001, Humanities/West I	\$50
Hum 1002, Humanities/West II ...	\$44
Hum 1003, Humanities/West III ...	\$53
Hum 1111, Euro. Heritage: Greece	\$69
Hum 1113, Euro. Heritage: Rome	\$62
Hum 3001, Humanities/West I	\$50
Hum 3111, Euro. Heritage: Greece	\$69

I

IDLS 0001, C++ in Embedded Systems	no texts
IR 3000, Teach. Labor Relations ..	\$30
IR 3007, Collective Bargaining	\$75
Ital 1101, Begin. Italian I	\$119
Ital 1102, Begin. Italian II	\$99

J

Jour 1001, Intro. Mass Comm.	\$44
Jour 3007, Media in American History and Law	\$60
Jour 3173, Magazine Writing	\$47
Jour 3990, Info. for Mass Comm. .	\$41
Jour 5501, Comm. and Public Opinion I	\$67
Jour 5601, Hist. Journalism	\$72
Jour 5606, Lit. Aspects Jour.	\$59
JwSt 3034, Intro. Judaism	\$65

L

Lat 1101, Begin. Latin I	\$28
Lat 1102, Begin. Latin II	\$28
Lat 1103, Latin Literature	\$28
Lat 1104, Latin Prose/Poetry	\$21
Lat 3105, Cicero	\$15
Lat 3106, Vergil's Aeneid	\$35
Ling 1001, Nature Human Lang. ..	\$19
Ling 5831, Sociolinguistics	\$21

M

Math 1008, Trigonometry	\$64
Math 1111, College Algebra and Analytic Geometry	\$61
Math 1142, Short Calculus	\$40
Math 1201, Precalculus	\$69
Math 1211, Calculus I	\$50
Math 1251, One Variable Diff./ Integral Calculus I	\$57
Math 1252, One Variable Diff./ Integral Calculus II	\$57
Math 1261, Calculus III	\$81
Math 3221, Linear Algebra/ Differential Equations	\$86
Math 3251, Multivariable Differential Calculus	\$81
Math 3252, Multivariable Integral Calculus	\$81
Mgmt 3001, Fundamentals of Management	\$76
Mgmt 3008, Entrepreneurship and the Smaller Enterprise	\$68
MicE 5309, Biocatalysis	\$57
Mktg 3000, Prins. Marketing	\$72
Mus 1001, Fundamentals Music ...	\$52
Mus 1002, Fundamentals of Music II	\$47
Mus 3045, Avant-Garde	\$20
Mus 5702, 20th C. Am. Music	\$32

N

Nor 1101, Begin. Norwegian I ...	\$147
Nor 1102, Begin. Nor. II	\$147
Nor 1103, Begin. Nor. III	\$147
Nor 1104, Intermed. Nor. I	\$64
Nor 1105, Intermed. Nor. II	\$64
Nor 1106, Intermed. Nor. III	\$64
NRES 1201, Conservation Nat'l Resources	\$61
Nurs 3690, Life Span Growth and Development I	\$75
Nurs 3691, Life Span Growth and Development II	\$75

P

Phil 1001, Intro. Logic.....	\$61
Phil 1002, Intro. Philosophy	\$42
Phil 1003, Intro. Ethics	\$41
Phys 1001, Physical World	\$83
Phys 1003, Chg. Physical World ..	\$19
Phys 1041, Intro. Physics I	\$99
Phys 1042, Intro. Physics II	\$99
Phys 1104, General Physics	\$99
Phys 1105, General Physics	\$99
Phys 1106, General Physics	\$99
Phys 1311, Physics w/Calc. I.....	\$70
Phys 1321, Physics w/Calc. II	\$70
Phys 1331, Physics w/Calc. III	\$70
Phys 1341, Physics w/Calc. IV	\$70
Phys 3501, Modern Physics	\$66
PMed 1003, Intro. Occupational Therapy	no texts
Pol 1001, Am. Gov't./Politics	\$102
Pol 1041, Contemporary Political Ideologies	\$68
Pol 3308, U.S. Congress	\$86
Pol 3309, Judicial Process	\$88
Pol 3810, Understanding War	\$116
Pol 5737, Am. Pol. Parties	\$60
Psy 1001, Intro. Psych.	\$62
Psy 1001V, Intro. Psych. (computer)	\$64
Psy 3061, Intro. to Biological Psychology	\$66
Psy 3101, Intro. Personality	\$71
Psy 3604, Abnormal Psych.	\$65
Psy 3970, Stress Management	\$54
PubH 5040, Dying and Death in Contemporary Society	\$48

R

RelS 1031, Religions South Asia..	\$49
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RelS 1032, Religions East Asia ..	\$121
RelS 3034, Intro. to Judaism	\$65
Rhet 3400, Managing Info. on the Internet	\$31
Rhet 3562, Writing in Your Profession	\$79
Rhet 5105, Corporate Video	call
Rhet 5581, Document Design	\$51
Rhet 5581, Document Design (10 week)	\$51
Rhet 8110, Audience Analysis	\$28
Rhet 8110, Audience Analysis (10 week)	\$28
Rhet 8210, Media Selection	\$107
Rhet 8210, Media Selection (10 week)	\$107
Russ 1101, Begin. Russian I	\$21
Russ 1102, Begin. Russian II	\$21
Russ 1103, Begin. Russian III	\$21
Russ 3421, Lit.: Middle Ages to Dostoevsky in Translation	\$91

S

Scan 3602, H.C. Andersen	\$20
Scan 3606, Film in Scan: Ingmar Bergman.	no texts
Soc 1100, Sociology and Social Problems	\$49
Soc 1300, Intro. Criminology	\$54
Soc 3340, Women in Muslim Society	\$139
Soc 5201, Introduction Social Psychology	\$62
Span 0221, Reading Spanish	\$38
Span 1101, Begin. Spanish I	\$95
Span 1102, Begin. Spanish II	\$51
Span 1103, Begin. Spanish III	\$51
Span 1104, Intermed. Span. I	\$137
Span 1105, Intermed.Span. II	\$137

Span 1106, Intermediate Spanish III	\$137
Span 3970, Everpresent Past in Span. and Port. Culture	\$30
SpPt 3610, Topics in Span./Port. Civilization and Culture	\$38
Spch 5441, Comm. in Human Organizations	call
Stat 1001, Intro. Ideas Statistics ...	\$57
Stat 1001V, Intro. Ideas Statistics (Internet)	\$57
SW 1001, Intro. American Social Welfare/Community Services..	\$40
SW 5301, Child Abuse Prevention 1	call
SW 5424, Social Work with Involuntary Clients	\$28
Swed 1101, Begin. Swedish I	\$53
Swed 1102, Begin. Swedish II	\$53
Swed 1103, Begin. Swedish III	\$53
Swed 1104, Intermediate Swedish I	\$53
Swed 1105, Intermediate Swedish II	\$173
Swed 1106, Intermediate Swedish III	\$125
Swed 3670, Readings in Swedish Literary Texts	\$56

T

Th 1101, Intro. Theatre	\$71
Th 5115, Playwriting I	\$41

W

WS 1990, Northern Minnesota Women: Myths and Realities..	\$36
WoSt 3003, Women in World Cultures	\$100

How to Register

To make the Distance Education registration process as easy as possible, we've put all the details about it in this section. On these four pages you'll find information about selecting a course, the elements in a course description, the ways to register, and a sample completed registration form.



Selecting a Course

You are responsible for enrolling in a course appropriate to your needs and educational level, and completing it. Generally, we recommend that you enroll in only one course at a time. See the *Course Descriptions* section for information on our courses. Also see the *Student Information* section, *Course Completion* and *Terms and Registration Dates*.

Detailed information about course objectives, requirements, and materials can be obtained by calling or writing UC Student Support Services for a free introduction to the course study guide (use the form on the inside back cover of this catalog) or by reviewing our material on the World Wide Web.

Some colleges and universities set restrictions governing the acceptance of Distance Education credits. Contact your college or department office before enrolling in a course if you plan to apply it to a specific program. Credits for our Duluth and Morris courses will appear on your U of M–Twin Cities transcript. If you have any questions about the applicability of credits at the University of Minnesota, contact UC Student Support Services, University of Minnesota, 101 Westbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455; e-mail, ceeadv@mail.cee.umn.edu; phone, 612-625-3333 or 800-234-6564.

Reading Course Descriptions

In order to choose a course appropriate to your educational needs, wants, and abilities, it is important that you understand the course description format used in this catalog.

- Courses are listed under departmental or subject headings, alphabetically arranged. Where other classifications are possible, cross references are given. Also refer to the *DE Courses and Text Prices* section on pages 7–10.
- The University uses the following course numbering system.

0001 to 0998 Noncredit courses
1000 to 1998 Introductory courses primarily for freshmen and sophomores
3000 to 3998 Intermediate courses primarily for juniors and seniors; also open to other students with at least a C average and the necessary prerequisites

- 5000 to 5998 Advanced courses for juniors, seniors, and graduate students (credits earned through Distance Education, except for courses marked with a grad icon, are not accepted as graduate credit in the University of Minnesota)
- 8xxx level Graduate courses that will be accepted in the University of Minnesota Graduate School

- Generally, 3xxx-, 5xxx-, and 8xxx-level courses are more difficult than 1xxx-level courses. You may register in any course you believe you can successfully complete. However, you must meet the prerequisites. If you have any questions about course difficulty, contact the instructor or UC Student Support Services.
- New courses, those that use electronic technology, and those available for graduate credit are marked with icons:

Refer to the *DE Courses and Text Prices* section on pages 7–10 for a list of all the courses offered by Distance Education.

new	new course	computer	computer-assisted
internet	online course	10-week	10-week enrollment
e-mail	e-mail option	15-week	15-week enrollment
grad	graduate credit available		

- The description below indicates the information found in all course descriptions in this catalog. Specific information for a given course may change during the year as a course is revised or adapted to new texts or if a new instructor is appointed.

1 **2**

EngL 1020 Introduction to Literature: Science Fiction and Fantasy

3 **4** **5** **6**

5 assignments—no exams—tuition \$373—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Hodgell

7 **8** **9**

10

The evolution of science fiction and fantasy from their 19th-century roots to the popular literature and mass media phenomena they are today. Considers such major themes as religion, sexuality, and the future of technology in the works of Ursula K. LeGuin, Frank Herbert, and Robert Heinlein, among others, and the contributions of such eminent and diverse fantasists as J. R. R. Tolkein, George Lucas, and Stephan King.

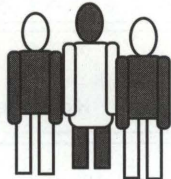
1. Department designation and course number.
2. Course title.
3. Number of assignments (if a course lists a small number of assignments, they usually require more preparation).
4. Number of exams.
5. Tuition (undergraduate rate/graduate rate [if applicable]—see *Student Information, Tuition*).
6. Number of credits.

7. Materials/services fee, which covers the cost of the course study guide, any supplements, computer disks, and student services such as access to advising and libraries.
8. Cost of videocassette rental and the price of audiocassettes or other special materials available through Distance Education. For the estimated cost of course texts and other supplies available at the University of Minnesota Bookstore—East Bank, see the *DE Courses and Text Prices* section. It contains information on purchasing/ordering texts and other course supplies.
9. Author/instructor name (course authors and instructors are also listed after each department or subject heading).
10. Course content and prerequisites, if any.

Ways to Register

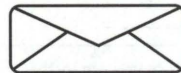
- You may register for Distance Education courses in three term formats—extended term (nine month), term based (10 week), and special term. See the *Student Information* section, *Terms and Registration Dates*.

- There are four ways to register:



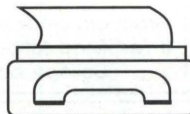
In person:

101 Wesbrook Hall, Minneapolis campus (East Bank) of the University also drop box located at the ramp entrance on Pleasant St. SE



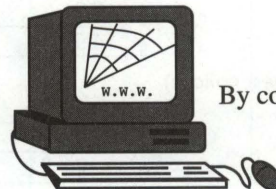
By mail:

Distance Education
University of Minnesota
101 Wesbrook Hall
77 Pleasant St. SE
Minneapolis, MN 55455



By fax:

612-625-1511
credit card only



By computer:

<http://www.cee.umn.edu/dis/>
credit card only

- Complete a registration form (two copies are given on pages 109-112). A sample is given on the next page. Most of the information on this form is private data. Some of this information will be used for identification and to establish your student record, and other information is required for federal reporting purposes.
- After you register, you will receive a fee statement/course confirmation form, comprehensive study guide, information about how to contact your instructor, submission forms, and mailing labels. If you have not received a fee statement/course confirmation form within three weeks after submitting your registration form and tuition, call 612-625-3333 or 800-234-6564.
- If you need or want a course not listed in this catalog, it may be available from one of the other member institutions of the University Continuing Education Association (UCEA). See the *Student Information* section, *Professional Associations*, for more information.

Sample
Registration Form

UNIVERSITY OF MINNESOTA



101 Wesbrook Hall
77 Pleasant Street SE
Minneapolis, MN 55455

612-625-3333 or 800-234-6564
fax: 612-625-1511
http://www.cee.umn.edu/dis/

Distance Education Registration Form (Complete one form for each course)

1. Student Information

*See the back of this form regarding information on private data.

Social Security number 000-12-3456 *U of M ID number 0102030
 Date of birth 01/02/70 Gender Male Female
 NAME: *Last Doe *First Mary Middle Initial T
 *Address 2345 New Street
 *City Olde Towne *State MN *Zip Code 55100
 Country United States E-mail address mdoe@pretendcol.edu
 Home phone no. (612) 555 - 6789 Work phone no. (612) 555 - 0123

2. Confidential Information

See the back of this form for the correct code to insert:

Predominant Ethnic Background code 05 Highest level of education code 07

3. Course Selection

Year 1999 Term: Summer Fall Quarter Winter Quarter Spring Quarter

If special term, enter dates: From _____ To _____

Dept. Abbr.	Course No.	Section	Course title as it appears in this catalog	Credits	A-F or S/N
Nurs	3691	C	Life Span Growth/Devel. II	2	A-F

Term beginning date	Term end date
01/15/99	10/15/99

Graduate credit requested? Yes No
 If Yes: Grad School, U of M rate Grad rate, other schools
 College-based, post-baccalaureate grad rate

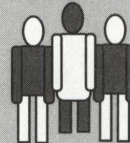
4. Amount Due

Tuition \$ 200
 Materials/Services fee \$40 (per course) \$ 40
 Course Materials (if applicable; see Course Descriptions)
 • Videocassette Deposit/Rental \$ 65
 • Audiocassettes \$ 35
 • Audiocassette sales tax (Minnesota residents)* \$ 2.28
 • Other supplies \$ _____
 Late Fees (If applicable—term-based registration in section A only) \$ _____
TOTAL \$ 342.28

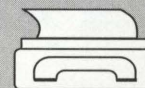
* Minneapolis, St. Paul, Rochester, and Mankato residents pay 7% sales tax on audiocassettes; all other Minnesota residents pay 6.5% sales tax

4 Ways to Register:

in person



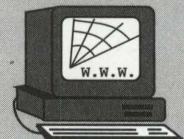
by fax (credit card only)



by mail



online (credit card only)



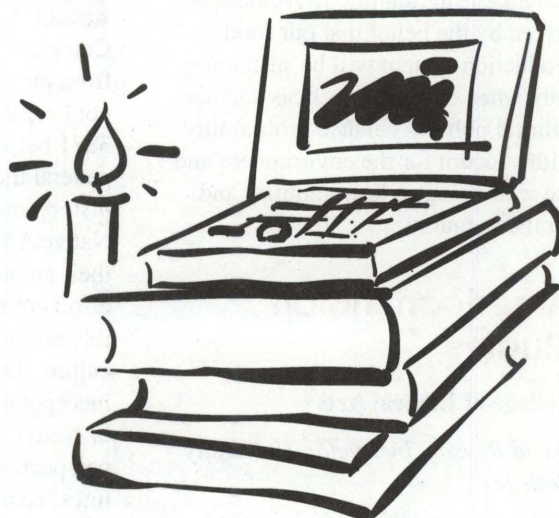
5. Method of Payment

Cash (in person only)
 Check (payable to the University of Minnesota)
 VISA MasterCard Discover/NOVUS
 Account No. 0123 4567 8901 2345
 Expires 9/12/99 Cardholder Mary T. Doe
 Signature Mary T. Doe

Bill to Accounts Receivable (STARS)
(CREDIT COURSES ONLY)

- Admitted student
- Financial Aid student
- Third party agency billing (authorization must be on file or attached)
- University of Minnesota scholarship (authorization must be attached)

Course Descriptions



This section contains information on all the courses offered through Distance Education. The courses are listed alphabetically by subject or department name. Courses that are new, have technology components, or carry graduate credit are marked with icons. Many of our courses give you the option to submit your assignments via e-mail, and we also offer courses that are delivered entirely online through the World Wide Web (see *The Electronic Connection* section). The *How to Register* section will give you information on how to read a course description, and the *DE Courses and Text Prices* section will tell you the estimated cost of course texts.

Accounting

Carlson School of Management

Also see *Business Studies*.

Note: Students taking Carlson School of Management upper division undergraduate courses through UC are expected to have completed the equivalent of 90 quarter college credits with a minimum of a B- grade average.

Nick Biondich, Lecturer and UC Coordinator, Accounting
Gordon Heslop, Accounting

Acct 1050 Introduction to Financial Reporting

15 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
Biondich

In this course, students learn the basic concepts of measurement and valuation that underlie the development of financial reports for external users. Financial statement preparation, analysis of alternative valuation approaches, and interpretation of financial statement information are examined. A-F grading only.

Acct 3001 Introduction to Management Accounting

12 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Heslop/Biondich

A broad overview of management accounting as the main information collection and analysis technology of an organization. Topics include analysis of cost-volume-profit relationships, budgeting and analysis of variances from budgeted performance, and issues relating to decentralized organizational design. A-F grading only. (Prerequisite: Acct 1050)

Afro-American and African Studies

College of Liberal Arts

*Charles Pike, Assistant Professor,
Afro-American and African Studies*

Afro 3601 Introduction to African Literature

6 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—11
audiocassettes \$45—Pike

e-mail

A survey of 19th- and 20th-century

African literature, including oral narratives, written poetry, short stories, novels, plays. All readings in English.

Agriculture

See *Agronomy and Plant Genetics*, *Food Science and Nutrition*, and *Horticultural Science*.

Agronomy and Plant Genetics

Agricultural, Food, and Environmental Sciences

Darrell Cox, Educational Programs Director, Educational Concerns for Hunger Organization
Craig Sheaffer, Professor, Agronomy and Plant Genetics

Agro 5500 Issues in Sustainable Agriculture

7 assignments—1 exam—tuition \$300 (undergraduate only)—3 degree credits—materials/services fee \$40—Cox/Sheaffer

new

An overview of issues related to sustainable agriculture: agroecology, impacts on the environment and public health, alternate farming practices,

economic issues and government policies, and sociological factors. The sustainable agriculture movement is driven by the belief that our food production system will be sustaining only when on-farm practices and agricultural policies balance profitability with concern for the environment and the well-being of farm families and rural communities.

American Indian Studies

College of Liberal Arts

David Rayson, Instructor, University College

Amln 3111 American Indian History I: From the Mid-15th Century to 1850

3 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—Rayson

e-mail

Explores the history of Native North American nations and groups from the pre-European-contact period to the end of the removal period. Addresses central themes relating to various Native American cultures, as well as their interactions with various European invaders. Brief case studies highlight the complexity and diversity of Native American groups. Stresses the integrity and viability of Native American societies, the dynamism of their largely self-directed culture change in response to contact with other Native American groups and European invaders, and the duality of the culture change—European invaders were also profoundly changed by the clash of cultures. Students may receive credit for only **one** of these courses: Amln 3111 or Hist 3871.

Amln 3112 American Indian History II: 1850 to the Present

4 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—

video rental \$65 (\$30 refund)—Rayson

e-mail

Completes American Indian history from pre-contact to the present. It is not necessary to take Amln 3111/Hist 3871 before this course. Stresses general themes in Native American history and focuses on the efforts of Native American nations to control their cultural destiny against the efforts of the U.S. government to forcibly assimilate them into European culture. Discusses the ways change is incorporated within the belief systems of Native American cultures from the perspective of members of those cultures, connects U.S. Indian policy to national and international events, and explores the tension between cultural persistence and incorporation of change within both Native American and European American cultures. Students may receive credit for only **one** of these courses: Amln 3112 or Hist 3872.

Beginning this year,
you need to register in a
specific section of a
Distance Education
course; see pages
100-101 for details.

American Studies

College of Liberal Arts

Julie Berg-Raymond, Teaching Assistant, American Studies
Cynthia Richter, American Studies

AmSt 1002 American Cultures II

9 assignments—no exams—tuition \$373—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Richter/Berg-Raymond

e-mail

Interdisciplinary study of the diversity of American cultures, 1890–1945.

Major topics: urban life and leisure, changing family and gender roles, race and national identity. Explores the experiences and cultural products of European Americans, Native Americans, African Americans, Asian Americans, and Chicanos.

AmSt 1003 American Cultures III

9 assignments—no exams—tuition \$373—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Richter/Berg-Raymond

e-mail

Interdisciplinary study of the diversity of American cultures, 1945 to present. Major topics: family practices and gender roles, social change movements (civil rights movement, American Indian movement, women's movement), and the politics of popular culture (music, television, fashion, art). Explores the experiences and cultural products of European Americans, Native Americans, African Americans, and Chicanos.

Anthropology

College of Liberal Arts

Luther P. Gerlach, Professor, Anthropology
John M. Ingham, Professor, Anthropology
Janet Spector, Associate Professor, Anthropology

Anth 1102 Understanding Cultures

4 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Gerlach

Introduction to the ways the cross-cultural, comparative, and holistic study of contemporary societies and cultures across the world can provide an understanding of human diversity, adaptation, and condition. This course considers social, political, economic, technological, and religious institutions.

Anth 1111 Human Origins

4 assignments—no exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
Spector

World prehistory as investigated by archaeologists is the course's major topic. The methods and concepts employed by archaeologists in the study of human origins and prehistoric biological and cultural development are also considered. Students need to obtain some reading materials from a large library. This course does not fulfill the Liberal Education requirements at the University; it has no lab. Students will receive credit for only **one** of these courses: Anth 1101 or Anth 1111.

Anth 5141 Psychological Anthropology

10 assignments—2 exams—
tuition \$400 (undergraduate
only)—4 degree credits—
materials/services fee \$40—
Ingham

Examines the relation between culture and personality, with emphasis on recent work in psychoanalytic anthropology. Topics include human nature, child development, personality, mental illness, group psychodynamics, religious ritual and symbolism, and war.

Applied Business**University College**

Richard Firtko, Lecturer, Bachelor of Applied Business, University College
John Hasselberg, Associate Professor, College of St. Benedict

Emily Hause, Assistant Professor, Augsburg College

Nancy Johnson, Assistant Professor, Metropolitan State University
Victoria Mikelonis-Paraskov, Professor, Rhetoric, and Program Director, Bachelor of Applied Business
David Shupe, Program Director, University College

Thomas Vickman, Lecturer, Bachelor of Applied Business, University College

ABus 3011 Historical Perspectives and Contemporary Business Challenges

4 assignments—2 exams—
tuition \$450—4.5 degree credits
—materials/services fee \$40—
Hasselberg

An overview of the major challenges faced by contemporary business organizations against the background of evolving management practices. The history of business and management and the impact it has on organizations today and in the future are explored. By understanding the changing roles and career patterns of business in a historical context, students will be able to criticize and evaluate the opportunities and possibilities they will face in the evolving world of global business.

ABus 3011 Online, group study version of the above course**15-week internet**

Fall special term, Aug. 24–Dec. 22, 1998. Register from July 20–Aug. 15, 1998, in section E. Requires computer skills and nearly daily access to the World Wide Web, word processing, and a printer. **See *The Electronic Connection* section. Financial aid—telecommunications.**

ABus 3012 Problem Solving in Organizations

8 assignments—no exams—
tuition \$450—4.5 degree credits
—materials/services fee \$40—
video rental \$65 (\$30 refund)—
Johnson

internet

Through assignments, activities, and interaction using a course Web site, students learn problem solving methods and processes. An open-systems perspective is developed, with emphasis on analyzing root causes, and the effects of problems and solutions in an organization. Learn process analysis, techniques for root cause analysis, expanding alternatives, predicting

consequences, and making choices. Students view *Roshomon* and *Apollo 13*. Requires computer skills and nearly daily access to the World Wide Web, word processing, and a printer. **This course is in preparation; please inquire before enrolling. Financial aid—telecommunications.**

ABus 3012 Online, group study version of the above course**15-week internet**

Winter special term, Jan. 11–May 18, 1999. Register from Nov. 2–Dec. 16, 1998, in section E. Requires computer skills and nearly daily access to the World Wide Web, word processing, and a printer. **See *The Electronic Connection* section. Financial aid—telecommunications.**

The estimated cost of the texts for each Distance Education course are given on pages 7–10.

ABus 3023 Communicating For Results

8 assignments—no exams—
tuition \$450—4.5 degree credits
—materials/services fee \$40—
Mikelonis-Paraskov

new

The ability to influence and persuade based on sound ideas is critical to effectiveness in organizations. This course focuses on the aspects of communication that are essential to being persuasive and influential. Topics include organizing analysis, choosing communications methods, making appropriate use of informal influence methods, and handling dissent. Processes for intercultural communication are introduced. (Prerequisites: English Composition or consent of instructor) **This course is in preparation; please inquire before enrolling.**

ABus 3023 Online, group study version of the above course

15-week internet

Winter special term, Jan. 11–May 18, 1999. Register from Nov. 2–Dec. 16, 1998, in section E. Requires computer skills and nearly daily access to the World Wide Web, word processing, and a printer. See *The Electronic Connection* section. **This course is in preparation; please inquire before enrolling. Financial aid—telecommunications.**

ABus 3031 Accessing and Using Information Effectively

new

4 assignments—2 exams—tuition \$450—4.5 degree credits—materials/services fee \$40—Shupe

An introduction to the information resources available to businesses and how to use them. The role of information in business operations, including information systems and data management. Use of case studies and exercises about data-based, text-based, oral, written, and multimedia information. Students learn how to access external and internal information for a firm using library resources (information search services, CD-ROMs, and periodicals); and using a desktop database management system, e-mail, or computer conferencing. (Prerequisites: An introduction to computers course, computer experience, or consent of instructor) **This course is in preparation; please inquire before enrolling. Financial aid—telecommunications.**

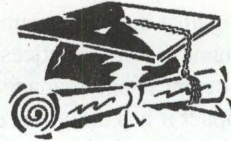
ABus 3031 Online, group study version of the above course

15-week internet

Fall special term, Aug. 24–Dec. 22, 1998. Register from July 20–Aug. 15, 1998, in section E. Requires computer skills and nearly daily access to the World Wide Web, word processing, and a printer. See *The Electronic*

Connection section. **This course is in preparation; please inquire before enrolling. Financial aid—telecommunications.**

Bachelor of Applied Business



The Bachelor of Applied Business (BAB) degree offered by University College is tailored to meet the needs of working adults. The required courses have practical applications to business. If you have three years of work experience and an associate business degree, or two well-planned years of college, you are eligible to apply to the BAB.

Core credits in Applied Business (ABus) can be earned in University evening classes conveniently held at Twin City area community college and the University campus. The Applied Business courses listed here are also available through Distance Education correspondence or online study.

See pages 72–74 for detailed information on this degree. You may also contact a BAB adviser by phone at 612-625-8028 or by e-mail at UBAB@mail.cee.umn.edu.

ABus 3043 Project Management in Practice

3 assignments—2 exams—tuition \$450—4.5 degree credits—materials/services fee \$40—Firtko

new computer

Students learn about project management and the tools and techniques available to support a project leader in

task identification, scheduling, coordinating, allocating resources, staffing, and organization, and then carry out a field project using these management tools. The project may involve community organizations, a small business, or a project in the company the student works for. (Prerequisites: computer word processing and spreadsheet skills, access to project management software [e.g., Microsoft Project, Computer Associates SuperProject]) **Financial aid—telecommunications.**

ABus 3043 Online, group study version of the above course

15-week internet

Fall special term, Aug. 24–Dec. 22, 1998. Register from July 20–Aug. 15, 1998, in section E. Requires computer skills and nearly daily access to the World Wide Web, word processing, and a printer. See *The Electronic Connection* section. **Financial aid—telecommunications.**

ABus 3101 Accounting and Finance for Managers

4 assignments—2 exams—tuition \$450—4.5 degree credits—materials/services fee \$40—Vickman

new

This course expands on a student's introductory work in financial accounting and adds the principal concepts of finance. The emphasis of this course is on business decision making from an accounting and financial perspective, and includes topics such as an analysis of cost-volume-profit relationships, capital budgeting, variances, uses and sources of funds, and valuation. (Prerequisites: college-level introductory accounting course, such as Acct 1050, or consent of instructor)

ABus 3101 Online, group study version of the above course

15-week internet

Winter special term, Jan. 11–May 18,

1999. Register from Nov. 2–Dec. 16, 1998, in section E. Requires computer skills and nearly daily access to the World Wide Web, word processing, and a printer. See *The Electronic Connection* section. **Financial aid—telecommunications.**

ABus 3104 Management and Human Resource Practices

4 assignments—2 exams—tuition \$450—4.5 degree credits—materials/services fee \$40—Hause

new

Introduces students to a broad overview of human resource practices in organizations, as well as to the basic responsibilities of front line managers. Emphasis is on providing day-to-day leadership, including organizing work, motivating employees, delegating, coordinating, and achieving results. Human resource practices carried out at the front line include selection, induction, and training new employees, employee appraisal, handling grievances, and discipline.

ABus 3104 Online, group study version of the above course

15-week internet

Fall special term, Aug. 24–Dec. 22, 1998. Register from July 20–Aug. 15, 1998, in section E. Requires computer skills and nearly daily access to the World Wide Web, word processing, and a printer. See *The Electronic Connection* section. **Financial aid—telecommunications.**

ABus 3501 How to Write a Business Plan and Financial Proposal

10 assignments—no exams—tuition \$450—4.5 degree credits—no required texts—materials/services fee \$40—optional computer disks—Mikelonis-Paraskov

computer

This course systematically leads

students through preliminary exercises and drafts to produce a completed business plan and accompanying financial plan or management summary. Students learn how to articulate the mission, goals, and objectives of their business; conduct market and competitive analyses; formulate marketing strategies; determine staffing and organizational structures; conduct strategic planning; and project growth and expansion. The optional software allows students to produce and submit their work entirely on disk. This course is appropriate for students who want to expand an existing business or start a new business.

Beginning this year,
you need to register in a
specific section of a
Distance Education
course; see pages
100-101 for details.

Art History

College of Liberal Arts

Frederick Asher, Professor,

Art History

Rebecca Brown, Teaching Assistant,

Art History

Deborah Hutton, Teaching Assistant,

Art History

Jennifer Joffe, Research Assistant,

Art History

Sheila McNally, Professor, Classical and Near Eastern Studies

Chaundra Alta Williams, Graduate School Fellow, Art History

Arth 1001 Introduction to the Visual Arts

2 assignments—2 exams—tuition \$373—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—McNally/Brown

e-mail

Considers the basic issues of art. Examples of painting and sculpture

are analyzed to illustrate the roles of art in society. Problems of design, materials, and technique are presented topically rather than chronologically.

Arth 3014 Art of India

3 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Asher/Hutton/Joffe/Williams

new computer

Indian sculpture, painting, and architecture from the prehistoric Indus Valley civilization through the major historical periods. Hindu, Buddhist, and Islamic art from 2500 B.C.E. to the present. A required CD-ROM designed specifically for this course contains hundreds of slides for convenient student viewing and study. Students need access to a computer with a CD-ROM drive.

Astronomy

General College

Ivan M. Policoff, Associate Professor, General College

GC 1161 Physical Science: Solar System Astronomy

10 assignments—3 exams—tuition \$373—4 degree credits—materials/services fee \$40—Policoff

An introductory survey of the solar system, including a study of the earth, planets, satellites, asteroids, comets, and meteorites. Topics: the celestial sphere, coordinate systems, time intervals, motions and physical attributes of the planets and their satellites in the solar system, and instruments used by the astronomer. Observations of the night sky included. Knowledge of elementary algebra suggested.

GC 1162 Physical Science: Stellar Astronomy

16 assignments—3 exams—tuition \$373—4 degree credits—materials/services fee \$40—Policoff

An introductory survey of the large-scale structures of the universe,

including the definition of certain properties of stars (magnitude, luminosity, brightness). Topics: the sun, the spectral classification of stars, white dwarfs, neutron stars, black holes, clusters, nebulae, galaxies, quasars, cosmology, and cosmogony. Observation of the night sky included. Knowledge of elementary algebra helpful.

The estimated cost of the texts for each Distance Education course are given on pages 7-10.

Biochemistry

College of Biological Sciences

Lynda B. M. Ellis, Associate Professor, Laboratory Medicine and Pathology
Lawrence P. Wackett, Professor, Biochemistry and Biological Process Technology Institute

BioC 5309 Biocatalysis and Biodegradation

10 assignments—tuition \$400 (undergraduate)/\$1,031 (Grad School, U of M)/\$544 (grad rate, other schools)/\$1,768 (post-bac. grad rate)—4 degree credits—no required texts—materials/services fee \$40—Ellis and Wackett

internet grad

A novel method for obtaining information on biocatalytic and/or biodegradation reactions and pathways. Students verify and update existing Web pages in this database and develop Web pages on microbial catabolic metabolism of environmental pollutants. (A computer running Windows 3.1 or a Macintosh is necessary, with 8 megabytes of RAM, 5 megabytes of hard drive space, and a direct or modem Internet connection. Students need access to the Netscape Web browser,

2.0 or higher [available at no cost from the course Web site].) Students may receive credit for only **one** of these courses: BioC 5309 or MicE 5309. (Prerequisites: chemistry through organic chemistry, one course in biochemistry, microbiology, or advanced chemistry, knowledge of word processing, e-mail, Web, and related Internet resources; access to a college-level scientific library recommended) **Register from Feb. 1–Feb. 26, 1999, in section B.** Term dates: March 15–Dec. 15, 1999. **Financial aid—telecommunications.**

Biology

Biological Sciences

Robert Brooker, Associate Professor, Biological Process Technology Institute
William Cunningham, Professor, Genetics and Cell Biology
Murray Jensen, Assistant Professor, General College—Sciences
Jane Phillips, Associate Education Specialist, College of the Biological Sciences

Biol 1009 General Biology

15 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—lab kit \$55—Brooker and Phillips/Brooker

An introduction to the general principles of biology. Topics: the cell, metabolism, heredity, reproduction, ecology, and evolution. Eight lab exercises, most of which students can perform in their own kitchens.

Biol 1101 Heredity and Human Society

5 assignments—2 exams—tuition \$373—4 degree credits—materials/services fee \$40—17 audiocassettes \$65—Jensen Principles of heredity and their social and cultural implications. For students in programs not directly related to biological sciences. Students may receive

credit for only **one** of these courses: Biol 1101 or GCB 3002. Students may **not** receive credit for Biol 1101 if taken after Biol 5003 or GCB 3022.

Biol 1101V Heredity and Human Society

5 assignments—2 exams—tuition \$373—4 degree credits—materials/services fee \$40—17 audiocassettes \$65—Jensen

computer

See above. Students must have access to an Apple Macintosh that uses system 6 or system 7.

Biol 3051 Environmental Studies

8 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Cunningham/staff

Principles of ecology and current environmental issues, including air and water pollution, human population growth, toxic and hazardous wastes, urbanization, land use, biological diversity, energy, environmental health, conservation history, attitudes toward nature, environmental politics, and ethics. Meets environmental theme for liberal education curriculum. Students may receive credit for only **one** of these courses: Biol 3051 or Biol 1051. Biological Sciences students may **not** apply these credits to the major.

Biol 5003 Genetics

13 assignments—2 exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Brooker

Introduction to the nature of genetic information, its transmission from parents to offspring, its expression in cells and organisms, and its course in populations. Students may receive credit for only **one** of these courses: Biol 5003, GCB 3022, or GCB 5022. (Prerequisite: Biol 5001, BioC 3021, or BioC 5331)

The Art of India (ArH 3014) was written (from left) by Jennifer Joffee, Deborah Hutton, and Chaundra Williams, graduate students in Art History. Students who take this new course will be able to use their own computers to view hundreds of images of Indian painting, sculpture, and architecture, which are available on a specially created CD-ROM. As the course authors explain, students will use the CD-ROM, study guide, and a text to obtain a "deeper understanding of not only Indian art," but of the "discipline of art history" and learn who was responsible for an object's production, what the object tells us about the culture it came from, why it is significant, how it was made, and its function.



Biol 5004 Cell Biology

12 assignments—2 exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Brooker
Structures and functions of membranes, organelles, and other macromolecular aggregates found in plant, animal, and bacterial cells. Cell form and movement, intercellular communication, transport, and secretion. (Prerequisite: Biol 5001 or BioC 3021 or BioC 5331, and Biol 5003 or BioC 5333)

GCB 3022 Genetics

12 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Brooker
Mechanisms of heredity, their implications for biological populations, and applications to practical problems are examined. Not intended for biology majors. Students may receive credit for only **one** of these courses: GCB 3022 or Biol 5003. (Prerequisite: Biol 1009 or Biol 1202)

Business

See the following departmental listings for course offerings:

Accounting
Agronomy and Plant Genetics

Applied Business
Business, Government, and Society
Business Studies
Design, Housing, and Apparel
Economics
Finance
Industrial Relations
Management
Marketing
Statistics

Business, Government, and Society

Carlson School of Management

Note: Students taking Carlson School of Management upper division undergraduate courses through UC are expected to have completed the equivalent of 90 quarter college credits with a minimum of a B- grade average.

Bruce Erickson, Professor, Strategic Management and Organization
Robert Goodman, Associate Professor, Northeastern Illinois University
Mark Weber, Coordinator, Marketing and Logistics Management

BGS 3002 Business and Society: Ethics and Stakeholder Management

12 assignments—2 exams—tuition \$400—4 degree credits—

materials/services fee \$40—Weber

e-mail

Basic economic and social goals, and various attempts to meet them. Emphasis on American society. Business as an institution; its relationships to other institutions and society; ethical and practical conflicts in the role of the firm and the manager are examined in the context of the public policy process. Current social issues and their impact on business. A-F grading only.

BGS 3004 International Business

3 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Erickson and Goodman/staff

new

An exploration of world business, with an emphasis on international concepts, comparative cultures and environments, global business strategies, multinational corporations, and management operations in the global scene. Examines international constraints in the multinational corporation.

Business Studies

General College

Dennis R. Hower, Professor Emeritus, General College

*Peter Kahn, Assistant Professor,
General College*
*Patrick Kroll, Associate Professor,
General College*
*Shari L. Peterson, Assistant Professor,
Work, Community, and Family
Education*

GC 1235 United States: Law in Society

10 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Hower/Kahn

In order to give students an appreciation of the role of law in our changing society, the legal aspects of current topics are discussed: court and court systems, grand and petit juries, corrections, consumer issues including insurance (no-fault auto and life), and wills and probate procedures. A civil lawsuit is explained.

You can register for
Distance Education
courses in person, by
mail, by fax,
or over the Internet.

GC 1511 Introduction to Business and Society

18 assignments—1 exam—
tuition \$373—4 degree credits—
materials/services fee \$40—
Hower/Kroll

Intended for both business and general education, this course provides an overview of the economic environment in which business operates. Major functions of a business organization are surveyed, including production, finance, personnel, and marketing. A useful introductory course for students planning to do more work in business, but also recommended for those who want only to survey the field.

GC 1513 Small Business Fundamentals

9 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—Kroll
The importance of small business in the United States, and the challenges, pitfalls, and procedures related to starting and operating a small business are examined. This course emphasizes the analysis of the economic environment, strategic planning, internal analysis of a potential firm's strengths and weaknesses versus the competition, and writing a business plan. It also considers accounting, finance, marketing, management. There are distinct assignments for those who want to learn about small business and those who plan to start a small business.

GC 1534 Practical Law

15 assignments—1 exam—
tuition \$373—4 degree credits—
materials/services fee \$40—
Hower/Kahn

Designed to acquaint students with common legal problems. The topics examined include: definition and sources of law, formation and discharge of contracts, torts (personal injury/property damage), criminal law, bailments, nature and classification of real and personal property, joint ownership and tenancy. Students may receive credit for only **one** of these courses: GC 1534 or BLaw 3058.

GC 1540 Accounting Fundamentals I

10 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Kroll

The first of a two-part course in college accounting, designed for both business and nonbusiness students. This course considers balance sheet and income statement methodology, the accounting cycle for both service and merchandising businesses, and an examination of special journals, inventories, receivables, and accounting for plant assets.

GC 1542 Accounting Fundamentals II

13 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—Kroll
Continuation of GC 1540. The topics examined include: handling dividends, retained earnings, and treasury stock, debt, investments, financial reporting, and sources and uses of working capital. Also examines financial statements, accounting for manufacturing operations, and cost analysis problems. (Prerequisite: GC 1540)

GC 1551 Marketing: Introduction

13 assignments—4 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
optional video rental \$40 (\$30
refund)—Peterson

e-mail

Emphasizes application of the fundamentals of marketing through case study and decision making. Topics: target markets, segmentation analysis, marketing mix, and strategic marketing. Students are placed in various marketing roles (e.g., assistant to the marketing director) and make decisions about pricing, promotion, targeting, international approaches, etc. Answers to the marketing challenges are provided by experts in the field. Emphasis on marketing ethics is maintained throughout the course. Students must indicate whether they want to take the course with the optional videocassette.

GC 1553 Marketing: Principles of Management

10 assignments—4 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Peterson

e-mail

Emphasis on application of the principles of management. Topics: the environment in which managers operate, including the ethical environment and social responsibility, planning,

decision making, organizing, controlling, motivation, leadership, communications, group dynamics, and total quality management. Several exercises provide students with insight into personal managerial behavior. Students have an opportunity to make managerial decisions and be assessed on the soundness of those decisions. Critical thinking is a major component of this course. (Prerequisite: GC 1551 or permission)

Business Writing

See *English Composition*.

Chemistry

General College

Richard E. Uthe, Associate Professor, General College

GC 1166 Physical Science: Principles of Chemistry

14 assignments—5 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
Uthe

Fundamental principles and laws of chemistry; problem-solving techniques applied to chemistry. Topics: classification of matter, elements, atomic and molecular structure, compounds and chemical bonding, mole calculations, percent composition and empirical formulas, chemical equations and reactions, stoichiometry, solutions and solution concentrations, acids and bases, gases and gas laws, organic chemistry. Students become acquainted with everyday applications of chemistry, the contributions chemistry makes to modern society, and gain a general understanding of both the content and process of the science of chemistry. This course presumes no background in chemistry; it is a good foundation for further study of chemistry and related sciences. No laboratory component. (Prerequisite: elementary algebra)

Child Psychology

College of Education and Human Development and General College

Also see *Psychology*.

Daniel Ashmead, Professor, Vanderbilt University
Diane Bearman, Research Assistant, Institute of Child Development
W. Andrew Collins, Professor, Child Psychology
Kirsten Condry, Institute of Child Development
Marian Heinrichs, Lecturer, Institute of Child Development
Amy Susman-Stillman, Coordinator, Institute of Child Development

CPsy 1301/3309 Introductory Child Psychology/Introductory Child Psychology for the Social Sciences

8/9 assignments—2 exams—
tuition \$373/\$400—4 degree
credits—materials/services fee
\$40—Condry/Heinrichs

e-mail

This course is designed to provide an understanding of children and their development, the methods used by child psychologists, and the critical evaluation of research. The topics explored include personality and social behavior, biological bases and cognitive development, and the work of Jean Piaget. (Prerequisite: CPsy 1301, 5 credits introductory psychology; CPsy 3309, Psy 1001)

CPsy 3302 Infancy

13 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Ashmead/Bearman

e-mail

An examination of the perceptual, motor, emotional, social, and cognitive development during the first two years of life, and the developing infant in his

or her social and physical environment. (Prerequisite: CPsy 1301)

CPsy 3331/5331 Introduction to Social Development/Processes of Social Development

17/18 assignments—1 exam—
tuition \$400 (undergraduate
only)—4 degree credits—
materials/services fee \$40—
Collins/Susman

e-mail

Processes of individual change from infancy through adolescence are investigated. Also explores the development of capacities for and influences of social relations. Research, methodology, and theoretical perspectives are examined. Students enrolling in the 5xxx-level course will be expected to do extra work. (Prerequisite: CPsy 1301 or equivalent)

For more information about courses that offer the e-mail assignment option, see page 63.

CPsy 5303 Adolescent Psychology

14 assignments—1 exam—
tuition \$400 (undergraduate
only)—4 degree credits—
materials/services fee \$40—
Collins/Heinrichs

e-mail

Survey of the behavior and psychological development of the adolescent, including biological factors, cognition and creativity, moral development, parent-child relations, peers, ego identity, sexual development, school adjustment, social-cultural considerations, and the adolescent subculture. (Prerequisite: 5 credits introductory psychology)

Classical and Near Eastern Studies

College of Liberal Arts

Gerald Erickson, Professor Emeritus, Classical Studies

Jackson Hershbell, Professor, Classical and Near Eastern Studies
R. A. Swanson, Classical Studies
Patricia Libby, Teaching Assistant, University College

Michael Tiffany, Teaching Assistant, University College

Clas 1019 Magic, Witchcraft, and the Occult in Greece and Rome

3 assignments—1 exam—tuition \$373—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Erickson

e-mail

Magic and witchcraft in classical literature and mythology as observed from papyri, epigraphical and literary evidence. Beliefs and practices concerning prophecy and the interpretation of dreams. Explores the changing role of witchcraft and divine possession from early to later antiquity, and the relation of these phenomena to changes in economic and social conditions.

Clas 1042 Greek and Roman Mythology

5 assignments—1 exam—tuition \$373—4 degree credits—materials /services fee \$40—Hershbell/Libby

The heroes, gods, and goddesses of ancient Greece and Rome are investigated, as are the myths and the stories behind them.

Clas 1048 Greek and Latin Terminology in the Medical and Biological Sciences, and the Humanities

16 assignments—1 exam—tuition \$186.50—2 degree credits—no required text—materials/services fee \$40—Swanson/Tiffany

Presentation in English contexts of Greek and Latin prefixes, suffixes,

and root words in technical vocabularies, with special attention to medical terminology. No previous study of Greek or Latin required. (Prerequisite: Clas 1045 recommended)

Clas 5005 Madness and Deviant Behavior in Ancient Greece and Rome

15 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—15 audiocassettes \$55—Erickson

e-mail

Definitions of madness in Greece and Rome and theories of its etiology; assessment of predisposing factors in Greece and Rome. Examples of madness from mythology, legend, and history; cross-cultural comparison with contemporary United States.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Communication

College of Liberal Arts

Linda Krug, Associate Professor, Communication, U of M Duluth
Deborah Peterson-Perlman, Associate Professor, Communication, U of M Duluth

Comm 3220 Gender Communication (U of M Duluth)

4 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Krug/Peterson-Perlman

e-mail

Using a symbolic-cultural approach, this course explores the difficulties women and men have in relating with

themselves and each other. Obstacles are exposed and alternatives proposed. Credits for this Duluth course will appear on your U of M-Twin Cities transcript. Students enrolled at the U of M-Twin Cities should check with their adviser before registering for this course. A-F grading only.

Comparative Literature

See *Cultural Studies and Comparative Literature*.

Composition

See *English Composition*.

Computer Science and Engineering

Institute of Technology, General College, and University College

Mark Claypool, Computer Science
David Lilja, Associate Professor, Electrical and Computer Engineering
John Riedl, Associate Professor, Computer Science and Engineering
Douglas Robertson, Professor, General College

CSci 5863 Computer Systems Performance Analysis

10 assignments—no exams—tuition \$400 (undergraduate)/\$1,031 (Grad School, U of M)/\$544 (grad rate, other schools)—4 degree credits—materials/services fee \$40—Lilja

computer internet

grad

Teaches computer designers and users the basic performance measurement and simulation techniques necessary for experimental computer science and engineering. Concentrates on hands-on performance evaluation techniques using both simulations and measurements of existing systems. Students will develop an understanding of how to use measured data to compare computer systems and how much a new

architectural feature improves systems performance. Also available as EE 5863. Students may receive credit for only **one** of these courses: CSci 5863 or EE 5863. A–F grading only. (Prerequisites: Netscape; System 7 or above on a Macintosh or Windows 3.1 or above on an IBM or clone; 8 Mb RAM; 10 Mb harddrive space; a 28.8 Kbaud modem; grad IT major, CSci 5201 or EE 5858 or permission) **Financial aid—telecommunications.**

IDLS 0001 C++ in Embedded Systems

4 exercises—no exams—tuition \$149—no credit—no required texts—materials/services fee \$40—Riedl and Claypool
This noncredit short course gives C++ programmers practical, hands-on information about using C++ in embedded systems. The online study guide discusses operating issues such as memory management and virtual functions; programming exercises help illustrate what works and what doesn't when using C++. An optional online video clip supplements information in the online study guide. (Prerequisites: one year of programming experience in C++; access to a computer with a C++ compiler and profiler, and a Web browser) **Noncredit—not eligible for financial aid.**

GC 1571 Introduction to Microcomputer Applications

8 assignments—1 exam—tuition \$466.25—5 degree credits—materials/services fee \$40—Robertson

computer

This hands-on laboratory course teaches students how to use the computer as a tool for word processing, data manipulation, and data analysis. All assignments done on computer. The course covers: basic concepts (the operating system and user interface); word processing (how to enter, edit, and format memos, letters, and

reports); spreadsheets (how to enter data, do calculations, and make decisions based on data); and how to manipulate sets of data. (Prerequisites: access to Microsoft Word version 6 and Microsoft Excel version 5 on either Intel-standard [IBM] or Macintosh microcomputers; elementary algebra) Students may purchase Word and Excel through the University Bookstore. **Financial aid—telecommunications.**

Cultural Studies and Comparative Literature

College of Liberal Arts

*Anatoly Liberman, Professor,
German, Scandinavian, and Dutch*

CLit 5414 European Folktales

1 assignment—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Liberman
This course explores the folktales of Germany, Scandinavia, France, Russia, and England. Discusses the structure, message for adults and children, and origins of folktales as a genre, compares the tales of different nations, and analyzes them within the broader context of oral literature and folklore. A–F grading only.

Curriculum and Instruction

See Education, Curriculum and Instruction.

Design, Housing, and Apparel

Human Ecology

*Holly Hart, Instructor,
University College
Shari Peterson, Assistant Professor,
Work, Community, and Family
Education*

DHA 0620 Introduction to Drafting

8 assignments—2 exams—tuition \$279.75—no credit—materials/services fee \$40—video rental \$65 (\$30 refund)—Hart

Beginning architectural instruction in the use of drafting instruments. Emphasis on drafting fundamentals: lines, lettering, introduction to orthographic and paraline drawings, as well as an introduction to the architectural symbols and vocabulary related to interior design. Will serve as the prerequisite to DHA 1621. S/N grading only.

The grade you earn in a Distance Education course will automatically go on a University of Minnesota–Twin Cities transcript.

DHA 1211 Introduction to Retail Merchandising

11 assignments—3 exams—tuition \$373—4 degree credits—materials/services fee \$40—Peterson

e-mail

General aspects of retailing, including types of retailers, market research, management, buying, promotion, and trends. Focuses on aspects of retailing careers within the structure of existing retail firms. Students will develop a retail portfolio that will assist them in networking, including opportunities to conduct interviews with practitioners in the field. (Formerly TexC 1641 and 1642.)

East Asian Studies

College of Liberal Arts

Peter Ditmanson, East Asian Studies

EAS 1032 Religions of East Asia

12 assignments—no exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Ditmanson

e-mail

A survey of the religious traditions of China and Japan, exploring beliefs and practices from antiquity to modern times. Course covers the elements of Confucianism, Taoism, Buddhism, and Shintoism, and examines the general role of religion in East Asian society. Readings include both primary and secondary materials. Students may receive credit for only **one** of these courses: EAS 1032 or RelS 1032.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Ecology, Evolution, and Behavior

Biological Sciences

Also see *Natural Resources and Environmental Studies*.

Brian Wolff, Teaching Assistant, Ecology, Evolution, and Behavior
Catherine Zabinski, Ecology, Evolution, and Behavior

EEB 3001 Introduction to Ecology

10 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Zabinski/Wolff

Ecology is the science that investigates the interactions of living things with each other and their environments. Students learn the ways that ecologists explore these interactions as they take

place between individuals and within ecosystems, communities, and populations of organisms. Attention is given to the overwhelming importance of evolution in shaping ecological relationships, as well as the impact of human beings on natural systems. Open to juniors and above, but **not** to biology majors.

Economics

College of Liberal Arts

Shamlall Gupta, Lecturer, University College
Jerrold M. Peterson, Professor, Economics, U of M Duluth
Simran Sahi, Professor, Economics
Harlan Smith, Professor Emeritus, Economics

Econ 1005 Principles of Economics: Macro (U of M Duluth)

2 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Peterson

computer

National income accounting and theory, public finance, money, monetary policy, international trade, economic growth. Students must have access to an Apple Macintosh computer. Of value to general education students and required for economics majors and minors. Credits for this Duluth course will appear on your U of M—Twin Cities transcript. Students enrolled at the U of M—Twin Cities should check with their adviser before registering for this course. A—F grading only.

Econ 1101 Principles of Microeconomics

14 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Gupta

Formerly Econ 1002. A study of the basic economic principles of pricing and resource allocation. Includes demand and supply, consumer choice, costs of production; competition,

monopoly, oligopoly; determination of wages, rent, interest, profits; income distribution; farm and urban problems. Students may receive credit for only **one** of these courses: Econ 1101 or Econ 1002.

Econ 1102 Principles of Macroeconomics

14 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Gupta

Formerly Econ 1001. Determinants of national income, national income accounting, unemployment, inflation. Classical and Keynesian theories. Money and banking, monetary and fiscal policy, international economic relations, and less-developed nations. Students may receive credit for only **one** of these courses: Econ 1102 or Econ 1001. (Prerequisite: Econ 1101)

Econ 3102 Macroeconomic Theory

16 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—Sahi

Factors determining price level, amount of employment and unemployment, total spending by consumers. Business investments, total savings, national income, the effects of government spending, taxes, and monetary policy on price level. Employment, output, and national income. (Prerequisite: Econ 3101 or equivalent, Math 1111 or 1131 or 1201 or equivalent)

This course is in preparation; please inquire before enrolling.

Econ 3701/5721 Money and Banking

15 assignments—2 exams—
tuition \$400 (undergraduate only)—4 degree credits—
materials/services fee \$40—
Smith

Money, banks, and financial intermediaries as economic institutions; the mechanics of monetary transactions; the value of money; international monetary relationships; issues relating to monetary policy. (Prerequisite for

3701: Econ 1102 or equivalent. Prerequisite for 5721: Econ 3102 or equivalent) Economics majors must register for 5721 and will **not** receive credit for 3701.

Education

College of Education and Human Development

Curriculum and Instruction

Simon Hooper, Associate Professor, Instructional Systems and Technology, Curriculum and Instruction
Helen L. Jorstad, Associate Professor, Curriculum and Instruction
Walter Wenda, Work, Community, and Family Education

CI 5362 Introduction to Computer-Based Instructional Design

8 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Hooper

computer

Formerly CISy 5006. Introduction to designing computer-based instructional programs through programming. Students do not need a math or science background. Students learn to use Authorware Professional, a state-of-the-art authoring language developed for designing computer-based presentations, drills, tutorials, games, and simulations. This course uses Authorware 2.0; a new version of the course using Authorware 3.0 is now in development. Learning components include study guide and text, disk of demo files, application disk, and videos. A–F grading only. Students may receive credit for only **one** of these courses: CI 5362 or CISy 5006. (Prerequisites: access to a Macintosh with System 7 or better and 8 megabytes of RAM; Curriculum and Instruction students: CISy 5003 or CI 5360) **Financial aid—telecommunications.**

CI 5620 Second Languages and Young Children: Like Child's Play

7 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Jorstad/Wenda

e-mail

Formerly Elem 5321. Examines current approaches to teaching second languages to young children, with emphasis on innovative curricular models. Provides information about the way young children acquire language and the effects of bilingualism on child development, and presents rationales, advantages, and pedagogical theories of various program models, from full immersion to programs that emphasize cultural understanding. The video programs show visits to actual classrooms in action, bilingual and immigrant families, and interviews with a variety of outstanding specialists in the field. Students may receive credit for only **one** of these courses: Elem 5321 or CI 5620.

Education

Helen Carlson, Professor, Instructional Science, U of M Duluth

Educ 5666 Creating Social Studies Curriculum Materials (U of M Duluth)

10 assignments—no exams—tuition \$300 (undergraduate only)—3 degree credits—materials/ services fee \$40—Carlson

e-mail

Using historic sites and related materials to create new social studies curricula. Implementing and evaluating living history learning experiences in the classroom. Credits for this Duluth course will appear on your U of M–Twin Cities transcript. Students enrolled at the U of M–Twin Cities should check with their adviser before registering for this course.

Educational Psychology

L. Sunny Hansen, Professor, Educational Psychology
David Rivers, Educational Psychology, University College
S. Jay Samuels, Professor, Educational Psychology
Thomas Skovholt, Professor, College of Education and Human Development

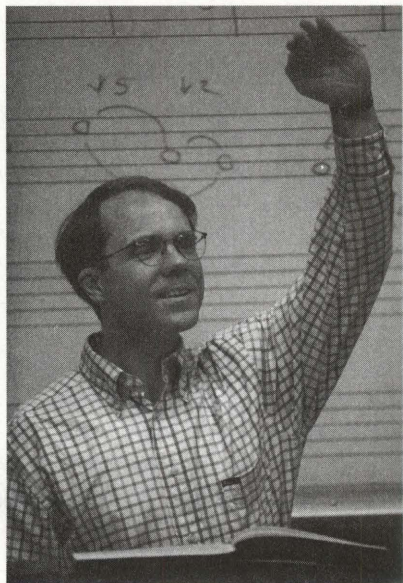
EPsy 5112 Knowing, Learning, and Thinking

15 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Samuels Principles of human information processing, issues in memory and thought, discussion of mental operations in comprehension and understanding, and analysis of intellectual structures supporting problem solving in applied settings. Upon completion of this course the student should have strategies leading to improved learning, memory, and problem solving. A–F grading only.

The estimated cost of the texts for each Distance Education course are given on pages 7–10.

EPsy 5114 Psychology of Student Learning

17 assignments—no exams—tuition \$300 (undergraduate only)—3 degree credits—materials/services fee \$40—Samuels Whether or not one chooses teaching as a career, this course should be of interest because it discusses fascinating topics—how to improve learning comprehension, memory, managing group behavior, intelligence, problem solving, and motivation. Upon completing this course the student should understand how to motivate and



David Damschroder is the author of *Mus 1001, Fundamentals of Music*. His course is designed for students who have an avocational interest in music, will use basic music skills in their careers, and want to make music by singing and playing the piano. The course study guide, text, and audiocassettes give students the opportunity to study music in depth, learn how to read and write music notations, and understand how music is put together. Damschroder, an associate professor in the School of Music at the University, brings practical and academic skills to his course—he has given recitals on piano and organ, performed in chamber ensembles, written articles on the music of the 18th and 19th centuries, and written a book on the history of music theory and two textbooks. He is currently working on a book about the harmonic theories of the early 19th century.

manage individual and group behaviors, plan interesting lessons, teach effectually, and evaluate student learning. A–F grading only.

EPsy 5400 Workshop: Counseling Psychology—Integrative Career Planning

3 assignments—1 exam—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Hansen

Based on the profound changes occurring in work, technology, education, family, and society, this course provides students with an in-depth approach to career planning called “Integrative Life Planning.” Up-to-date information about labor market trends and workforce and work pattern changes is combined with the latest knowledge of how to plan for work and other life roles in the 21st century. Other topics explored in this course include life span career development, assessing individual and cultural identities, career socialization and stereotyping, and career change and transitions. Appropriate for adults doing career planning and as an update for counse-

lors, advisers, career specialists, human resource development personnel, and others who help students, clients, or employees with life career decisions.

EPsy 5401 Counseling Procedures

5 assignments—no exams—tuition \$300 (undergraduate only)—3 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Rivers and Skovholt

new

Introduction to the theory and practice of counseling. The course materials emphasize the counseling relationship, development of counseling skills and methods, and the principles of interviewing. Case studies, critical incidents, exercises, and videos demonstrate and teach different counseling and interviewing skills. This course is appropriate for people interested in basic counseling skills, and those who may use counseling skills professionally (e.g., in health and healing professions or in education and teaching). A–F grading only. **This course is in preparation; please inquire before enrolling.**

Electrical and Computer Engineering

Institute of Technology

David Lilja, Associate Professor, Electrical Engineering

EE 5002 Digital Signal Processing

This course is planned for the future. Check our online catalog for information about it and whether it is available for registration.

EE 5863 Computer Systems Performance Analysis

10 assignments—no exams—tuition \$400 (undergraduate)/\$1,031 (Grad School, U of M)/\$544 (grad rate, other schools)—4 degree credits—materials/services fee \$40—Lilja

internet grad computer

See CSci 5863. (Prerequisites: IT grad or permission; EE 5858) **Financial aid—telecommunications.**

Elementary Education

See *Education, Curriculum and Instruction*.

Engineering

*Michael McDonald, Professor,
Chemical Engineering, U of M Duluth*

Engr 3016 Deformable Body Mechanics (U of M Duluth)

8 assignments—3 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
McDonald

Introductory treatment of stress and strain at a point. Stress-strain relationships in two dimensions. Linear theory of torsion. Bending stresses. Deflection of determinate and indeterminate beams. Instability. A–F grading only. Credits for this Duluth course will appear on your U of M–Twin Cities transcript. Students enrolled at the U of M–Twin Cities should check with their adviser before registering for this course. (Prerequisite: Engr 3015, statics, and concurrent registration in Math 3380, Differential Equations I)

English Composition

College of Liberal Arts and General College

Also see *English, Creative and Professional Writing*.

*Martha Edwards, English
Sonia Feder-Lewis, Lecturer,
University College
David Hall, Lecturer,
University College
Susan Hyman, Lecturer,
University College
Robert Kibler, Teaching Assistant,
Composition and Communication
Michelle Lekas, Teaching Assistant,
University College
Donald Ross, Jr., Professor, English
Thomas Ryan, Teaching Assistant,
Rhetoric*

*Andrea Sachs, Teaching Assistant,
American Studies
Alex J. Wang, Teaching Assistant,
University College
Colette Wanless-Sobel, Lecturer,
University College*

EngC 0011 Preparation for Writing Practice

7 assignments—no exams—
tuition \$373—no credit—no
required text—materials/
services fee \$40—Sachs

This course is for students who need to build confidence in their writing ability. Exercises emphasize writing as a process—from generating and developing ideas, to writing clearly, to revising. S/N grading only. **Assigned a value of 4 credits for financial aid.**

Beginning this year, you
need to register in a
specific section of a
Distance Education
course; see pages
100-101 for details.

EngC 1011 Writing Practice I

15 assignments—no exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Edwards/Ryan

The novice, rusty, or insecure writer learns 22 “don’ts”—common errors of the beginning writer—and gains a clear, confident, college-level approach to writing. Each unit introduces several blunders, such as the passive voice and the apathetic title, and presents strategies for recognizing and overcoming them. Because writing is a learned skill and not a mysterious talent, much emphasis is placed on prewriting, from choosing an appropriate topic to considering the audience.

EngC 3011 Writing about Literature

8 assignments—1 exam—
tuition \$400—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Hyman/Hall

e-mail

Developing a critical argument about literary texts (novels, poems, plays, short stories) with attention to use of secondary sources. Examination and use of different modes of explication and criticism. (Prerequisite: Writing Practice requirement)

EngC 3012 Writing in the Humanities

12 assignments—no exams—
tuition \$400—4 degree credits—
materials/services fee \$40—Hall

e-mail

Emphasizes writing about the kind of texts encountered in philosophy, history, cultural anthropology, social work, and interdisciplinary fields. The critical reading strategies applied in several short writing assignments help students become more effective interpreters of literary and nonliterary texts. Topics: effective analysis and argument, including the proper use and presentation of textual evidence, with attention paid to the evaluation of sources. Intended for majors in anthropology, art history, geography, history, humanities, international relations, philosophy, political science, and social work, among others. (Prerequisite: Writing Practice requirement or equivalent)

EngC 3013 Writing for the Arts

11 assignments—no exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Lekas

e-mail

Descriptions of painting, film, music, architecture, and other types of art (other than literature) as the basis for

analysis. Initial emphasis is on developing concise and unambiguous descriptions of art objects or performances. The chief emphasis is on how descriptions and organization of content serve as the basis for more complicated writing assignments, such as formal analyses, reviews, and review-based research. (Prerequisite: Writing Practice requirement or equivalent)

EngC 3014 Writing in the Social Sciences

10 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Wanless-Sobel

e-mail

Strategies for expressing quantitative or statistical information in clear prose. How statistical tables and summaries interact with written text. How to develop narrative and descriptive techniques for producing case studies and histories. Emphasizes the proper use of qualitative information and case histories in the analysis of complex situations, and how writing should change for different audiences. Intended for social science majors. (Prerequisite: Writing Practice requirement or equivalent)

EngC 3015 Writing about Science

12 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Sachs

e-mail

Designed to improve the writing ability of students interested in science, this course focuses on writing about science (general) and writing for science (special). The tasks and forms of science writing are discussed and practiced. Also considers the writing process and what makes for rhetorical effectiveness: organization, support, clarity, cleanliness, and appropriateness for the audience. The course attempts to respond to individual student needs, interests, and abilities. (Prerequisite: Writing Practice requirement or equivalent)

EngC 3022 Critical Reading and Writing for Management

11 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Kibler

Develops general strategies for engaging texts critically, both as a reader and as a writer. Three major assignments—abstract, critique, and synthesis—gradually teach the skills needed for precise understanding, critical analyses, and sophisticated use of texts. (Prerequisite: Writing Practice requirement or equivalent; management or premanagement student)

The estimated cost of the texts for each Distance Education course are given on pages 7–10.

EngC 3031 Technical Writing for Engineers

12 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Wang

e-mail

Emphasizing the writing process, this course helps students learn about technical writing for different audiences and ways to achieve it. Also introduces various formats for technical writing (e.g., instruction manual, memo, formal report). (Prerequisite: EngC 1011 or equivalent)

EngC 3031V Technical Writing for Engineers

8 assignments—no exams—tuition \$400—4 degree credits—no required texts—materials/services fee \$40—Ross

computer

See above. Students must have access to an Apple Macintosh with Hypercard. **Financial aid—telecommunications.**

EngC 3032 Preprofessional Writing for Business

12 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Feder-Lewis

Focus on content, form, and style of business writing in reports, job-search materials, and correspondence. Case studies and practical examples. (Prerequisite: Writing Practice requirement or equivalent)

English Language and Literature

College of Liberal Arts and General College

Note: For English majors, Distance Education credits are limited to 16, at any level, including EngL 3970, 3980, and 5970, and EngW courses. English minors should consult their adviser for current requirements.

Chester G. Anderson, Professor, English

Beverly Atkinson, Associate to the Director of Undergraduate Studies, English

Lillian Bridwell-Bowles, Professor, Center for Interdisciplinary Studies of Writing

Anna Marie Fellego, Teaching Assistant, University College

Philip Furia, Ph.D., Professor, English
Jill Gidmark, Professor, General College

Christine Mack Gordon, English
Edward Griffin, Professor, English

Maureen Heacock, English
Patricia Hodgell, Lecturer, University College

John D. Hurrell, Professor Emeritus, English

Robert Kibler, Teaching Assistant, Composition and Communication
Archibald Leyasmeyer, Associate Professor, English

Anatoly Liberman, Professor, German, Scandinavian, and Dutch
Peter Lock, Professor Emeritus, French and Italian

Toni McNaron, Professor, English and Women's Studies

William E. Mishler, Associate Professor, German, Scandinavian, and Dutch
Victoria Poulakis, Professor, English, Northern Virginia Community College
Peter Reed, Professor, English
Amanda Roll-Kuhne, Teaching Assistant, University College
Donald Ross, Jr., Professor, English
Richard Shaw, Professor, Liberal Arts, Minneapolis College of Art and Design
Robert Solotaroff, Professor, English
Frederick Suppe, Associate Professor, History, Ball State University

Engl 1016 Introduction to American Literature: Some Major Figures and Themes

9 assignments—1 exam—tuition \$373—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Griffin/Roll-Kuhne

Introduction to some major themes and writers in American literature. Readings from Faulkner, Malamud, Melville, Fitzgerald, Chopin, Ellison, Henry James, and Dickey are complemented by audio programs by Professor Edward Griffin. Emphasizes the American experience, myths of the American wilderness, dreams of innocence, freedom, and social responsibility among the peoples of the New World.

Engl 1017 Introduction to Modern Poetry

5 assignments—1 exam—tuition \$373—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Furia/Kibler
 A study of modern British and American poetry organized around themes (war, the city, nature, death, love) and including such writers as Yeats, Thomas, Auden, Eliot, Cummings, Frost, and Stevens. Audiocassette programs by Lynette Reini-Grandell complement this course.

Engl 1019 Introduction to Modern Drama

10 assignments—2 exams—tuition \$373—4 degree credits—materials/services fee \$40—

Hurrell/Leyasmeyer

A study of modern drama, including plays by Ibsen, Strindberg, Chekhov, Synge, Shaw, O'Neill, Pirandello, Brecht, Williams, Miller, Ionesco, and Beckett. (Prerequisite: EngC 1011 or equivalent)

Engl 1020 Introduction to Literature: Science Fiction and Fantasy

5 assignments—no exams—tuition \$373—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Hodgell
 The evolution of science fiction and fantasy from their 19th-century roots to the popular literature and mass media phenomena they are today. Considers such major themes as religion, sexuality, and the future of technology in the works of Ursula K. LeGuin, Frank Herbert, and Robert Heinlein, among others, and the contributions of such eminent and diverse fantasists as J. R. R. Tolkien, George Lucas, and Stephen King.

Engl 1591 Literature of American Minorities

10 assignments—2 exams—tuition \$373—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Roll-Kuhne and Heacock
 Fiction, autobiography, and poetry by award-winning African American, American Indian, Asian American, and Chicano/Chicana writers. Introduction to social and literary issues affecting minority group identity and individual writers. Offers perspectives on American minorities through the lens of modern and contemporary literature. Fulfills Chambers Group D/ Cultural Pluralism requirement and CLE Lit/Cultural Diversity requirement. Audiocassette programs by Amanda Roll-Kuhne and Lynette Reini-Grandell complement this course.

Engl 3008 Techniques of Literary Study

10 assignments—no exams—

tuition \$400—4 degree credits—materials/services fee \$40—1 audiocassette \$20—Ross, Atkinson, and Gordon/Kibler
 Training and practice in the analysis of various literary forms, with a special emphasis on poetry. Use of argument, evidence, and documentation in literary papers; introduction to major developments in contemporary criticism. This course is a required foundation course for all English majors and minors.

You may charge your tuition using VISA, MasterCard, or Discover/Novus.

Engl 3111 Survey of English Literature I

9 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—4 audiocassettes \$20—video rental \$65 (\$30 refund)—McNaron

A historical survey of major figures, movements, and trends in English literature and culture during the Middle Ages and the Renaissance. Chaucer, Shakespeare, Marlowe, and the metaphysical poets, along with topics such as attitudes toward women and generic development of the sonnet and drama, are featured. Optional use of course Web site for class discussion.

Engl 3112 Survey of English Literature II

9 assignments—1 exam—tuition \$400—4 degree credits—4 audiocassettes \$20—materials/services fee \$40—McNaron
 This course focuses on the literature of the Restoration and the 18th century (Age of Reason), especially Milton, Johnson, Swift, Austen, and Pope. Optional use of course Web site for class discussion.

Engl 3113 Survey of English Literature III

15 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—McNaron

Explores the literature of the Romantic and Victorian periods (19th century), especially Wordsworth, Keats, Wollstonecraft, Tennyson, the Brownings, the Shelleys, and Dickens. Optional use of course Web site for class discussion.

Engl 3241 Shakespeare I

12 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Shaw

e-mail

Study of Shakespeare's early and middle comedies, tragedies, and history plays (*Romeo and Juliet*, *A Midsummer Night's Dream*, *Henry IV Part 1*, *Henry V*, *Much Ado about Nothing*, *Julius Caesar*, and *Hamlet*). Guided reading questions provided. Special attention is given to ways of reading the plays to help students imagine theatrical performance. Students may begin with either Shakespeare I or II; both courses contain introductory materials. The plays read in Shakespeare I or II should be the student's basis for choice. The same audiocassettes are used for both courses.

Engl 3242 Shakespeare II

12 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Shaw

e-mail

Study of Shakespeare's middle comedies and tragedies and late romances with attention to history, literary values, and theater performance. Special attention is given to ways of reading the plays that will help students imagine theatrical performance. Students read *As You Like It*, *Macbeth*, *King Lear*, *Antony and*

Cleopatra, *Coriolanus*, *The Winter's Tale*, and *The Tempest*. Engl 3241 is not a prerequisite; both courses contain introductory materials. The plays read in Shakespeare I or II should be the student's basis for choice. The same audiocassettes are used in both courses.

Engl 3410 Major American Writers: Fitzgerald and Hemingway

2 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Furia/Kibler
An examination of the short stories of two contemporary early 20th-century writers—F. Scott Fitzgerald and Ernest Hemingway—in the context of Jazz Age literary, cultural, and artistic developments.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Engl 3411 Survey of American Literature to 1850

13 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—McNaron

The development of American literature and thought from pre-Columbian days through the early American Renaissance. Authors studied include Native American and African American writers from the colonial and early national periods, together with such major white writers as Poe, Emerson, and Hawthorne.

Engl 3412 Survey of American Literature, 1850-1900

11 assignments—1 exam—tuition \$400—4 degree credits—

materials/services fee \$40—McNaron

Literature and thought from the American Renaissance through the 19th century. Authors studied include Whitman and Dickinson as poetic giants, Twain and Chopin as experimental novelists.

Engl 3413 Survey of American Literature, 1900-1945

15 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—McNaron
American literature during the breakup of social and literary norms caused by two world wars, feminism, and the emergence of the civil rights movement. Authors studied include Frost and Eliot, Fitzgerald, Hurston and Hughes, Wright, Olsen, and Rich.

Engl 3455 American Short Story

5 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—2 audiocassettes \$20—Furia/Kibler
Historical developments of the literary forms of the short story in American culture. Students read the works of Irving, Poe, Melville, Crane, Cather, Hemingway, Updike, Cheever, and others.

Engl 3851 The English Language

10 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Bridwell-Bowles/Felleggy
An introduction to the English language that examines grammatical structure (phonetics, phonology, morphology, syntax, semantics), language acquisition, historical change, regional variation, and other aspects of the social life of English. The course uses linguistic theory and emphasizes a descriptive approach to the subject matter.

Engl 3860 Topics in the English Language: The Origin of English Words

4 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—7 audiocassettes \$35—Lieberman
An introduction to the origins of English words. Explains how the words of English emerged, clashed, combined, lost their initial freshness, and died, to give way to upstarts whose day will come.

Engl 3910 Topics in English and North American Literature: The Celtic World

1 assignment—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Suppe
A wide-ranging introductory survey of the history, music, folk ways, and traditional oral culture of the six Celtic countries (Brittany, Cornwall, Ireland, Isle of Man, Scotland, and Wales). The topics explored include the ancient culture; tribal society; saints, druids, bards, poets; the age of King Arthur; the languages; and the future of Celtic culture.

Engl 3910V Topics in English and North American Literature: D. H. Lawrence and Freud

6 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Lock and Mishler
An intensive reading of the prose and poetry of D. H. Lawrence alongside key texts by Freud. The course examines modern culture and its discontents as interpreted by these two writers.

Engl 3920 Topics in Anglophone Literature: Modern Women Writers

10 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Poulakis
Fiction and poetry by British and American women writers from 1900

to the present—Kate Chopin, Edith Wharton, Virginia Woolf, Doris Lessing, Eudora Welty, Sylvia Plath, Anne Sexton, Toni Morrison, Audre Lorde, and Adrienne Rich. Emphasizes how these writers perceived themselves as women and as artists, their analyses of the roles of women in modern society, and the literary qualities of their works.

The estimated cost of the texts for each Distance Education course are given on pages 7–10.

Engl 3940 Figures in English and North American Literature: The Woman Writer: 19th-Century Fiction

12 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Poulakis

Short stories and novels by 19th-century women writers—Jane Austen, Elizabeth Gaskell, Charlotte Brontë, Harriet Beecher Stowe, George Eliot, Sarah Orne Jewett, Mary E. Wilkins Freeman, and Charlotte Perkins Gilman. Emphasizes the ways women writers' professional roles evolved during the 19th century, the conflicts they faced as their careers developed, the extent to which their writing satisfied the requirements of their audiences, and the literary qualities of their works.

Engl 3940V Figures in English and North American Literature: Hemingway

2 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Solotaroff

The course covers Hemingway's writing career from 1921 to 1929, when he developed the most influential prose style in the history of American literature and produced the body of work

that earned him recognition as one of the greatest fiction writers of 20th-century literature. Students will read two novels—*The Sun Also Rises* and *A Farewell to Arms*—and many short stories. Particular attention is paid to the dominant themes and conflicts of Hemingway's fiction, the evolution of his style, and the unusually illuminating interrelationships between his life and his fiction.

Engl 5153 20th-Century English Novel

2 assignments—2 exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Reed

e-mail

A study of the British novel in the 20th century, emphasizing some of its main ideas, techniques, and relationships to the history of the novel. Authors of historical or representative importance, such as Forster, Joyce, Lawrence, Woolf, Waugh, Cary, Amis, Sillitoe, and Murdoch. (Prerequisite: EngC 1011 or equivalent and 5 additional credits in English, Humanities, or Cultural Studies and Comparative Literature)

Engl 5175 Modern Drama since 1920: Pirandello to Pinter

3 assignments—4 exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Leyasmeyer

An introduction to the themes and techniques of modern drama since the 1920s. The topics explored include the nature of the theatrical play, the "modernism" in modern drama, and 13 important plays written from 1920 to 1960 by 10 major playwrights—Pirandello, Anouilh, Giradoux, O'Neill, Miller, Lorca, Williams, Brecht, Beckett, and Pinter.

Engl 5363 James Joyce

3 assignments—1 exam—tuition \$400 (undergraduate only)—4 degree credits—materials/

services fee \$40—10 audiocassettes \$45—Anderson
 An introduction to the life and works of Joyce, including the epiphanies, the poems, the short story collection *Dubliners*, and the novels *Portrait of the Artist as a Young Man* and *Ulysses* and bits of *Finnegans Wake*.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101.

EngL 5432 American Poetry: 1890-1940

11 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Furia/Kibler
 An examination of American poetry from 1890 to 1940. This course includes the historical and intellectual background and poetic theory. Poets studied include Frost, Stevens, Pound, Eliot, Moore, and Williams.

GC 1365 Literatures of the United States

14 assignments—1 exam—tuition \$373—4 degree credits—materials/services fee \$40—Gidmark

e-mail

A historic survey and analysis of nearly 30 giants of American fiction. Students examine the development of the form of the short story in America to enhance their understanding and appreciation of a wide range of writers, from Irving's early sketches to Barthelme's and Coover's present-day experiments.

GC 1371 Literature: Reading Short Stories

5 assignments—1 exam—tuition

\$373—4 degree credits—materials/services fee \$40—Adamson
 An examination of the short story as it continues to develop in the United States. Students learn the standard terms of literary analysis and apply them to explain a story's internal workings and to place it in its larger context; develop the ability to identify and analyze the writing styles and techniques of various writers; and strengthen verbal and reasoning skills through written assignments. **This course is in preparation; please inquire before enrolling.**

GC 1816 African-American Literature

10 assignments—no exams—tuition \$373—4 degree credits—materials/services fee \$40—Gidmark

e-mail

In this course, students read and evaluate the poetry, drama, folklore, short stories, and longer fiction of black authors. Students will assess the artists' perceptions and interpretations of black culture in America from colonial times to the present.

GC 1836 Asian-American Literature

10 assignments—1 exam—tuition \$373—4 degree credits—materials/services fee \$40—Gidmark

e-mail

The challenges presented to Asian immigrants and their children are examined in this course, with special attention to the clash between ethnic identity and the American situation. Students will analyze historical and contemporary works by Carlos Bulosan, Louis Chu, Joy Kogawa, Amy Tan, and others.

English: Creative and Professional Writing

College of Liberal Arts

Michael Dennis Browne, Professor, English
Judith Daniel, Lecturer, University College
Margot Fortunato Galt, Lecturer, University College
Patricia Hampl, Professor, English
Jeanne Barker-Nunn, Lecturer, American Studies
A. Dee Ready, University College
William Reichard, Lecturer, University College

EngW 3102 Intermediate Fiction Writing: The Short Story

6 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—5 audiocassettes \$35—Daniel
 The short story form provides a challenge to beginning and intermediate writers. Its compressed form occupies a position closer to poetry than the novel. Its variety and flexibility demand a close study of craft and a willingness to take risks. In this course, students will explore the craft of writing the short story by writing, reading, and listening. The course audiocassettes contain a discussion of craft and content with several writers. (Prerequisite: EngW 1102)

EngW 3103 Intermediate Poetry Writing

5 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Browne/Reichard

e-mail

This course offers students a variety of exercises and readings to help them develop an awareness of the way they use language to describe the worlds of experience and imagination. Substantial reading in contemporary poetry will help students focus on image, diction, voice, tone, and structure in their own poems. Some previous experience with writing poetry is expected. (Prerequisite: EngW 1101 or 1103)

EngW 3110 Topics in Creative Writing: Journaling into Fiction

7 assignments—no exams—tuition \$400—4 degree credits—10 audiocassettes \$45—Daniel An exploration of the links between private and public writing. Students build on the strengths and skills already present in their private writing as they move more fully into the world of the imagination to create fiction, poems, or song. Writing assignments illustrate the ways private journaling may be turned into fiction, using techniques such as dreams, prose poems, stream of consciousness, found art, and others. (Prerequisites: EngW 1101, 1102, 1103, or equivalent)

EngW 5201 Journal and Memoir Writing

3 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Hampl/Galt Students read selected journals and memoirs, as well as complete exercises based on the readings. The journal writing process—informal and fragmentary—is the basis of all writing suggestions; students are encouraged to work from memory and personal experience. The course project is to write a memoir or autobiographical work. Students are encouraged to submit more polished memoir or autobiography and not the originating journal exercises.

EngW 5202 Journal and Memoir Writing II: Memory in Different Modes

4 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—5 audiocassettes \$35—Galt Using the process of writing from brainstorming to drafting to revision, this course guides students to involve memory in writing several genres: poems, traditional memoir essays, and fiction. The range of genres allows

students to consider which genre best suits them or a particular subject. The course also looks at how cultures shape memory differently, suggesting work from Native American, Hispanic, Asian American, and African American writers.

EngW 5401 Introduction to Professional Editing

4 assignments—1 exam—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Ready/Barker-Nunn Beginning editing, from substantive editing to the nature of the editor-writer relationship: manuscript reading, author queries, rewrite and style, extensive discussion of different kinds of editing, including substantive editing and mechanical editing. Students develop editing awareness and skills by working on varied writing samples.

Family Studies

Human Ecology and General College

Linda Burkett, Licensed Consulting Psychologist, St. Paul

William Doherty, Professor, Family Social Science

David C. Dollahite, Family Social Science

John Engel, Professor, Human Resources, University of Hawaii

Catherine Fitterer, Teaching Assistant, Social Work

Sander Latts, Associate Professor, General College

FSoS 5001 Human Sexual Behavior

16 assignments—2 exams—tuition \$500 (undergraduate only)—5 degree credits—materials/services fee \$40—Engel

e-mail

Exploration of biological, psychological, and social aspects of human sexuality. Topics: sexual development over the life span; anatomy and physiology; reproduction; birth control and abortion;

sexual response, arousal, and communication; love; sex research; gender roles and sex differences; heterosexuality, homosexuality, and bisexuality; sexual variations and economics; sexual coercion and abuse; dysfunction and therapy; sexually transmitted diseases; ethics, religion, and law; and sex education.

FSoS 5200 Family Systems

1 assignment—2 exams—tuition \$500 (undergraduate only)—5 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Dollahite and Doherty/Fitterer

Examination of the family as an institution and system of relationships. Current developments in the study of family, changes in American society, and their influence on family life. The course includes lectures, simulated family interaction, and participation of a studio audience on videocassettes. (Prerequisites: Soc 1001 and Psy 1001 or equivalents)

Many Distance Education courses can be used in certificate and degree programs; see pages 67-81.

FSoS 5500 Racial and Ethnic Diversity in Families

9 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Burkett Sociological overview of family structures and values of various American racial and ethnic groups, including African Americans, Native Americans, Mexican Americans, Jews, and Asian Americans. Combines a study of research and case studies with individual projects to develop and enrich understanding of cultural diversity. Students may receive credit for only **one** of these courses: FSoS 5500 or FSoS 3240. (Prerequisite: FSoS 3600)

GC 1722 Home Life: Parent-Child Relationships

8 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Latts

e-mail

An interdisciplinary course to help students develop their own philosophy of child rearing—attitudes, principles, and perspectives—that will guide them in their relations to their children and performance of their parental responsibilities. Focuses on helpful information related to crises of parenthood. Research emphasizes principles of parent-child relations.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Finance

Carlson School of Management

*John W. Reik, Assistant Professor,
Carlson School of Management*

Note: Students taking Carlson School of Management upper division undergraduate courses through UC are expected to have completed the equivalent of 90 quarter college credits with a minimum of a B- grade average.

BFin 3000 Finance Fundamentals

no assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—Reik
A comprehensive, analytical introduction to the principal concepts of finance. All major business financial decisions are discussed—balance-sheet and income-statement management, the general business environment, valuation theory, financial management decisions concerning uses and

sources of funds, and a survey of the nation's financial markets. A-F grading only. (Prerequisites: Acct 1050 or 1025 and at least 90 credits completed or in progress)

Finnish

College of Liberal Arts

*Tuulikki Sinks, Teaching Specialist,
German, Scandinavian, and Dutch*

Fin 1101 Beginning Finnish I

13 assignments—1 exam—
tuition \$466.25—5 degree credits—
materials/services fee \$40—1
audiocassette \$20—Sinks

Teaches the beginnings of the Finnish language skills of listening, speaking, reading, and writing. Offers a two-tier approach to Finnish: communicative skills and the basics of vocabulary and grammar. Emphasizes social situations for which students learn useful, helpful phrases. Includes some composition. First of three courses (Fin 1101–1103) built around the new North American textbook, *Mastering Finnish*, which is accompanied by audiocassettes.

Fin 1102 Beginning Finnish II

12 assignments—1 exam—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Sinks

Continuation of Fin 1101. (Prerequisite: Fin 1101 or equivalent)

Fin 1103 Beginning Finnish III

13 assignments—1 exam—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Sinks

Continuation of Fin 1102. (Prerequisite: Fin 1102 or equivalent)

Food Science and Nutrition

Food Science and Nutrition

*Madge Hanson, Program Director,
Food Science and Nutrition*

FScN 1612 Principles of Nutrition

8 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Hanson

computer

A study of fundamental nutritional concepts (human nutritional requirements, the function of nutrients, and nature of deficiencies). Vegetarianism, weight loss, fad diets, activity, obesity, cancer, heart disease, food processing, safety, and world food problems. Course uses computer software (IBM or Macintosh). (Prerequisites: high school chemistry and biology) **This course is in preparation; please inquire before enrolling.**

French

College of Liberal Arts

*F. R. P. Akehurst, Professor, French
Cheryl Alcaya, Lecturer,
University College
Daniel Brewer, Associate Professor,
French*

Note: Students are discouraged from enrolling concurrently in two language courses at the 1xxx level.

Fren 0001 Reading French

17 assignments—1 exam—
tuition \$373—no credit—
materials/services fee \$40—
Akehurst/Brewer

Fundamentals of grammar; reading of appropriate prose. Prepares for graduate reading examination in French. S/N grading only. **Noncredit—not eligible for financial aid.**

Fren 1101 Beginning French I

7 assignments—2 exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Alcaya

Learn to understand and speak French while viewing 13 episodes of the video series *French in Action*, in

which a young American man meets and interacts with a young French woman in Paris. Vignettes taken from French films, television, advertising, and cartoons. The audiotapes, texts, workbook, and study guide will help you learn authentic language for basic conversation, and familiarize you with French culture.

Fren 1102 Beginning French II

7 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Alcaya
Continuation of French 1101. Students view episodes 14 through 26 of *French in Action*. (Prerequisite: Fren 1101 or 1 year high school French)

Fren 1103 Beginning French III

6 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Alcaya
Continuation of French 1102. Students view episodes 27 through 38 of *French in Action*. (Prerequisite: Fren 1102 or 2 years high school French)

Gardening

See *Horticultural Science*.

Genetics

See *Biology*.

Geography

College of Liberal Arts

Eric Anderson, Geography
Laura Hansen, Teaching Assistant, University College
Jerry Kramer, Teaching Assistant, Geography
John Rice, Professor, Geography
Kathleen Schroeder, Assistant Professor, Geography, Appalachian State University

Roderick H. Squires, Associate Professor, Geography
Barbara VanDrasek, Research Assistant, Geography
James E. Young, Geography

Geog 1302 The World Around Us

7 assignments—1 exam—tuition \$466.25—5 degree credits—materials/services fee \$40—Schroeder/Rice

This course in world regional geography examines the world by dividing it into regions that share certain basic characteristics. Provides a geographic perspective on contemporary world issues such as population growth and environmental degradation.

The estimated cost of the texts for each Distance Education course are given on pages 7-10.

Geog 3101 Geography of the United States and Canada

10 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Anderson/Hansen

Learn the tools of geographic analysis through readings and exercises focused on ten major regions of the United States and Canada. The emphasis in this course is on a comparison and analysis of road maps, landform maps, and thematic maps to decipher the cultural, physical, and economic nuances that make all locations geographically unique.

Geog 3121 Geography of Latin America

7 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Schroeder/Kramer

This course provides students with an

opportunity to study and evaluate the character and diversity of Mexico, Central America, the Caribbean, and South America. The individual countries and major regions within them are analyzed. Emphasizes the influence of cultural and physical elements on people and their use of the land. Problems are considered on a national and regional basis. Students view one of two videos, *Missing* or *Official Story*.

Geog 3181 Russia and Environs

13 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Young/VanDrasek

An introduction to the diverse characteristics and regions of the former Soviet Union. Emphasizes analysis of the physical, cultural, and economic phenomena in the former U.S.S.R., including the impact of present political and economic trends.

Geog 3355 Environmental Problems

4 assignments—no exams—tuition \$400—4 degree credits—no required text—materials/services fee \$40—Squires
Defining and “solving” environmental problems; implementing “solutions.”

Geology and Geophysics

Institute of Technology

Kent C. Kirkby, Coordinator, Geology and Geophysics
Robert E. Sloan, Professor Emeritus, Geology and Geophysics

Geo 1001 The Dynamic Earth: An Introduction to Geology

8 assignments—2 exams—tuition \$373—4 degree credits—materials/services fee \$40—Sloan/Kirkby

An introduction to general geology. Survey of the main features of the physical world and the processes that have evoked them. Topics: plate

tectonics, rock formation, weathering, soils, deserts, oceans, and the phenomena of earthquakes, glaciers, and volcanoes. Rock and mineral collection recommended. This course does not fulfill Liberal Education requirements at the University; it has no lab.

Geo 1002 Historical Geology

13 assignments—2 exams—tuition \$373—4 degree credits—materials/services fee \$40—Sloan/Kirkby

Evolution of the earth and its inhabitants from their origins to the present, emphasizing the past 600 million years. The course outlines the fundamentals of geology, evolution, and paleontology. This course does not fulfill Liberal Education requirements at the University; it has no lab.

German

College of Liberal Arts

Note: Students are discouraged from enrolling concurrently in two language courses at the 1xxx level.

Fritz Juengling, Teaching Assistant, University College

Ray Wakefield, Associate Professor, German, Scandinavian, and Dutch
Gerhard Weiss, Professor, German, Scandinavian, and Dutch

Ger 1101 Beginning German I

no assignments—5 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—4 audiocassettes \$20—video rental \$65 (\$30 refund)—Wakefield/Juengling

computer

Introduction to reading through familiarity with “survival” situations; beginning listening with videos of everyday events; introduction to the frequently used constructions of German through a text and a computer tutorial on a 3.5-inch disk. (Prerequisite: access to a Macintosh or an IBM/IBM-compatible computer with 256 K)

Ger 1102 Beginning German II

no assignments—5 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—6 audiocassettes \$35—video rental \$65 (\$30 refund)—Wakefield/Juengling

computer

Continuation of Ger 1101. Building reading comprehension through expansion of topics related to travel and recent history; expanding listening comprehension with videos relating to broader topics; reviewing German constructions with a text and computer tutorial. (Prerequisites: Ger 1101 or 1 year of high school German, and access to an IBM/IBM-compatible or a Macintosh computer with 256 K)

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Ger 1103 Beginning German III

no assignments—5 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—1 audiocassette \$20—video rental \$65 (\$30 refund)—Wakefield/Juengling

computer

Continuation of Ger 1102. Pushing reading comprehension to the intermediate level with a work of popular fiction; intermediate listening comprehension practice with videos depicting contemporary German life; reviewing German constructions with a text and computer tutorial. (Prerequisites: Ger 1102 or 2 years of high school German, and access to a Macintosh or an IBM/IBM-compatible computer with 256 K)

Ger 3610 German Authors and/or Topics in Translation: Postwar Developments as Seen through the Works of Heinrich Böll

7 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—Weiss

Through reading Böll's novels and short stories, students gain an understanding of the development of West German society since 1945. Students learn about postwar Germany through extensive study notes and some outside reading. Students also are asked to use media resources (films, magazines, videos, as available) to round out their knowledge of contemporary Germany. **Students must have access to a large library to obtain the required texts.**

History

College of Liberal Arts

Hyman Berman, Professor, History

Pradip Bhaumik, History

Jane Carroll, History, College of St. Catherine

Amalendu Chakraborty, Lecturer, University College

Arlene Díaz, History

Luis González, History

Jennifer Guglielmo, Research Assistant, Immigration History Research Center

George Green, Professor, History

Timothy Hoogland, History

Calvin Hoovestol, History

Steven Keillor, Assistant Professor, Iowa State University

David Kopf, Professor, History

Patricia Kulisheck, Lecturer, University College

Joy Lintelman, History

Katherine Meerse, Teaching Assistant, University College

Michael Metcalf, Assistant Vice President, Institute of International Studies and Programs

Paul L. Murphy, Professor, History

Thomas Noonan, Professor, History

Carla Rahn Phillips, Professor, History
William D. Phillips, Professor, History

Jeffrey Pilz, Instructor, North Iowa Area Community College

David Rayson, Lecturer, University College

Carrie Ronnander, Teaching Assistant, University College

Kenneth Steuer, Coordinator,

Institute of International Studies

Edward Tebbenhoff, History

Ruth Townsend, History

Rudolph Vecoli, Professor, History

Linda Wimmer, History

Anne Winkler-Morey, Teaching Assistant, University College

Robert Wolff, History

David Woodard, History

Hist 1011 Introduction to World History I

10 assignments—1 exam—tuition \$466.25—5 degree credits—materials/services fee \$40—Bhaumik/staff

An examination of case studies of different periods of ancient and medieval history, including civilizations in Mesopotamia, Egypt, India, and China; the first classical empires of China and India, imperial Rome, as well as premodern empires in Mali, Mexico, and Peru. Also explores universal religions—Hinduism, Buddhism, Christianity, and Islam.

Hist 1012 Introduction to World History II

9 assignments—1 exam—tuition \$466.25—5 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Wimmer/staff

This course is a continuation of Hist 1011, but need not be taken in sequence. Students examine world civilizations in the era of global contact, 1450 to 1950, from a comparative perspective. The topics covered include linking the globe through trade and migration; cultural, racial, and religious contact and clash in the Americas, Africa, and Asia; colonialism, industrialization, nationalism, independence movements, and decolonization.

Hist 1013 Introduction to World History III

11 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Wimmer/staff

A continuation of Hist 1012, but need not be taken in sequence. This course covers the 50 years since World War II. The themes of ecology and human rights are used to investigate how larger events, such as the cold war and economic development, affected the identity and livelihood of societies. Other topics include: destabilization, decolonization and national independence, different strategies for economic development, race relations, social movements, apartheid, international division of labor, urbanization, and the environment.

Hist 1301 American History I

12 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Wolff and Tebbenhoff/Ronnander

e-mail

An investigation of U.S. history from colonial times through Reconstruction. This course emphasizes political, economic, social, and diplomatic history. The assignments cover a wide variety of topics, including the witchcraft trials of Salem, slavery and the American Republic, the Revolution, and the Civil War. Students are required to view two videocassettes, *Glory* and *Drums along the Mohawk*.

Hist 1302 American History II

11 assignments—1 exam—tuition \$466.25—5 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Green and Hoovestol/Meerse

e-mail

An investigation of American history from 1880 to the present. Students will

study "Captains of Industry" and the rise of industrial America; the populist and progressive reform movements; the world wars; the depression and the New Deal; the cold war, the civil rights and women's movements, the Vietnam War, and the Reagan years.

Distance Education provides access to higher education for students with disabilities.

Hist 1305 Cultural Pluralism in American History

7 assignments—3 exams—tuition \$373—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Townsend/Wheeler

This course provides a survey of the development of American society, focusing on the roles of African Americans, Native Americans, Asian Americans, and Hispanic Americans. The issues of cultural pluralism, empowerment, racism, and intergroup relations are explored within a comparative historical framework.

Hist 1451/3451 Survey of Civilizations in Ancient Asia

15 assignments—1 exam—tuition \$373/\$400—4 degree credits—materials/services fee \$40—Kopf/Chakraborty

e-mail

Ancient societies, political systems, religions and cultures in East, South, and West Asia. Students enrolling in the 3xxx-level course will be expected to do extra work.

Hist 3401 Survey of Latin American History: Colonial Period to 1800

9 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—

video rental \$65 (\$30 refund)—
Lane/Winkler-Morey

An examination of the pre-Hispanic and colonial period to 1800, with emphasis on social, cultural, and economic aspects. Also considers the settlement of the Americas by Europeans and Africans, the exploitation of the Americas, and the responses of dominated people in the Americas.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Hist 3402 Survey of Latin American History: 1800-1929

4 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Díaz and González/Winkler-Morey

Covers the period from independence to the early 20th century and examines the formation of the nation-states that emerged from the disintegration of the Spanish and Portuguese empires in the Americas. Topics include the difficulty in reestablishing the legitimacy of authority enjoyed by Spain and Portugal before independence; the transformation from a corporatist society to one based on liberalism; and the social impact of African slavery and its abolition on Latin American societies.

Hist 3403 Survey of Latin American History: 1929 to Present

5 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—

Díaz and González/Winkler-Morey

Provides students with an understanding of 20th-century Latin American social, economic, and political history, focusing on the struggles staged by the popular classes. Particular attention is given to the activities of peasants and workers, as well as to the movements for national liberation and civil rights.

Hist 3700 Topics in European History: Columbus and the Age of Encounter

12 assignments—no exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Phillips and Phillips/Kulisheck
This course places the familiar figure of Columbus in the context of the world of the late 15th century. Through the course readings, students will examine Europe and the rest of the known world, the New World of the Western Hemisphere, the motives and means through which Europeans expanded their interests around the globe, and the far-reaching consequences of Columbus's voyages.

Hist 3700V Topics in European History: The Life and Times of Peter the Great

6 assignments—no exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Noonan

A study of tsar Peter the Great and his impact on both his country and Europe as a whole. In looking at Peter's 43-year reign, two major themes are explored—his efforts to westernize Russia and his constant wars against his neighbors, especially Sweden. The topics examined in this course include Peter's early years; various wars, battles, and peace treaties; and the reforms he introduced into Russian life.

Hist 3812 Civil War and Reconstruction

6 assignments—no exams—

tuition \$400—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Woodard/Meerse

e-mail

Integrates scholarly readings with the award-winning PBS video series, *The Civil War*. The course covers politics and society 1848–1877. Topics: sectional differences and the causes of the war; the military aspects of the conflict; slavery, emancipation, and how the slaves helped transform the war into a revolutionary struggle; and Reconstruction politics.

Hist 3821 The United States in the 20th Century, 1890-1917

9 assignments—no exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Keillor

computer

Based on the CD-ROM *Who Built America?*, the course describes the formation of modern America: its transportation network, its basic industries, many of its familiar brand-name products, its multiethnic society, and the beginnings of its popular culture. **Financial aid—telecommunications.**

Hist 3822 The United States in the 20th Century: 1932-1960

5 assignments—no exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Berman/Meerse

e-mail

This course examines the Great Depression and the New Deal; the challenge of fascism and the coming of World War II; the origins of the cold war; the great red scare; the politics and culture of the Eisenhower era; the origins of the civil rights movement; and labor relations. Students view videos (available from video rental outlets).

Hist 3871 American Indian History I: Pre-Contact to 1830

3 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—Rayson

e-mail

See AmIn 3111. Students may receive credit for only **one** of these courses: AmIn 3111 or Hist 3871.

Hist 3872 American Indian History II: 1830 to the Present

4 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Rayson

e-mail

See AmIn 3112. Students may receive credit for only **one** of these courses: AmIn 3112 or Hist 3872.

Hist 3881 History of American Foreign Relations, 1760-1865

12 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Hoogland/Pilz

e-mail

An investigation of foreign policy and diplomacy during the period of independence and territorial expansion. The topics covered include diplomacy of the American Revolution, the War of 1812, the Monroe Doctrine and territorial expansion, American commercial expansion, foreign relations with American Indians, the Mexican War, and the diplomacy of sectionalism and the Civil War.

Hist 3882 History of American Foreign Relations, 1865-1945

8 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Steuer

new

An examination of American foreign

policy and diplomacy from the end of the Civil War to the end of World War II. Some of the topics examined are American economic expansion and imperialism of the late 19th century; the Spanish-American War; the Open Door and China; Theodore Roosevelt, the Big Stick, and the Panama Canal; American entry into World War I; isolationism; the United Nations; and World War II. **This course is in preparation; please inquire before enrolling.**

Hist 3883 History of American Foreign Relations, 1945-1995

6 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Woodard/Pilz

e-mail

American foreign relations from the end of World War II to the most recent international affairs. Examines the cold war and the changes that have taken place with the end of that ideological conflict. Primary issues: the decision to drop the atomic bomb; American-Soviet relations; the Vietnam War; the Reagan years and the fall of communism, and present concerns regarding trade and international economic issues.

Hist 3910 Topics in American History: A Century of American Immigration: 1884-1984

3 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Lintelman and Vecoli/Guglielmo

History of a century of American immigration. Considers migration patterns, ethnic communities and conflict, maintenance of ethnic cultures, immigration legislation, social mobility, and the emergence of a pluralistic America. Students will compare immigrant experiences in both urban and rural settings.

Hist 5331 American Constitutional History I

2 assignments—1 exam—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Murphy/Carroll

e-mail

The origins and developments of constitutional government in America, with an emphasis on the role of constitutional politics in the evolution of public policy. This course focuses on the English and colonial background through the Reconstruction period.

Hist 3821, The United States in the 20th Century, 1890-1917, won a national course award in 1997.

Hist 5332 American Constitutional History II

2 assignments—1 exam—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—optional video rental \$65 (\$30 refund)—Murphy/Carroll

e-mail

Continuation of Hist 5331, but need not be taken in sequence. Emphasizes the Constitution and the rule of law in modern America. Includes an optional videocassette with discussions of the Constitution by eminent judges and scholars. Students must indicate whether they want to take the course with or without the optional videocassette.

Horticultural Science

Agricultural, Food, and Environmental Sciences

C. Gustav Hard, Professor Emeritus, Horticultural Science and Landscape Architecture

Hort 1010 Home Horticulture: Landscape Gardening and Design

14 assignments—no exams—tuition \$373—4 degree credits—materials/services fee \$40—10 audiocassettes \$45 —Hard Working knowledge of propagation and culture of common landscape materials: turf, flowers, trees, and shrubs. Principles and practices of gardening. Prepared for beginners but also valuable for advanced or experienced gardeners. Text assignments and home projects with plants for the garden are required. Topics: planting, transplanting, seeds, soils, fertilizers, preparing beds and planting areas, selecting a good garden site, controlling garden pests, weeding, watering, cultivating, vegetable gardening, and landscape maintenance. Discusses annuals, perennials, bulbs, and roses for northern gardens. The final project provides the fundamentals for home landscape design.

Humanities

College of Liberal Arts

George Bisztray, Professor, Slavic Languages and Literatures, University of Toronto
Dallas Ouren, Lecturer, University College

Hum 1001/3001 Humanities in the Modern West I

12 assignments—no exams—tuition \$373/\$400—4 degree credits—materials/services fee \$40—Ouren
Exploration of 18th-century Enlightenment and Romanticism. The main themes are reason, human nature, and the problem of evil. The authors discussed include Marlowe, Pope, Voltaire, Rousseau, and Goethe.

Hum 1002 Humanities in the Modern West II

15 assignments—2 exams—tuition \$373—4 degree credits—

materials/services fee \$40—Bisztray/Ouren
Topics: the Industrial Revolution, Romanticism, socialism, individualism. Selected documents of economic and socialist theory and the Romantic movement; representative works by Zola, Ibsen, Dostoevsky, and Tolstoy.

The estimated cost of the texts for each Distance Education course are given on pages 7-10.

Hum 1003 Humanities in the Modern West III

15 assignments—no exams—tuition \$373—4 degree credits—materials/services fee \$40—Ouren
Focuses on the late 19th century. The topics examined in this course include evolution (Darwinism) and the beginnings of existentialism. The authors students read are Kierkegaard, Nietzsche, Turgenev, Thomas Mann, and Chekhov.

Hum 1111/3111 European Heritage: Greece

13/14 assignments—no exams—tuition \$373/\$400—4 degree credits—materials/services fee \$40—Ouren
Greek culture and Greece as the birthplace of reason. The course traces the development of Greek thought and literature from the Homeric epic, through Greek tragedy and comedy, to the dialogues of Plato.

Hum 1113 European Heritage: Rome

14 assignments—no exams—tuition \$373—4 degree credits—materials/services fee \$40—Ouren
This course deals with the major texts of Roman culture and the early devel-

opment of Christianity. The course reading assignments include works by Plutarch, Virgil, the Stoics, Lucretius, St. Augustine, and the New Testament.

Industrial Relations

Carlson School of Management

Note: Students taking Carlson School of Management upper division undergraduate courses through UC are expected to have completed the equivalent of 90 quarter college credits with a minimum of a B- grade average.

Kenneth Gagala, Program Director, Industrial Relations

IR 3000 Topics in Industrial Relations: Teaching Labor Relations in the Schools

10 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Gagala
This course enables elementary and secondary schoolteachers to incorporate the study of labor unions and collective bargaining into their lesson plans. It also assists teachers to discuss labor issues with their students when national and local developments demand a response. The course provides knowledge of the labor relations process as it affects the teaching profession.

IR 3007 Collective Bargaining and Labor Relations

4 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Gagala
This course provides an introduction to collective bargaining and labor-management relations. Students examine the historical evolution of trade unions in the United States, the structure and administration of trade unions, and the processes of collective bargaining and contract administration. The course incorporates case

exercises that provide students with insights into the real-world nature of labor-management relations and that also help them develop negotiation skills transferable to business and personal situations.

Italian

College of Liberal Arts

Ornella Lavecchia, Lecturer, Italian
Annalisa Margheri, University
College

Ital 1101 Beginning Italian I

9 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—4
audiocassettes \$20—video
rental \$65 (\$30 refund)—
Lavecchia and Margheri/staff
This introductory course is designed
to develop the language skills of
listening, reading, writing, and speak-
ing Italian, and to introduce students
to contemporary Italian culture and
life. Students will view seven episodes
of the video series *In Italiano*, read its
accompanying texts (a grammar text-
book, a study guide, and an anthology
of contemporary narrative), and listen
to audiocassettes.

Ital 1102 Beginning Italian II (5403)

9 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—3
audiocassettes \$20—video
rental \$65 (\$30 refund)—
Lavecchia and Margheri/staff
This course is a continuation of Italian
1101. (Prerequisite: Ital 1101 or
equivalent)

Jewish Studies

College of Liberal Arts

Jonathan Paradise, Associate
Professor, Classical and Near
Eastern Studies

JwSt 3034 Introduction to Judaism

10 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund) —
Paradise
Concepts, movements, and institutions
in the development of classical Juda-
ism, as manifested in the literature and
festivals of the Jewish people from
Second Commonwealth times to the
present. Students may receive credit

for only **one** of these courses: JwSt
3034 or RelS 3034.

Journalism and Mass Communication

College of Liberal Arts

Journalism majors should follow the
requirements for the prejournalism
major as shown in the College of
Liberal Arts Bulletin.

Roy E. Carter, Jr., Professor Emeritus,
Journalism and Sociology
Irene Clepper, Lecturer, University
College
Irving Fang, Professor, Journalism
and Mass Communication
Kathleen Hansen, Associate Professor,
Journalism and Mass Communication
Jennifer Ostini, Teaching Assistant,
Journalism and Mass Communication
Nancy L. Roberts, Professor,
Journalism and Mass Communication

Jour 1001 Introduction to Mass Communication

4 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Fang/Ostini
A survey of the means of delivering

Diane Anderson, an assistant clinical specialist in the Program in Occupation Therapy, is the author of PMed 1003, Orientation to Occupational Therapy. As she explains in the course study guide, her interest in developing this course for Distance Education stemmed from an increase in applicants who either live outside the Twin Cities metro area or are working full time and cannot attend college in a classroom setting. Anderson brings 13 years of clinical work to this course, as well as graduate training in public health and occupational therapy. The primary objective of PMed 1003, she says, is to help students determine whether a career in occupational therapy is a good fit for them. To help students make this decision, the course explains what occupational therapy is, identifies its roles and functions, describes how occupational therapists use activity as a treatment modality, and discusses work settings and job opportunities.



information, opinion, and entertainment. The course explores the historical roots, current structures, and principal issues in modern mass media. A–F grading only.

Jour 3007 The Media in American History and Law: Case Studies

10 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—5 audiocassettes \$35—Roberts
Using a case-study approach, this course focuses on ethical and legal issues, examining the media in the cultural, socioeconomic, political, and technological context of a specific historical period: the Vietnam War. The audiocassettes include interviews with war correspondents. A–F grading only.

Jour 3173 Magazine Writing

20 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—5 audiocassettes \$35—Roberts

e-mail

Writing nonfiction feature articles for adult consumer and trade publications is covered, as is a study of marketing freelance writing, including the construction and submission of query letters. Students write, revise, and submit three articles to magazines or newspaper feature sections of their choice. A–F grading only. (Not to be taken by students who have achieved major status.)

Jour 3990 Special Topics in Mass Communication: Information in Mass Communication

10 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Hansen

new

Introduces the search strategy as it applies to mass communication, focusing on the process of information

gathering, evaluation, and use. Introduces characteristics of mass media messages (audience identification, storytelling, encoding/decoding strategies) that affect how information and expression are combined for effective communication. Provides students with practice in the major skills required of professional communicators (in news, advertising, and public relations). Strategies, techniques, and resources presented will apply to academic work such as term papers and project production; a case study assignment will give students an opportunity to use search strategy and message production process. A–F grading only. **This course is in preparation; please inquire before enrolling.**

Jour 5501 Communication and Public Opinion I

12 assignments—2 exams—tuition \$400 (undergraduate only)—4 degree—materials/services fee \$40—Carter

e-mail

This course covers understanding and interpreting public opinion polls; persuasion; theories and models of mass communication; and how researchers study the media. A–F grading only.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Jour 5601 History of Journalism

13 assignments—2 exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Clepper
From scratches in wet clay to messages bounced by satellite and now the Internet, communication has a fascinating history. This course covers First Amendment rights, press credibility

and governments seeking cover from “sunshine” laws, muckraking, informationals and advertorials, fictionalized documentaries, video newspapers, 500 cable choices, and other influences that keep reshaping journalism and the events and trends it records. Attention is given to improving writing skills and identifying job opportunities. A–F grading only.

Jour 5606 Literary Aspects of Journalism

11 assignments—1 exam—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—6 audiocassettes \$35—Roberts

A study of the literary aspects of journalism as exemplified in, and influenced by, works of English and U.S. writers, past and present—John Hersey, Lillian Ross, Joan Didion, Truman Capote, Tom Wolfe, and others. Explores the relationship between journalism and literature and how this relationship has figured in the development of U.S. journalism. Written assignments focus on analysis of readings; also, students may opt to write a piece of their own literary journalism. A–F grading only.

Latin

College of Liberal Arts

George Rochefort, Classics
Michael Tiffany, Teaching Assistant,
University College

Note: Students are discouraged from enrolling concurrently in two language courses at the 1xxx level.

Lat 1101 Beginning Latin I

15 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—Tiffany

e-mail

Basic grammar and vocabulary, practice in reading and writing Latin, workbook exercises, easy Latin readings, and Roman legends in *38 Latin Stories*.

Latin 1102 Beginning Latin II

15 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
Tiffany

e-mail

Continuation of Lat 1101. Similar in content and method, leading to connected readings in *38 Latin Stories*. (Prerequisite: Lat 1101 or equivalent)

Lat 1103 Selections from Latin Literature

10 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
Tiffany

e-mail

A review of the elements of Lat 1101 and Lat 1102, with a shift of emphasis to longer passages of continuous reading in *38 Latin Stories*. A considerable amount of historical and literary background is presented in English to orient students to the material. (Prerequisite: Lat 1102 or equivalent)

Lat 1104 Latin Prose and Poetry: Caesar and Others

15 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
Tiffany

e-mail

Students read selections from Cicero, Livy, and Ovid. In addition to the review of Latin grammar incorporated in the readings, the readings familiarize students with the legends of Rome's founding and early heroes, the defeat of its army by Hannibal at Cannae, the first important speech of its most brilliant orator, Cicero, his correspondence after the assassination of Julius Caesar, and Ovid's poetic interpretation of several Greek myths. Literary and historical background material is provided in English. (Prerequisite: Lat 1103 or equivalent)

Lat 3105 Latin Poetry: Cicero

16 assignments—1 exam—

tuition \$500—5 degree credits—
materials/services fee \$40—
Rocheftort/Tiffany

e-mail

Students read the complete speech "Pro Rabirio." (Prerequisite: Lat 1103 or equivalent)

Lat 3106 Latin Poetry: Vergil's Aeneid

17 assignments—2 exams—
tuition \$500—5 degree credits—
materials/services fee \$40—
Rocheftort/Tiffany

e-mail

Readings of selections from Books I-II; background material about Roman life and thought is included in the text. (Prerequisite: Lat 1103, 3105, or equivalent)

Linguistics**College of Liberal Arts**

*Anne Loring, Teaching Assistant,
University College*

*Kathryn Riley, Professor, Composition,
U of M Duluth*

*George Yule, Associate Professor,
Louisiana State University*

Ling 1001 The Nature of Human Language

4 assignments—1 exam—tuition
\$373—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Yule/Loring

A survey of the nature of human language, its properties, its possible origins, and how it differs from animal communication. The methods of describing the sounds, structures, and meanings of language are examined, along with a consideration of the relationship between language and the brain, how children acquire language, and the different roles of language in society. Whenever possible, points are illustrated with examples from the everyday use of English.

Ling 5831 Sociolinguistics (U of M Duluth)

12 assignments—3 exams—
tuition \$400 (undergraduate
only)—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Riley

Focuses on the relationship between language and social identity: how we define ourselves and others through the use of language. Close examination of various regional, social, ethnic, and gender varieties of American English. Introduction to linguistic field methods and practical applications to teaching and testing. Credits for this Duluth course will appear on your U of M-Twin Cities transcript. Students enrolled at the U of M-Twin Cities should check with their college adviser before registering for this course. A-F grading only.

The estimated cost of the texts for each Distance Education course are given on pages 7-10.

Management**Carlson School of Management**

Also see *Business Studies*.

Note: Students taking Carlson School of Management upper division undergraduate courses through UC are expected to have completed the equivalent of 90 quarter college credits with a minimum of a B- grade average.

Mark Weber, Coordinator, Marketing and Logistics Management

Mgmt 3001 Fundamentals of Management

14 assignments—2 exams—
tuition \$400—4 degree credits—

materials/services fee \$40—Weber

e-mail

Leadership and management functions such as those required to establish goals, policies, procedures, and plans. Motivation, planning, and control systems, and concepts of organizational structure and behavior. A–F grading only.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Mgmt 3008 Entrepreneurship and the Smaller Enterprise

8 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Weber

e-mail

Assessment of opportunities and constraints in establishing and managing one's own firm; structuring a new venture, buying into an existing enterprise, owning an enterprise versus becoming a principal employee in a new venture. Case method. Designed to accommodate both undergraduate students who want course credit and nondegree-seeking entrepreneurs who want information/planning guidelines to help them start and manage their own small business. (Prerequisite: completion of business core courses or instructor permission)

Marketing

Carlson School of Management

Also see *Business Studies*.

Note: Students taking Carlson School of Management upper division under-

graduate courses through UC are expected to have completed the equivalent of 90 quarter college credits with a minimum of a B– grade average.

Linda Rochford, Associate Professor, Management Studies, U of M Duluth
Mark Weber, Coordinator, Marketing and Logistics Management

Mktg 3000 Principles of Marketing

9 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Rochford/Weber

Focuses on marketing as a process of managing exchanges. Students learn the environmental factors that impact the strategic marketing process and explore interrelationships between strategic and tactical marketing issues concerning product/service, price, promotion, and distribution decisions. A–F grading only.

Mathematics

Institute of Technology and General College

Allen Johnson, Associate Professor, General College
David L. Giese, Professor Emeritus, General College
Shamlall Gupta, Lecturer, Carlson School of Management
Laura L. Koch, Associate Professor, General College
Thomas Ressler, Professor, Graduate Program—Management, University of St. Thomas
V. C. Varadachari, Mathematics, Century College

Note: It is essential that students have the prerequisite knowledge for each course, as well as credit for the courses listed as prerequisites. If there has been a time lapse since their previous course in mathematics, students should review thoroughly or repeat the prerequisite. It is impossible to make

progress in mathematics without a sound knowledge of previous concepts and applications.

GC 0611 Introduction to Basic Mathematics

13 assignments—2 exams—tuition \$466.25—no credit—materials/services fee \$40—Koch

In-depth review of mathematics from whole numbers to geometry. Emphasizes computation and understanding basic concepts. Ideal for students who plan to study elementary algebra. **Assigned a value of 5 credits for financial aid.**

GC 0623 Plane Geometry: Programmed Study

9 assignments—2 exams—tuition \$466.25—no credit—materials/services fee \$40—Koch

Elements of plane geometry with some geometry of solids. Equivalent to one year of high school plane geometry. (Prerequisite: GC math placement score or elementary algebra) **Assigned a value of 5 credits for financial aid.**

GC 0625 Intermediate Algebra, Part I

13 assignments—3 exams—tuition \$466.25—no credit—materials/services fee \$40—Giese/Johnson

For students needing additional preparation in algebra before Intermediate Algebra, Part II. Sets, real numbers, linear equalities, linear inequalities, absolute values, polynomials, rational expressions, exponents, radicals and radical expressions, complex numbers, systems of equations, word problems. (Prerequisite: GC 0621 or Math 0006) **Assigned a value of 5 credits for financial aid.**

GC 0631 Intermediate Algebra, Part II

9 assignments—3 exams—tuition \$466.25—no credit—

materials/services fee \$40—
Giese/Johnson

Assumes basic knowledge of linear and quadratic equations and inequalities, exponents, factoring, rational expressions, roots, radicals, complex numbers, and graphing. Topics: quadratic equations, matrix solutions to linear systems, general inequalities, conic sections, functions and inverse functions, logarithmic and exponential functions, introduction to sequences, series, and binomial theorem. (Prerequisite: GC 0625 with a grade of C or better) **Assigned a value of 5 credits for financial aid.**

Math 1008 Trigonometry

9 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Varadachari

Analytic trigonometry, identities, equations, properties of functions; right and oblique triangles without logarithmic computations. A calculator with trig and inverse trig functions is necessary. (Prerequisite: plane geometry, higher algebra, mathematics placement score)

Math 1111 College Algebra and Analytic Geometry

18 assignments—3 exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Ressler

Functions, graphs, quadratic equations, inequalities, complex numbers, theory of equations, permutations and combinations, probability, systems of equations, graphing linear and quadratic equations, conic and standard position, logarithms. May be substituted for Math 1031. (Prerequisite: plane geometry, two years high school algebra and mathematics placement score, or plane geometry and GC 0631)

Math 1142 Short Calculus

16 assignments—3 exams—
tuition \$466.25—5 degree credits

—materials/services fee \$40—
Varadachari

For students in prebusiness administration, prepharmacy, and others requiring a minimal amount of calculus; students who plan to take several quarters of mathematics should register for Math 1251–1252. (Prerequisite: Math 1111 or 1031 or mathematics placement score)

Math 1201 Pre-Calculus

16 assignments—4 exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Gupta

Inequalities; analytical geometry; complex numbers; binomial theorem; mathematical induction; functions and graphs; trigonometric, exponential, logarithmic functions. Intended for students who need to review higher algebra and trigonometry before taking a calculus sequence. May be substituted for Math 1051–1151. (Prerequisite: GC 0631 or high school higher algebra, trigonometry, and mathematics placement score)

You can earn the Liberal Arts and Science and Quantitative Methods certificates entirely through Distance Education.

Math 1211 Calculus I

16 assignments—3 exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Varadachari

Analytical geometry and calculus of functions of one variable. (Prerequisite: Math 1201 with a grade of C or better, or Math 1008 and 1111 with grades of C or better, or four years of high school math and math placement score)

Math 1251 One-Variable Differential and Integral Calculus I

16 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Varadachari

Calculus of functions of one variable and related geometry and applications. (Prerequisite: four years of high school math, including trigonometry, or a grade of C or better in Math 1201 or 1008 and 1111, or equivalent)

Math 1252 One-Variable Differential and Integral Calculus II

16 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Varadachari

Calculus of functions of one variable and related geometry and applications. (Prerequisite: Math 1251 with a grade of C or better)

Math 1261 Calculus III

9 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Varadachari

Students explore vectors, matrices, linear algebraic equations, Gaussian elimination, determinants and their applications, linear transformations, subspaces, quadratic forms, rigid motions, and orthogonal matrices. Students may receive credit for only **one** of these courses: Math 1241, Math 1261, Math 3142, or Math 3211. (Prerequisite: Math 1252, 1353, or equivalent)

Math 3221 Introduction to Linear Algebra and Linear Differential Equations

9 assignments—3 exams—
tuition \$500—5 degree credits—
materials/services fee \$40—
Varadachari

new

Vectors, systems of linear equations,

matrices, determinants, bases, eigenvalues. Linear differential equations and systems with constant coefficients, initial value problem and general solution, variation of parameters for inhomogeneous equations, applications. Abridged version of Math 1261-3261. (Prerequisite: Math 1252, or equivalent, with a grade of C or better)

Math 3251 Multivariable Differential Calculus

9 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Varadachari

Differentiation of parametric curves. Partial differentiation and the derivative as a local linear approximation. The chain rule. Applications to max/min problems with attention to boundaries and constraints include Lagrange multipliers. Taylor's theorem (multivariable) and the second derivative test. Students may receive credit for only **one** of these courses: Math 3211, Math 3251, Math 3311, Math 3521H, or Math 3552H. (Prerequisite: Math 1261)

Math 3252 Multivariable Integral Calculus

9 assignments—2 exams—tuition \$400—4 degree credits—materials/services fee \$40—Varadachari

Topics: double and triple integrals; change of variable procedures emphasizing polar and spherical coordinates; mass and centroid; integration on curves and surfaces; vectors fields and the theorems of Green, Gauss, and Stokes. (Prerequisite: Math 3251 or equivalent)

Medical Terminology

See Clas 1048.

Microbial Engineering

College of Biological Sciences

Lynda B. M. Ellis, Associate Professor, Laboratory Medicine and Pathology
Lawrence P. Wackett, Professor, Biochemistry

MicE 5309 Biocatalysis and Biodegradation

10 assignments—tuition \$400 (undergraduate)/\$1,031 (Grad School, U of M)/\$544 (grad rate, other schools)/\$1,768 (post-bac. grad rate)—4 degree credits—no required texts—materials/services fee \$40—Ellis and Wackett

internet grad

See BioC 5309. **Register from Feb. 1–Feb. 26, 1999, in section B.** Term dates: March 15–Dec. 15, 1999.

Financial aid—telecommunications.

The estimated cost of the texts for each Distance Education course are given on pages 7-10.

Music

College of Liberal Arts

David Damschroder, Associate Professor, School of Music
Alex Lubet, Professor, School of Music
Jane Rasmussen Riedel, Lecturer, University College
Johannes Riedel, Professor Emeritus, School of Music
Janika Vandervelde, Lecturer, University College

Mus 1001 Fundamentals of Music

9 assignments—2 exams—tuition \$373—4 degree credits—materials/services fee \$40—1 audiocassette \$20—Damschroder

In this course students explore topics in musical pitch and rhythm, and skills such as singing, playing the piano,

clapping rhythms, and discriminative listening. It is recommended for students who have an avocational interest in music or who will use basic music skills in their careers.

Mus 1002 Fundamentals of Music II

11 assignments—1 exam—tuition \$373—4 degree credits—materials/services fee \$40—Vandervelde

Basic procedures for harmonizing melodies, including chord construction and succession, voice-leading, and stylistic considerations. Development of basic listening and sight-singing skills. Rigorous review of music fundamentals. (Prerequisite: Mus 1001 or ability to read music in the treble and bass clefs and a thorough knowledge of intervals, scales, and chord qualities)

Mus 3045 The Avant-Garde

8 assignments—no exams—tuition \$400—4 degree credits—no required texts—materials/services fee \$40—10 audiocassettes \$45—video rental \$40 (\$30 refund)—Lubet

e-mail

You do not need to read music or have any prior experience in music to enjoy this stimulating introduction to recent music. The course centers on composers of the American musical avant-garde, ca. 1950–1970, including John Cage and Pauline Oliveros, in their sonic and social contexts. Attention is given to the recent impact on music from non-Western culture. The assignments (reading, listening, journal writing, original composition, and performance) are designed to be achievable by people with no prior musical training. A–F grading only.

Mus 5702 American Music: 20th-Century American Music

6 assignments—1 exam—tuition \$400 (undergraduate only)—4 degree credits—materials/

services fee \$40—10 audiocassettes \$45—Riedel/Rasmussen Riedel

e-mail

Analysis of American music during this century: folk, popular, classical, black, Chicano, opera and symphony, contemporary. Background knowledge of musical terms necessary.

Natural Resources and Environmental Studies

Natural Resources

Harold Scholten, Professor, Natural Resources and Environmental Studies

NRES 1201 Conservation of Natural Resources

11 assignments—2 exams—tuition \$279.75—3 degree credits—materials/services fee \$40—Scholten

e-mail

Current status, utilization, and sound management of natural resources with emphasis on the ecological approach. Conservation principles and their application to soil, water, forests, grasslands, wildlife, minerals, energy sources.

Norwegian

College of Liberal Arts

William Solheim, Lecturer, University College

Nor 1101 Beginning Norwegian I

10 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—Solheim/staff

An introduction to basic Norwegian grammar, pronunciation, sentence structure, reading, and writing. The emphasis in this course is on vocabulary and expressions used in everyday situations, while also providing a foundation for further study.

Nor 1102 Beginning Norwegian II

11 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—Solheim/staff

A continuation of Nor 1101. (Prerequisite: Nor 1101 or equivalent)

Nor 1103 Beginning Norwegian III

11 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—Solheim/staff

A continuation of Nor 1102 with emphasis on reading and writing skills. (Prerequisite: Nor 1102 or equivalent)

Nor 1104 Intermediate Norwegian I

11 assignments—3 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—10 audiocassettes \$45—Solheim/staff

Further development of reading, writing, listening, and speaking skills. Grammar review. Students will be exposed to a wide variety of sources, including newspaper and magazine articles, songs, folktales, short stories, poetry, travel brochures. Lessons center on specific aspects of Norwegian life and culture. (Prerequisite: Nor 1103 or equivalent) The same audiocassettes are used for Nor 1105 and 1106.

Nor 1105 Intermediate Norwegian II

10 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—10 audiocassettes \$45—Solheim/staff

Continuation of Nor 1104 with particular emphasis on reading, writing, and listening skills. Authentic Norwegian texts are made more accessible with prereading strategies and reading/comprehension tasks appropriate at this level. (Prerequisite: Nor 1104 or

equivalent) The same audiocassettes are used for Nor 1104 and 1106.

Nor 1106 Intermediate Norwegian III

10 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—10 audiocassettes \$55—Solheim/staff

A continuation of Nor 1105 that includes more advanced texts that center on social issues. Comprehension and expression of critical thought are promoted through reading and writing tasks. Pronunciation and grammar review. Advanced points of grammar. (Prerequisite: Nor 1105 or equivalent) Uses the same audiocassettes as Nor 1104 and 1105.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Nursing

School of Nursing

Kären Alaniz, Education Specialist, School of Nursing

Joan A. Davis, Instructor, University College

Sara DeHart, Associate Professor, School of Nursing

Nurs 3690 Life Span Growth and Development I

5 assignments—1 exam—tuition \$200—2 degree credits—materials/services fee \$40—8 audiocassettes \$35—video rental \$65 (\$30 refund)—DeHart and Alaniz/Davis

e-mail

Introductory course that incorporates biological, sociological, and psycho-

logical perspectives of human life span development from conception through adolescence. Nurs 3690 and Nurs 3691 may be taken concurrently. (Prerequisite: general psychology and general biology)

Nurs 3691 Life Span Growth and Development II

5 assignments—1 exam—tuition \$200—2 degree credits—materials/services fee \$40—5 audiocassettes \$35—video rental \$65 (\$30 refund)—DeHart and Alaniz/Davis

e-mail

Introductory course that incorporates biological, sociological, and psychological perspectives of human life span development from young adulthood through aging and the death experience. Nurs 3690 and Nurs 3691 may be taken concurrently. (Prerequisite: general psychology and general biology, Nurs 3690 or equivalent, or consent of instructor)

Philosophy

College of Liberal Arts and General College

Joseph Bessie, Philosophy
James Harold, Graduate School Fellow, Philosophy
Sandra Peterson, Associate Professor, Philosophy
Heather Wainwright, Teaching Assistant, University College
Candido Zanoni, Professor Emeritus, General College

Phil 1001 Introduction to Logic

13 assignments—3 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—Zanoni/Harold

Rules and procedures of sound argument and valid inference. Relationship of formal patterns of reasoning to such uses of ordinary language as argument, propaganda, and persuasion. How formal logic can be employed as a tool for critical thinking.

Phil 1002 Introduction to Philosophy

15 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—Bessie/staff

e-mail

For much of its history, Western philosophy has been largely a matter of attempting to provide an unshakable foundation for either morals or the natural sciences. Most Western philosophers have spent their intellectual careers trying to define what knowledge and certainty are for the benefit of these two areas of knowledge. This course traces the history of that endeavor by looking at philosophers who are usually cited as pillars of the Western theory of knowledge and metaphysics: Plato, Descartes, Hume, Kant, Wittgenstein, and Kuhn.

For more information about a DE course, call or write for a copy of the course introduction.

Phil 1003 Introduction to Ethics

5 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—Peterson/Wainwright

e-mail

Three classic philosophical theories, by Aristotle, Immanuel Kant, and John Stuart Mill, of how to live and how to do the right thing on any occasion. Application of the three theories to the actions of characters in the novel *Middlemarch*, by George Eliot, and to the actions of Native American characters in the novel *The Surrounded*, by D'Arcy McNickle, exploring any difficulties in applying the theories to cultures different from the ones the theories' authors were familiar with.

Physical Medicine and Rehabilitation

Medical School

Diane Anderson, Assistant Clinical Specialist, Physical Medicine and Rehabilitation

PMed 1003 Introduction to Occupational Therapy

3 assignments—no exams—tuition \$93.25—1 degree credit—materials/services fee \$40—video rental \$65 (\$30 refund)—Anderson

new

This course is a survey of the profession for students considering the field of occupational therapy. It includes the use of videocassette programs. S/N grading only.

Physics

Institute of Technology

Robert L. Cassola, Lecturer, University College
Roger S. Jones, Professor, Physics

Phys 1001 The Physical World

22 assignments—3 exams—tuition \$373—4 degree credits—materials/services fee \$40—Cassola

Fundamental laws and principles of the physical world discussed in the context of modern science and technology. Topics: motion of particles, laws of motion, momentum and energy conservation, gravity, fluids, temperature, heat, wave motion, the nature of light, optics, electricity, magnetism. **No credit for IT students.** (Prerequisite: one year high school algebra)

Phys 1003 The Changing Physical World

no assignments—4 exams—tuition \$373—4 degree credits—

materials/services fee \$40—
video rental \$65 (\$30 refund)—
Jones

e-mail

Introduces nonscience students to the changing world of 20th-century physics. Against a background of history and philosophy, it highlights the new ideas and discoveries of relativity, cosmology, and quantum theory as seen on the vast scale of stars and galaxies, in the everyday realm of matter and energy, and down to the submicroscopic level of atoms and nuclei.

Phys 1041 Introductory Physics I

7 assignments—3 exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Cassola

Primarily for students interested in a general, noncalculus physics course. Topics: uniformly accelerated motion, Newton's laws of motion, work, energy, motion of rigid bodies, mechanical properties of matter, temperature, gas law, thermal properties of matter, thermodynamics, vibratory motion, wave motion, and sound. A laboratory component is included and involves experiments in graphical analysis of data, geometry of motion, gravitational field, energy, power, and sound waves. Replaces old Phys 1032. Students who have completed Phys 1031 should take Phys 1041 to complete the series. (Prerequisite: high school algebra, geometry, and trigonometry)

Phys 1042 Introductory Physics II

7 assignments—3 exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Cassola

Topics: electric fields, direct current circuits, magnetism, electromagnetic induction, alternating currents, electromagnetic waves, properties of light, optical devices, interference, diffraction,

atomic structure, the atomic nucleus, and physics of the universe. A laboratory component is included and involves experiments in probability and statistics, direct current circuits, magnetic fields, optics, and diffraction. Replaces old Phys 1031. (Prerequisite: Phys 1041 or equivalent)

Phys 1104 General Physics

16 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Cassola

Primarily for premedical and biological science students. Topics: motion, Newton's laws, work and energy, momentum and the pressure of gases, mechanical properties of matter, temperature, thermal properties of matter, thermodynamics, sound, entropy. **No** credit for IT students. (Prerequisite: Math 1142 and high school trigonometry or Math 1008)

Phys 1105 General Physics

15 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Cassola

Second course in the series. Topics: fluid statics, fluid dynamics, elastic properties of solids, vibration, traveling, standing, and sound waves, reflection and refraction of light, optical instruments, interference, electric fields, and electrical energy. **No** credit for IT students. (Prerequisite: Phys 1104)

Phys 1106 General Physics

14 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Cassola

Third course in the series. Topics: direct-current circuits, capacitors, magnetic fields and forces, alternating-current circuits, special relativity, wave-particle duality, Bohr model of the atom, quantum mechanics, nuclear physics, and elementary particle physics. **No** credit for IT students. (Prerequisite: Phys 1105)

Phys 1311 Comprehensive Introductory Physics with Calculus I

15 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Cassola

Calculus-level general physics stressing the use of fundamental principles. Topics: vectors, kinematics in two and three dimensions, particle dynamics, work, energy, collisions, and gravitation. This course does **not** include a lab, and the physics department does not offer a separate lab. (Prerequisite: completion or concurrent registration in introductory calculus)

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Phys 1321 Comprehensive Introductory Physics with Calculus II

15 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Cassola

Calculus-level general physics stressing the use of fundamental principles. Topics: rigid-body kinematics and dynamics, statics, elasticity, oscillations, mechanical waves, sound, fluid statics and dynamics, heat and thermodynamics. This course does **not** include a lab, and the physics department does not offer a separate lab. (Prerequisite: Phys 1311 or equivalent)

Phys 1331 Comprehensive Introductory Physics with Calculus III

15 assignments—3 exams—
tuition \$373—4 degree credits—

materials/services fee \$40—
Cassola

Calculus-level general physics stressing the use of fundamental principles. Topics: the electric field, electric potential, capacitors, dielectrics, DC circuits, magnetic fields, induction, magnetic materials, and AC circuits. This course does **not** include a lab, and the physics department does not offer a separate lab. (Prerequisite: Phys 1321 or equivalent)

The estimated cost of the texts for each Distance Education course are given on pages 7-10.

Phys 1341 Comprehensive Introductory Physics with Calculus IV

14 assignments—3 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Cassola

Calculus-level general physics stressing the use of fundamental principles. Topics: Maxwell's equations, electromagnetic waves, nature and propagation of light, reflection, refraction, lenses, mirrors, optical instruments, interference, diffraction, special relativity, quanta, atomic spectra, nuclei, fission, and fusion. Does **not** include a lab, and the physics department does not offer a separate lab. (Prerequisite: Phys 1331 or equivalent)

Phys 3501 Modern Physics

17 assignments—3 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Cassola

Descriptive modern physics. Topics: quantum mechanics, hydrogen atom, multi-electron atoms, molecular structure, quantum statistics, thermal radiation, solid state physics, nuclear physics. **No** credit for physics majors. (Prerequisites: Physics 1253, 1453, Chem 1052, Math 3261)

Political Science

College of Liberal Arts

*Terence Ball, Professor,
Political Science*
Sara Binder, Political Science
*Ethan Cherin, Research Assistant,
Institute of International Studies*
*David Frisch, Teaching Assistant,
Political Science*
*Amy Gangl, Research Assistant,
Political Science*
*Amy Jasperson, Teaching Assistant,
Political Science*
Brian Job, Political Science
*Jason Kassel, Teaching Assistant,
Political Science*
*Sandra Wood, Political Science,
University of North Texas*

Pol 1001 American Government and Politics

12 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
Binder/Gangl

e-mail

This course provides student with an introduction to the ways in which the goals of political actors and the structures of government combine to influence American national policy making. Attention is given to the major actors (both institutions and individuals), the mechanics of elections and governing, and the values and standards of democratic rule in the United States. The course concludes with two case studies of recent events in American politics.

Pol 1041 Contemporary Political Ideologies

3 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Ball

A systematic survey of the major competing ideologies of the 20th century—communism, conservatism, liberalism, fascism, “liberation” and “green” ideologies, and others. Special emphasis is placed on the historical sources, philosophical foundations, and

argumentative structure of these influential ideologies.

Pol 3308 The United States Congress

12 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Binder/Frisch

e-mail

This course examines the internal organization, committee system, party leadership, norms, and recruitment; legislative policy making; the relationship of Congress with the president and bureaucracy; and interest group, political party, and constituency influences on the congressional process. (Prerequisite: Pol 1001 or equivalent)

Pol 3309 Judicial Process

2 assignments—3 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Wood/Kassel

e-mail

The structure of the American judiciary; selection of judges; process of litigation; influences on judicial decisions; impact of and compliance with decisions; role of the Supreme Court in the American political system. (Prerequisite: Pol 1001 or equivalent)

Pol 3810 Topics in International Politics and Foreign Policy: Understanding War: Its Causes and Consequences

3 assignments—no exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Job/Cherin

An exploration of the normative and ethical issues surrounding international violence; the types and the causes of war between the 18th and the 20th centuries; and the mechanisms for creating peace and limiting future violence.

Pol 5737 American Political Parties

2 assignments—3 exams—

tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—Wood/Jasperson

e-mail

Party activities in the United States—recruiting, nominating, and campaigning. Parties in power. Party organization and membership, party identification, third parties, and independents. Party reform and the functions of parties. Attention throughout to the impact of parties on democratic government. (Prerequisite: Pol 1001 or consent of instructor)

Psychology

College of Liberal Arts and General College

Also see *Child Psychology*.

Thomas F. Brothen, Professor, General College

Paul Chapman, Associate Professor, Psychology

Sander M. Latts, Associate Professor, General College

Peter Malen, Instructor, University College

Mary Jo Meadow, Professor, Psychology and Religious Studies, Mankato State University
David J. Weiss, Professor, Psychology
Orville Weiszhaar, Lecturer, University College

Psy 1001 Introduction to Psychology

20 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—Weiss

Introduction to the study of human behavior. Topics: biological foundations of behavior; learning and memory; cognition, thinking, language and social development; individual differences and measurement; personality, psychopathology, and psychotherapy. Prerequisite for all advanced psychology courses.

Psy 1001V Introduction to Psychology

5 assignments—1 exam—tuition \$466.25—5 degree credits—materials/services fee \$40—Brothen

e-mail computer

A computer version of Psy 1001.

Interactive software provides a variety of self-check exercises that enable students to master key concepts and receive immediate feedback. The topics that will be examined in this course include psychology's methods, biological roots of behavior, the developing child, adolescence and adulthood, sensation, perception, states of consciousness, social psychology, social diversity, and more. Computer disks for Macintosh (System 7 or higher) or Windows users. Prerequisite for all advanced courses in psychology.

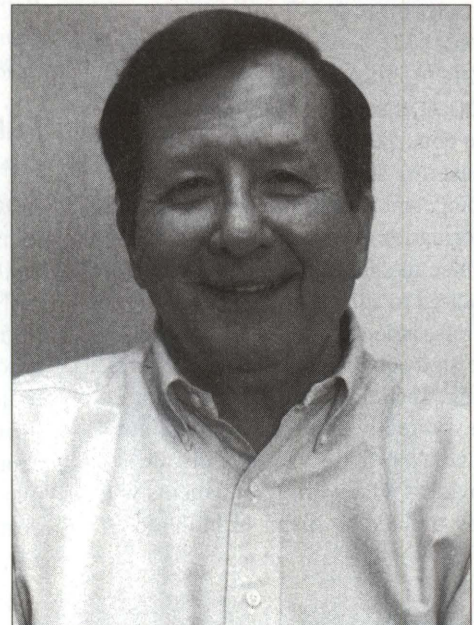
Financial aid—telecommunications.

Psy 3061 Introduction to Biological Psychology

8 assignments—3 exams—tuition \$400—4 degree credits—materials/services fee \$40—Chapman/Malen

This course is an introduction to the biology of behavior. Topics include basic neuroanatomy and neurophysiology; the neural basis of learning, memory, and motivation; biology of abnormal behavior, dementia, and drug addiction. It also explores how behavior can be analyzed by studying the nervous system. (Prerequisites: Psy 1001, Biol 1009, or permission)

Richard Firtko, lecturer, University College, is the author of ABus 3043, Project Management in Practice. His course will be offered as a fall 15-week online course, as well as a traditional correspondence course. Students will need computer skills and access to the World Wide Web, word processing, and a printer to take part in the online course. Firtko brings more than 30 years of business experience and many years of teaching to his course, which is designed for both business and nonbusiness students and is based on the belief that almost everyone needs knowledge of how to lead, manage, or participate in projects of many kinds. In the course students will read about project management tools and also use computer project management software to apply the techniques in a project that is meaningful to them.



Psy 3101 Introduction to Personality

13 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Meadow

Introduction to the study of personality—how people are and how they got that way. A look at how the major theorists explain personality development; a review of important research; a discussion of how different schools of personality study and assess individual personality and do psychotherapy. Exploration of some special topics in the field. (Prerequisite: Psy 1001)

Psy 3604 Introduction to Abnormal Psychology

12 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
Weiszhaar

This course focuses on the theoretical causes of human behavior, the description of behavioral disorders, the etiologies of behavioral disorders, and treatment alternatives. Students may receive credit for only **one** of these courses: Psy 3604 or Psy 5604. (Prerequisite: Psy 1001)

Psy 3970 Directed Studies: Stress Management

8 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—

1 audiocassette \$20—Weiszhaar
The concept of stress, various ways of measuring stress levels, the concept of coping, and various methods of coping. Information is incorporated from diverse medical and psychological research to show how the brain, beliefs, moods, and thoughts affect one's physical and psychological well-being. Techniques for dealing with stress directly and for health maintenance. Appropriate for health-care providers who work with patients with stress-related problems or individuals

suffering from stress who want to understand the problem.

GC 1283 Psychology of Human Development

12 assignments—2 exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
Latts

e-mail

Explores the growth and development of an individual from conception through old age. Emphasizes physical, motor, social, emotional, and psychological growth. Integration of facets of development helps students to understand a human being as a complex organism functioning in a complex environment.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Public Health

School of Public Health

Patricia Lee, Public Health
James Rothenberger III, Instructor,
Epidemiology

PubH 5040 Dying and Death in Contemporary Society

4 assignments—2 exams—
tuition \$300 (undergraduate
only)—3 degree credits—
materials/services fee \$40—3
audiocassettes \$20—
Rothenberger and Lee

Provides basic information on concepts, attitudes, ethics, and lifestyle management in relation to dying, death, grief, and bereavement. Emphasis placed on the educational aspects

of these topics for community health and helping professionals and educators. Students may receive credit for only **one** of these courses: PubH 5040, HSU 5040, or Mort 5040.

Religious Studies

College of Liberal Arts

Jennifer Carozza, Teaching Assistant,
Classical and Near Eastern Studies
Peter Ditmanson, Lecturer,
University College
William W. Malandra, Associate
Professor, Classical and Near
Eastern Studies
Jonathan Paradise, Associate
Professor, Classical and Near
Eastern Studies

RelS 1031 Introduction to the Religions of South Asia

11 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Malandra/Carozza

e-mail

Introduction to Hinduism, Buddhism, and Jainism.

RelS 1032 Religions of East Asia

12 assignments—no exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Ditmanson

e-mail

See EAS 1032. Students may receive credit for only **one** of these courses: EAS 1032 or RelS 1032.

RelS 3034 Introduction to Judaism

10 assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Paradise

See JwSt 3034. Students may receive credit for only **one** of these courses: RelS 3034 or JwSt 3034.

Rhetoric

Agricultural, Food, and Environmental Sciences

Sandra Becker, Professor, Minnesota Extension Service—Education Development System

*Paul Brady, Coordinator, Rhetoric
Ann Hill Duin, Professor, Rhetoric
James Frost, Assistant Professor, Rhetoric*

Victoria Sadler, Teaching Assistant, Rhetoric

*Billie Wahlstrom, Professor, Rhetoric
Arthur E. Walzer, Associate Professor, Rhetoric*

Rhet 3400 Managing Information on the Internet

10 assignments—no exams—tuition \$300—3 degree credits—no required texts—materials/services fee \$40—Brady

internet

This course explores the current and developing tools of Internet-based communication. It will introduce students to various forms of asynchronous communication, including the concepts of e-mail, Usenet News, mailing lists, and web-based chats; synchronous communication, including MOOs (multiuser domains, object oriented) and Internet Relay Chat, with an opportunity to explore audio and video communication methods; and Internet publication, primarily through an examination of the characteristics of the World Wide Web. Emphasizes examining the technology, assessing the information delivered by the technology, and developing criteria for disseminating information. Students will be able to explore both the nature of the client (information consumer) and the nature of the server (information provider). A–F grading only. (Prerequisites: Rhet 1200 or equivalent; access to a computer, Netscape Navigator, and related Internet resources) **Financial aid—telecommunications.**

Organizational and Professional Communication Certificate

The interdisciplinary Organizational and Professional Communication Certificate, offered by University College, features courses from the Speech-Communications and Rhetoric departments. This certificate focuses on communication theory and practice and its effective application in organizations. You may be interested in pursuing this certificate, or you may find that individual courses provide you with important skills for your current job—or will help you prepare for a new position.

The courses for this certificate are available through day and evening classes at the University. Also, Distance Education has made some of the certificate courses available to students worldwide through the Internet and eventually plans to make the certificate available via the Internet.

Some courses will follow the Distance Education extended-term (nine-month) enrollment period. Others will follow a 10-week schedule and students will submit lessons on a predetermined schedule. This year the courses that Distance Education offers that apply to this certificate are Rhet 5105, Corporate Video for Technical Communicators (which is currently in preparation), Rhet 5581, Document Design, and Spch 5441, Communication in Human Organizations.

For additional information about the certificate, call 612-625-3333 and ask for Anne Wade, the Organizational and Professional Communication certificate adviser, or check the Distance Education home page at <http://www.cee.umn.edu/dis/> and click on the Degrees and Certificates graphic link.

Rhet 3562 Writing in Your Profession

9 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Walzer/Sadler

Projects in writing professional documents. Analyses of audience and situation; writing effectively to meet the needs of particular readers. Course assignments include writing instructions, feasibility report or proposal, memorandum, letter of application, and resume. A–F grading only. (Prerequisite: Rhet 1101, EngC 1011, or equivalent)

Rhet 5105 Corporate Video for Technical Communicators

14 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—mate-

rials/services fee \$40—Becker

internet

Introduces students to the process of corporate video (preproduction, production, and post production) and the roles of the professionals who write and produce corporate videos for training, internal and external communication, and marketing purposes. Students complete a proposal, treatment, and script for an actual video; analyze internationally acclaimed corporate videos; learn about production by working through an interactive CD-ROM; and access resources on the World Wide Web. **This course is in preparation; please inquire before enrolling. Financial aid—telecommunications.**

Rhet 5581 Document Design

8 assignments—no exams—tuition \$400 (undergraduate)/

\$1,031 (Grad School, U of M)/\$544 (grad rate, other schools)—4 degree credits—materials/services fee \$40—Frost/staff

internet grad

Designing documents to meet the user's needs, completing a draft, and evaluating effectiveness are covered in this course. It will also give students an opportunity to examine forms and software input sheets for databases, decision aids, computer-aided instruction, online programs, or visual displays. As part of the coursework, students participate in a review team assessing multimedia projects. A-F grading only. (Prerequisites: access to an IBM or Macintosh computer and a graphics-capable Web browser)

Financial aid—telecommunications.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

Rhet 5581 Online, group study version of the above course

10-week internet

grad

This course will be offered Spring Quarter 1999. Register from Feb. 1–March 17, 1999, in section A. **Financial aid—telecommunications.**

Rhet 8110 Theory and Research in Audience Analysis

9 assignments—no exams—tuition \$1,031 (Grad School, U of M)—4 degree credits—materials/services fee \$40—Duin

internet grad

This course provides students with a review of research on human learning

and understanding. Students explore theories of audience analysis and the preparation of written messages to reach defined audiences. They will also learn applications to problem-solving strategies in technical communication. (Prerequisites: access to an IBM or Macintosh computer and a graphics-capable Web browser) **Financial aid—telecommunications.**

Rhet 8110 Online, group study version of the above course

10-week internet

grad

This course will be offered Fall Quarter 1998. Register from Aug. 3–Sept. 16, 1998, in section A. **Financial aid—telecommunications.**

Rhet 8210 Theory and Research in Media Selection

10 assignments—no exams—tuition \$1,031 (Grad School, U of M)—4 degree credits—materials/services fee \$40—Wahlstrom

new internet grad

Designed to assist technical communication problem solvers in decision making. Intended for students in the MS in Scientific and Technical Communication program at the University and for any other graduate-level students interested in media selection. Survey of media available for transmitting messages between communication sources and receivers, and analysis of factors that influence media choices. (Prerequisites: access to an IBM or Macintosh computer and a graphics-capable Web browser) **This course is in preparation; please inquire before enrolling. Financial aid—telecommunications.**

Rhet 8210 Online, group study version of the above course

10 assignments—no exams—

tuition \$1,031 (Grad School, U of M)—4 degree credits—materials/services fee \$40—Wahlstrom

10-week grad

internet

This course will be offered Winter Quarter 1999. Register from Nov. 2–Dec. 16, 1998, in section A. **Financial aid—telecommunications.**

Russian

College of Liberal Arts

Gary Jahn, Associate Professor, Russian

Aaron Michaelson, Teaching Assistant, University College

Note: Students are discouraged from enrolling concurrently in two language courses at the 1xxx level.

Russ 1101 Beginning Russian I

9 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—15 audiocassettes \$55—Jahn/Michaelson

computer

A multipurpose program of instruction in the fundamentals of the Russian language. Acquaints students with all four basic language skills: listening, reading, speaking, and writing. Optional use of computer software in IBM or Macintosh format (call for information).

Russ 1102 Beginning Russian II

10 assignments—2 exams—tuition \$466.25—5 degree credits—materials/services fee \$40—16 audiocassettes \$55—Jahn/Michaelson

computer

Continuation of Russ 1101. (Prerequisite: Russ 1101) Optional use of computer software in IBM or Macintosh format (call for information).

Russ 1103 Beginning Russian III

12 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—20
audiocassettes \$65—Jahn/
Michaelson

computer

Continuation of Russ 1102. (Prerequisite: Russ 1102) Optional use of computer software in IBM or Macintosh format (call for information).

Russ 3421 Literature: Middle Ages—Dostoevsky in Translation

9 assignments—1 exam—tuition \$400—4 degree credits—
materials/services fee \$40—
Jahn

e-mail

The history of Russian literature from its beginning (about A.D. 1000) to the middle of the 19th century. Covers Pushkin, Gogol, and Dostoevsky. Students read both literary works (in English) and scholarly materials (historical, biographical, critical commentary), and complete essay writing assignments.

Scandinavian

College of Liberal Arts

William E. Mishler, Associate Professor, German, Scandinavian, and Dutch

Scan 3602 Hans Christian Andersen and the Scandinavian Fairy Tale

4 assignments—no exams—
tuition \$400—4 degree credits—
materials/services fee \$40—10
audiocassettes \$45—Mishler
An exploration of Hans Christian Andersen's stories and tales (in English).

Scan 3606 Expressionist Film in Scandinavia: Ingmar Bergman

9 assignments—no exams—
tuition \$400—4 degree credits—

materials/services fee \$40—5
audiocassettes \$35—Mishler

new

This multimedia course focuses on the films of Ingmar Bergman. Students view videos of eight films (including such classics as *Seventh Seal*, *Wild Strawberries*, and *Cries and Whispers*) and listen to audiotape commentary on the films. An introduction to film theory will help students develop a framework for their critical analysis of Bergman's films.

For a list of all
General College
courses available
through
Distance Education,
see pages 8-9.

Social Work

Human Ecology

Ann Ahlquist, Director, Child Abuse Prevention Studies, School of Social Work
Nancy Johnston, Instructor and Coordinator, Social Work
Jane Macy, Education Specialist, University College
Ronald Rooney, Professor, Social Work

SW 1001 Introduction to Social Welfare and Community Services

17 assignments—1 exam—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
Johnston

e-mail

History of American social services; rise of professional social work in response to human need. Social, political, and economic factors influencing public policy and services. Role of social workers with individuals, families, groups, and communities; values and ethics of professional help-

ing role. This course is considered a prerequisite for undergraduate 3xxx-level social work courses.

SW 5301 Child Abuse Prevention I: Research and Theory

4 assignments—1 project or exam—tuition \$300 (undergraduate)/\$773.25 (Grad School, U of M)/\$408 (grad rate, other schools)—3 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Ahlquist

15-week internet

grad

This course will be available during a special Fall/Winter term, Oct. 1, 1998–Feb. 15, 1999. Register from Aug. 3–Sept. 16, 1998, in section E. Using a combination of independent learning and online class discussion at a course Web site, students are introduced to critical interdisciplinary research and theory in child abuse and neglect. They learn and apply the concepts of risk, resilience, and protective factors to develop foundation knowledge for child abuse prevention strategies and children's advocacy. This is the first of a three-course sequence on the prevention of child maltreatment and neglect that leads to the Level I CAPS (Child Abuse Prevention Studies) certificate from the School of Social Work and University College (see pages 78-79). For information about undergraduate participation, contact the CAPS adviser at 612-625-4006. (Prerequisites: a bachelor's degree or written permission from the CAPS director; access to an e-mail account and the Internet; Web browsing skills) **Financial aid—telecommunications.**

SW 5302 Child Abuse Prevention II: Program Development, Implementation, and Evaluation

This course is planned for the future. Check our online catalog for information about it and whether it is available for registration.

SW 5424 Social Work with Involuntary Clients

12 assignments—1 exam—
tuition \$300 (undergraduate
only)—3 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Rooney/Macy

Designed for students and professionals practicing with involuntary clients in many fields, such as chemical dependency, mental health, public schools, criminal justice, and those in nursing, social work, psychology, and psychiatry. This course will help students and practioners understand the dynamics of involuntary status and improve their contact with clients in involuntary situations.

Sociology

College of Liberal Arts

Farah Gilanshah, Associate Professor, Sociology, U of M Morris

Bruce Mork, Instructor, Sociology/Anthropology, U of M Duluth

Carol Pogue, Instructor, University College

Nancy Wisely, Sociology

Soc 1100 Sociology and Social Problems (U of M Duluth)

12 assignments—3 exams—
tuition \$466.25—5 degree credits—
materials/services fee \$40—
video rental \$65 (\$30 refund)—
Mork

e-mail

Provides students with the tools of the sociological imagination. Introduction to the process by which sociological theories are developed and tested and shows how those theories may be applied usefully to major social problems. A–F grading only. Credits for this Duluth course will appear on your U of M–Twin Cities transcript. Students enrolled at the U of M–Twin Cities should check with their college adviser before registering for this course.

Soc 1300 Introduction to Criminology (U of M Duluth)

8 assignments—2 exams—
tuition \$373—4 degree credits—
materials/services fee \$40—
Mork

Analysis of social justice with emphasis on the criminal justice system in the United States. Special attention to nature, extent of crime, and social factors related to criminal behavior. Credits for this Duluth course will appear on your U of M–Twin Cities transcript. Students enrolled at the U of M–Twin Cities should check with their college adviser before registering for this course. A–F grading only.

Soc 1300,
Introduction
to Criminology,
won a national
course award
in 1998.

Soc 3340 Topics in Social Structure: Women in Muslim Society (U of M Morris)

10 assignments—no exams—
tuition \$500—5 degree credits—
materials/services fee \$40—
Gilanshah

e-mail

Introduction to the role of women in Muslim society from a sociological perspective. Explores what it is to be a woman in a society dominated by Islamic religious values and third world cultures. Topics: literature of women's studies in general, Islamic values in regard to the status of women in particular, and sociological theories of sex roles. Provides comparison of the effects of different political and economic structures on the roles of women in different Muslim societies, including some African,

Asian, and Middle Eastern countries. Readings in anthropological and sociological literature, and the autobiographies of Muslim women. Credits for this Morris course will appear on your U of M–Twin Cities transcript. Students enrolled at the U of M–Twin Cities should check with their college adviser before registering for this course.

Soc 5201 Introduction to Social Psychology

13 assignments—2 exams—
tuition \$400 (undergraduate
only)—4 degree credits—
materials/services fee \$40—
Wisely/Pogue

An intensive examination of the major issues in social psychology. Covers substantive areas of self, personality, person perception, interpersonal attraction, attitudes, social influence, prosocial behavior and aggression, small groups, and collective behavior. Emphasis on application of theories and concepts to everyday life. Sociology majors may **not** receive credit for this course. (Prerequisites: 8 credits in Soc, Anth, Psy, Pol, or Econ)

Spanish

College of Liberal Arts

Monica Kenton, Teaching Specialist, Spanish and Portuguese

Luis Ramos-García, Assistant Professor, Spanish and Portuguese

Ronald W. Sousa, Professor, Spanish, Italian, and Portuguese, University of Illinois

Note: Students are discouraged from enrolling concurrently in two language courses at the 1xxx level.

Span 0221 Reading Spanish

13 assignments—1 exam—
tuition \$373—no credit—materi-
als/services fee \$40—staff
Prepares students primarily for reading, especially general and technical non-

literary prose. Distance Education will certify to the Graduate School a reading knowledge of Spanish on successful completion of the final exam. **Non-credit—not eligible for financial aid.**

Span 1101 Beginning Spanish I

9 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
1 audiocassette \$20—video
rental \$65 (\$30 refund)—Ramos-
García/Kenton

Fundamentals of Spanish. Students develop listening and speaking skills and learn about the cultures of Spain and Latin America by viewing 18 episodes of a Spanish soap opera, *Destinos*, reading its accompanying textbook and study guide, and listening to audiocassettes.

Span 1102 Beginning Spanish II

8 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
video rental \$65 (\$30 refund)—
Ramos-García/Kenton

Continuation of Span 1101. Students who did not take Spanish 1101 through this correspondence sequence will need to purchase additional course materials. (Prerequisite: Span 1101 or equivalent)

Span 1103 Beginning Spanish III

8 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
video rental \$65 (\$30 refund)—
Ramos-García/Kenton

Continuation of Span 1102. Students who did not take Spanish 1101 or 1102 through this correspondence sequence will need to purchase additional course materials. (Prerequisite: Span 1102 or equivalent)

Span 1104 Intermediate Spanish I

4 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
1 audiocassette \$20—Ramos-
García/Kenton

Speaking and comprehension; development of reading and writing skills based on materials from Spain and Spanish America. Grammar review; composition; cultural aspects of the Spanish-speaking world. (Prerequisite: Span 1103 or equivalent)

Span 1105 Intermediate Spanish II

4 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
1 audiocassette \$20—Ramos-
García/Kenton

Continuation of Span 1104. (Prerequisite: Span 1104 or equivalent)

Span 1106 Intermediate Spanish III

4 assignments—2 exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
1 audiocassette \$20—Ramos-
García/Kenton

Continuation of Span 1105. (Prerequisite: Span 1105 or equivalent)

Span 3970 Directed Studies: The Everpresent Past in Spanish and Portuguese Culture

no assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—11
audiocassettes \$45—Sousa
Investigates how the concept of “regenerationism” has retained and exerted cultural force in the Iberian nations, forming a part of their cultural systems—and how it continues to exert that force today. Course materials chronologically structured around the development of the notion that, in

Spain and Portugal, there are no beginnings—only “re-beginnings.” Selections from literature, philosophy, and social commentary illustrate this sense of a lost past of imperial greatness and the need to re-create it. Begins with the Portuguese poet Luis de Camões’ epic poem of 1578 and ends with documents about Spanish “nationalities” of the post-Franco era. Most readings are in the original language. (Prerequisite: Spanish major)

The estimated cost of the texts for each Distance Education course are given on pages 7-10.

Spanish-Portuguese

College of Liberal Arts

Ronald W. Sousa, Professor, Spanish, Italian, and Portuguese, University of Illinois

SpPt 3610 Topics in Spanish-Portuguese Civilization and Culture

no assignments—2 exams—
tuition \$400—4 degree credits—
materials/services fee \$40—11
audiocassettes \$45—Sousa
See Span 3970. Readings in English translation.

Speech-Communication

Liberal Arts

Patricia Kovel-Jarboe, Lecturer, Speech-Communication

Spch 5441 Communication in Human Organizations

tuition \$400 (undergraduate)/



Kathleen Hansen, an associate professor in the School of Journalism and Mass Communication, is the author of Jour 3990, Information in Mass Communication. As Hansen writes in her course study guide, "In the age of computer networks, electronic data bases, and the ever-expanding number of publications of every sort, we all understand the importance of developing our information skills." In Jour 3990 students will learn about mass media messages and the information that is needed to create them, the characteristics of messages designed for public consumption, and the information-gathering and information-evaluation process that communicators must master to create effective messages.

\$1,031 (Grad School, U of M)/
\$544 (grad rate, other schools)
—4 degree credits—materials/
services fee \$40—Kovel-Jarboe

10-week internet
grad

This course is planned for spring quarter 1999 (**register from Feb. 1–March 17, 1999**). The course focuses on the various theories of organizational communication, and using them, considers the range of situations and challenges that face organizations and their members. A critical perspective is emphasized. Examines the way communication is used in developing and sustaining culture through such processes as socialization and symbolic action. The dimensions of organizational communication covers the traditional components of organizational communication, primarily from a systems perspective. Considers organizations and social works through a series of phenomena individuals encounter within organizations and in the interaction of organizations and the larger society. Requires computer skills and access to the World Wide Web, word processing, and a printer. **This course is in preparation; please**

inquire before enrolling. Financial aid—telecommunications.

Statistics

**College of Liberal Arts
and General College**

*Robert del Mas, Associate Professor,
General College*
*David H. Olwell, Mathematics,
U.S. Military Academy*

Stat 1001 Introduction to Ideas of Statistics

9 assignments—1 exam—tuition
\$373—4 degree credits—
materials/services fee \$40—
Olwell

e-mail

Survey of statistical ideas that emphasizes concepts over computation—controlled versus observational studies; presentation and description of data; correlation and causality; sampling; accuracy of estimates; tests. (Prerequisite: high school algebra)

Stat 1001V Introduction to Ideas of Statistics

9 assignments—1 exam—tuition
\$373—4 degree credits—

materials/services fee \$40—
optional computer disk—Olwell

e-mail internet

Internet-based version of Stat 1001. Incorporates World Wide Web resources in the online study guide. Contains built-in interactive software that gives students the chance to practice statistics problems on their own computers. A computer capable of running Windows 3.1 or a Macintosh is necessary, with 8 megabytes of RAM and 10 megabytes of hard drive space and a direct or modem Internet connection. Students must be able to access the Netscape World Wide Web browser, version 1.1 or higher (available at no cost from the course Web site). (Prerequisite: high school algebra) **Financial aid—telecommunications.**

GC 1454 Statistics

12 assignments—no exams—
tuition \$466.25—5 degree credits
—materials/services fee \$40—
del Mas

Introduction to modern statistics, emphasizing exploratory data analysis. The topics examined in this course include methods of organizing, graphing, and interpreting data; measures of center and variability; sampling; prob-

ability and probability distributions; estimation, correlation, and hypothesis testing. (Prerequisite: elementary algebra)

Swedish

College of Liberal Arts

Gun Elizabeth Edberg-Caldwell, Teaching Associate, German, Scandinavian, and Dutch
Göran Stockenström, Professor, German, Scandinavian, and Dutch

Swed 1101 Beginning Swedish I

10 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—4 audiocassettes \$20—Stöckenström/Edberg-Caldwell
 An introduction to written and spoken Swedish through basic grammar, workbook exercises, and easy composition. Vocabulary useful to everyday situations is covered.

Swed 1102 Beginning Swedish II

22 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—2 audiocassettes \$20—Stöckenström/Edberg-Caldwell
 Continued development of basic skills in reading, writing, and speaking. Exercises include grammar and oral assignments. (Prerequisite: Swed 1101)

Swed 1103 Beginning Swedish III

20 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—1 audiocassette \$20—Stöckenström/Edberg-Caldwell
 A continuation of foundation skills in reading, writing, and listening. (Prerequisite: Swed 1102)

Swed 1104 Intermediate Swedish I

22 assignments—no exams—

tuition \$466.25—5 degree credits—materials/services fee \$40—1 audiocassette \$20—Stöckenström/Edberg-Caldwell
 Further development of reading, writing, listening skills; grammar review; composition. (Prerequisite: Swed 1103)

Swed 1105 Intermediate Swedish II

11 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—2 audiocassettes \$20—Stöckenström/Edberg-Caldwell
 Intended to allow students to gradually begin to master Swedish in advanced contexts. Texts by various Swedish writers. Grammar exercises cover a systematic overview of prepositions, word order, and sentence structure. Texts include two dictionaries. (Prerequisite: Swed 1104)

Swed 1106 Intermediate Swedish III

13 assignments—no exams—tuition \$466.25—5 degree credits—materials/services fee \$40—2 audiocassettes \$20—Stöckenström/Edberg-Caldwell
 Advanced texts focusing on four themes: Swedish history, Swedish culture, modern Sweden, and Swedish-American immigration. Systematic review of grammar, as well as advanced points of grammar. (Prerequisite: Swed 1105)

Swed 3670 Advanced Swedish: Readings in Swedish Literary Texts

9 assignments—1 exam—tuition \$400—4 degree credits—materials/services fee \$40—1 audiocassette \$20—Stöckenström/Edberg-Caldwell
 Swedish immigrants and a discussion of Swedes in America will be used to develop reading and writing skills. Samples from taped interviews are available on audiocassette. (Prerequisite: Swed 1106 or equivalent)

Theatre Arts

College of Liberal Arts

Arthur Ballet, Professor Emeritus, Theatre Arts
Charles Nolte, Professor Emeritus, Theatre Arts
Michael Schurter, Teaching Assistant, University College

Th 1101 Introduction to the Theatre

3 assignments—1 exam—tuition \$373—4 degree credits—materials/services fee \$40—video rental \$65 (\$30 refund)—Ballet

An eclectic overview of Western drama from Aeschylus to August Wilson, from Shakespeare to Sam Shepard. This course focuses on the plays, playwrights, and players that have shaped today's theatre, film, and television. Students are required to attend theatre performances and to enhance their critical skills and understanding of the processes and forms of drama and of production.

The estimated cost of the texts for each Distance Education course are given on pages 7-10.

Th 5115 Playwriting I

2 assignments—no exams—tuition \$400 (undergraduate only)—4 degree credits—materials/services fee \$40—10 audiocassettes \$45—Nolte/Schurter

Designed to introduce the craft of writing for the theatre to students who have no experience in playwriting. This course provides a forum in which students complete their first one-act play, and emphasizes the technical elements, vocabulary of playwriting, the nature of the writing experience—

Course Descriptions

from germinal idea to completed script—and strategies for taking a new play to market.

Beginning this year, you need to register in a specific section of a Distance Education course; see pages 100-101 for details.

University College

UC 3211 Degree Planning

This course is planned for the future. Check our online catalog for information about it and whether it is available for registration.

Women's Studies

College of Liberal Arts

*Susan Geiger, Associate Professor,
Women's Studies*
*Rachael E. Martin, Lecturer,
University College*

WS 1990 Northern Minnesota Women: Myths and Realities (U of M Duluth)

9 assignments—1 exam—tuition \$279.75—3 degree credits—materials/services fee \$40—10 audiocassettes \$45—Martin
This course examines the stereotypes and realities of life for Northern Minnesota Indian, Yankee, and immigrant women from early settlement times to the present. The assignments include historical research projects, which can be written using topics from a student's own geographical location. A-F grading only. Credits for this Duluth course will appear on your U of M-Twin Cities transcript. Students enrolled at the U of M-Twin Cities should check with their college adviser before registering for this course.

WoSt 3003 Women in World Cultures

5 assignments—no exams—tuition \$400—4 degree credits—materials/services fee \$40—Geiger

Learn about the diversity of women's life circumstances in non-Western societies and the multiple social, political, and economic factors affecting them in the late 20th century. To understand and appreciate both the similarities and differences between women's experiences in diverse cultural and social contexts, the course focuses on arenas or aspects of women's lives common to all, but often vastly different in content and meaning. Thus, the course considers women's lives in relationship to family, work, marriage, reproduction, sexuality, education, politics, religion, and women's organizations. It also considers the ways in which global realities shape and have an impact on women worldwide.

The Electronic Connection



To make your learning experience as interesting, convenient, and intellectually stimulating as possible, we offer several kinds of electronic enhancements. These include submitting your assignments by e-mail, using the Internet for class discussions, and using computer software on disks and CD-ROMs.

E-mail Assignment Service

When you register for a credit course through Distance Education, you automatically receive a University of Minnesota–Twin Cities e-mail and Internet access account. Students outside the Twin Cities area who choose to activate and use this account will incur long distance charges. You may use a University of Minnesota–Twin Cities e-mail and Internet access account or any other account available to you.

This service is available to Distance Education students for a maximum of nine months from the most current date of registration or until completion of coursework (if less than nine months). This account will let you access e-mail and other information resources on the campus-wide network and the Internet (e.g., WWW and FTP).

Instructions regarding activating and using your University account and obtaining related software are available from University College or Academic and Distributed Computing Services.

E-mail policies and fees are subject to change during the year. Check with Micro-computer Services at 612-626-4276 or <http://www.umn.edu/adcs/help/fees.html> regarding current e-mail policies and fees when you enroll in a course.

Using Distance Education's e-mail assignment service, students have the option to send assignments and receive them back from their instructors with feedback and a grade via e-mail in more than 90 courses. Courses that have the e-mail option are marked with this icon in the *Course Descriptions* section:

e-mail

However, you **cannot** use e-mail for proctored exams if your course requires them (see the *Student Information* section, *Exams*, for information about exam proctors). E-mail assignment service availability for particular courses may change during the year; call UC Student Support Services to verify that e-mail is available for a particular course before you register using this option.

Internet Courses

Distance Education offers a number of courses that use the Internet for content delivery, communication among students and course instructors, discussion forums, and online research.

For more information about these courses, see the *Course Descriptions* section. Beginner Internet users should consider taking Rhet 3400, Managing Information on the Internet, for an excellent introduction to the Internet and the variety of tools available to help you exploit its potential.

Internet courses are marked with this icon:

internet

Computer Assisted Courses

Several Distance Education courses use computer instructional software. The course materials include a diskette or CD-ROM containing the required software. Some programs are designed for Macintoshes, some for IBMs, and some for both. You will find detailed information about these courses in the *Course Descriptions* section, where they are marked with this icon:

computer

Online 10-Week and 15-Week Courses

Online courses that are scheduled for specific terms combine the flexibility of self-study with the satisfaction of contact with your professor and other students. You register and progress through the course together with fellow students; courses last for one University quarter or special term. Students will contribute comments and share assignments frequently at a World Wide Web site for the course. Discussions in online courses will be *asynchronous* (unless specified otherwise): students do not all need to be online at the same time for their communication. As long as they meet the weekly deadlines for their contributions, students can participate at times convenient for them. Additional 10-week or 15-week online courses may be announced by Distance Education during the year.

Online 10-week and 15-week courses are marked with one of these icons in the *Course Descriptions* section:

10-week **15-week**

These scheduled courses are different from other Distance Education courses and from on-campus evening classes.

- There are specified enrollment periods and completion deadlines. You need to complete the coursework in one term.
- Online courses will not meet in person. They will use the World Wide Web for class discussions. You will contribute to the class Web site at times convenient for you, but you will meet deadlines every week for assigned topics.

Most discussions in online courses will be asynchronous: students can participate online at times convenient for them, as long as they meet weekly deadlines.

- You will do much coursework independently, using an extensive course study guide, textbooks, and other materials. Rather than mailing your assignments to Distance Education, you will send them directly to your instructor, usually via the course Web site. The instructor will return your work and evaluations directly to you.
- You will schedule any proctored exams on your own, during the term. For information on where and when you may take proctored exams, see the *Student Information* section, *Exams*.
- The specific, limited registration periods are given below. To register, use the registration form in the back of this catalog.
- Cancellation deadlines are different from other Distance Education courses. If you officially cancel your registration within the first two weeks of a term, the course will not appear on your transcript. If you cancel after the second week, the course will appear on your transcript with a grade of W (withdrawal). If you simply stop participating in the course and do not officially cancel, a grade of F or N will be on your transcript. **You must obtain the approval of the UC Scholastic Committee to cancel after the following dates:**

fall quarter:	November 7, 1998
winter quarter:	February 13, 1999
spring quarter:	May 8, 1999

- Tuition refunds are also different from other Distance Education courses. Official cancellation is required to obtain a refund. The summary below applies to students who have **previously enrolled** in any course at any branch of the University of Minnesota.

cancellation before or during the first week of the term	100%
cancellation through the middle of the third week	50%
cancellation through the end of the fifth week	25%
cancellation after the fifth week	none

For students enrolled for the first time at the University, a different refund schedule applies. Contact UC Student Support Services for details.

Textbooks are sometimes returnable for a refund; other materials are not. See the *Student Information* section, *Course Materials*.

Several courses in Applied Business and Social Work will be offered as 15-week online courses. For descriptions of these courses—what they cover, their costs, requirements, and prerequisites—see the *Course Descriptions* section.

Fall Special Term

Registration dates: July 20–Aug. 15, 1998

Start date: Aug. 24, 1998

ABus 3011, Historical Perspectives and Contemporary Business Challenges
 ABus 3031, Accessing and Using Information Effectively (tentative)
 ABus 3043, Project Management in Practice
 ABus 3104, Management and Human Resource Practices

Schedule for Online 15-Week Courses

Fall/Winter Special Term

Registration dates: Aug. 3–Sept. 16, 1998

Start date: Oct. 1, 1998

SW 5301, Child Abuse Prevention I: Research and Theory

Winter Special Term

Registration dates: Nov. 2–Dec. 16, 1998

Start date: Jan. 11, 1999

ABus 3012, Problem Solving in Organizations

ABus 3023, Communicating for Results

ABus 3101, Accounting and Finance for Managers

**Schedule for Online
10-Week Courses**

The Distance Education courses listed below will be offered as 10-week courses. For more information about them—what they will cover, their costs, requirements, and prerequisites—see the *Course Descriptions* section.

Fall

Registration dates: Aug. 3–Sept. 16, 1998

Start date: Sept. 24, 1998

Rhet 8110, Theory and Research in Audience Analysis

Winter

Registration dates: Nov. 2–Dec. 16, 1998

Start date: Jan. 4, 1999

Rhet 8210, Theory and Research in Media Selection

Spring

Registration dates: Feb. 1–March 17, 1999

March 29, 1999

Rhet 5581, Document Design

Spch 5441, Communication in Human Organizations

Certificates, Degrees, and Special Programs

To help you further your education and meet your professional and personal goals, you may use many Distance Education courses in a variety of University certificates, degrees, and special programs. Courses available through Distance Education are **marked with an asterisk**.



Would a UC Certificate Meet Your Career and Educational Needs?

A certificate is an integrated, high-quality, university-level program of shorter length and scope than a four-year degree. Certificates are regarded by business and industry as valuable professional and technical preparation for employment and promotion, provide academic background for licensure, examinations, and professional credentials, and can comprise the initial coursework toward an undergraduate degree, enhance your specific educational or technical background, supplement a degree, or help you prepare for graduate school. The Liberal Arts Certificate and the Science and Quantitative Methods Certificate can be earned **entirely through Distance Education (DE)**. Other certificates listed in this catalog may be earned partially through DE, with additional credits from the University or another institution. Certificates through University College are available in four areas:

- Liberal Arts
- Science, Engineering, and Technology
- Business and Communication
- Human Services and Health Care

Baccalaureate Degrees through DE

Degrees for Adult, Part-time Learners—The Bachelor of Applied Business (BAB) and the Inter-College Program (ICP) in University College can be completed mostly through Distance Education, if carefully planned. Additional credits can be taken in the evening on campus at the U of M, or at another institution. Details about these programs are given below. For more information, call the adviser for the program.

Liberal Education Requirements and Distance Education—All degrees offered in U of M colleges, as well as the Inter College Program in UC, require the completion of a standard set of Liberal Education requirements. If you cannot or choose not to take on-campus classes, you can complete most of the Liberal Education requirements for a U of M degree through Distance Education. Consider applying for admission to the Liberal Arts Certificate, which comprises half of the Liberal Education requirements for a degree.

For more information on DE degrees and DE courses that satisfy the Liberal Education requirements, contact UC Student Support Services, 101 Wesbrook Hall, 612-625-3333, ceeadv@amail.cee.umn.edu, or visit our Web site: <http://www.cee.umn.edu/couns>.

Semester Conversion: Fall 1999

In fall 1999 the University of Minnesota will convert from the quarter calendar to a semester calendar. This change has allowed the University to evaluate and update its courses, as well as its degree programs.

Distance Education courses will be affected by the semester conversion process. Many courses will change from four quarter credits to three semester credits. You might also notice changes in the course numbers, an increase in the number of required assignments, or additional exams or projects. If you are taking Distance Education courses and transferring them to another institution, the semester conversion will make this easier since nearly 80 percent of American colleges and universities are on the semester system. For more information, contact your college adviser or the UC Assistance Center, 101 Westbrook Hall, 612-625-3333, ceeadv@mail.cee.umn.edu.

What Certificates, Degrees, and Programs are Available through Distance Education?

Many University College certificates, degrees, and special programs can be completed partially or fully through Distance Education coursework. The general list below is followed by detailed descriptions and course requirements for each certificate, degree, and special program.

Liberal Arts

- Liberal Arts Certificate (UC) **Can be completed entirely through DE**

Business and Communication

- Bachelor of Applied Business degree (UC)
- Organizational and Professional Communication Certificate (UC)
- Undergraduate Development Certificate in Accounting–Level I (UC and CSOM)
- Undergraduate Development Certificate in Business Administration–Level I (UC and CSOM)

Science, Engineering, and Technology

- Science and Quantitative Methods Certificate (UC) **Can be completed entirely through DE**
- Undergraduate Development Certificate in Engineering and Science (UC and IT)

Self-Designed Degrees

- Inter-College Program degree (UC)
- Program for Individualized Learning degree (UC)

Human Services and Health Care

- Child Abuse Prevention Studies (UC)
- Independent Study Program (CSOM)
- Long Term Care Courses (CSOM)

The Liberal Arts and Science and Qualitative Methods certificates can be completed entirely through Distance Education.

Liberal Arts

Students transferring credits to certificate programs must take a specified number of credits through the University of Minnesota–Twin Cities.

Liberal Arts Certificate (UC)

The Liberal Arts Certificate (45 quarter credits), equivalent to approximately one year of University study, offers students an introduction to a liberal arts education. This certificate can be completed **entirely through Distance Education** and can constitute half of the Liberal Education requirements for a degree program. If you are interested in being admitted to this certificate as a pathway to a U of M degree, first contact Anne Wade, certificate adviser, at 612-625-0387 or awade@mail.cee.umn.edu for a list of UC courses that meet the Liberal Education requirements for a degree program.

Admission Requirements

- Completion of a minimum of 12 college credits
- 2.2 overall GPA if less than 90 credits
- 2.5 overall GPA if more than 90 credits

At least 50 percent of all coursework (23 quarter credits) must be taken on the A–F grading system. Students transferring credits to this program from other accredited institutions must take at least 12 credits through the University of Minnesota–Twin Cities.

English Requirement (4–5 quarter credits): EngC 1011*, Writing Practice I, or equivalent

Core Requirement (28 quarter credits)

Physical and Biological Sciences (8 credits minimum, including labs)
 History and Social Sciences (8 credits minimum)
 Arts and Humanities (8 credits minimum)
 Mathematical Thinking (4 credits minimum)

Electives: Choose additional liberal arts courses to total 45 quarter credits.

Business

Undergraduate Development Certificate in Accounting—Level I (UC)

The Level I Accounting certificate (60 quarter credits) is the first of two levels in this certificate sequence. This program is valuable to individuals in accounting positions in industry, to management personnel required to deal with accounting data, and to business people who need a basic understanding of the elementary principles of accounting and corporate finance. This certificate is an ideal supplement to a degree. If you do not have a baccalaureate degree, you may consider the accounting program in the Carlson School of Management (CSOM), Bachelor of Science in Business degree, as an alternative. For more information on this certificate as a pathway to a degree, contact the certificate adviser—Lou Newkirk-Ledo, 201 Wesbrook Hall, 612-626-1237, lnewkirk@mail.cee.umn.edu—before taking courses.

Admission Requirements

- Completion of at least 90 quarter (60 semester) college credits (students who have completed a baccalaureate degree will be reviewed with emphasis on the last 90 credits)

- 2.70 overall GPA

If you are transferring credits to this program from other accredited institutions, you must take a minimum of 16 credits in accounting courses at the University of Minnesota–Twin Cities to earn the certificate.

Note: Upper division (3xxx- or 5xxx-level) CSOM courses are taught with the expectation that, in addition to having completed all premanagement coursework, students will have earned a B– grade average in 90 credits of college-level work or will have a baccalaureate degree.

Core Requirements

EngC 1011*, Writing Practice I or equivalent
EngC 3022*, Critical Reading and Writing for Management
Econ 1101*–1102*, Principles of Macro and Microeconomics
Math 1142*, Short Calculus or Math 1251*, Calculus I
Acct 1050*, Introduction to Financial Reporting
Acct 3001*, Introduction to Management Accounting
Acct 3101, Intermediate Financial Reporting
Acct 5102, Advanced Financial Reporting I
Acct 3201, Intermediate Management Accounting
BA 1550, Business Statistics (or IDSc 1010 and OMS 1020)
IDSc 3030, Information Systems and Information Management

If carefully planned,
many certificates
can be the first step
to earning a degree.

Electives: Additional business or nonbusiness electives for 60 total quarter credits.

Undergraduate Development Certificate in Business Administration— Level I (UC)

The UDC in Business Administration is the first of two levels in the certificate sequence. Approved by the Carlson School of Management and arranged under the supervision of its faculty, this certificate provides an understanding of the principles and theories of business administration and the background to support advancement in a specific field of business. This certificate can be a pathway to a business degree or a supplement to a degree in another field. If your goal is to get a four-year degree, be sure to consult with the certificate adviser—Lou Newkirk-Ledo, 201 Wesbrook Hall, 612-626-1237, lnewkirk@mail.cee.umn.edu—before taking courses.

Admission Requirements

- Completion of at least 90 quarter (60 semester) college credits (students who have completed a baccalaureate degree will be reviewed with emphasis on the last 90 credits)
- 2.70 overall GPA.

If you are transferring credits to this program from other accredited institutions, you must take a minimum of 12 credits of business courses from the core requirement at the University of Minnesota–Twin Cities to earn the certificate.

Note: Upper division (3xxx- or 5xxx-level) CSOM courses are taught with the expectation that, in addition to having completed all premanagement coursework, students will have earned a B– grade average in 90 credits of college-level work or will have a baccalaureate degree.

Premanagement Requirement

EngC 1011*, Writing Practice I or equivalent
 Econ 1101*–1102*, Principles of Macro and Microeconomics
 BA 1550, Business Statistics (or IDSc 1010 and OMS 1020)
 Acct 1050*, Introduction to Financial Reporting
 Psy 1001*, Introduction to Psychology

Core Requirement (three courses from the following)

Acct 3001*, Introduction to Management Accounting
 Econ 3105, Managerial Economics
 BGS 3002*, Business and Society
 BGS 3004*, International Business
 IDSc 3030, Information Systems and Information Management
 IR 3002, Personnel and Industrial Relations
 Ins 5100, Risk Management and Insurance
 BFin 0001C, Introduction to Investments (certificate credit only—does not apply toward a degree program)
 BFin 3000*, Finance Fundamentals
 Mktg 3000*, Principles of Marketing
 BLaw 3058, Business Law
 Mgmt 3001*, Fundamentals of Management
 Mgmt 3004, Business Policy: Strategy Formulation and Implementation
 Math 1142*, Short Calculus or Math 1251*, Differential Calculus

Electives: Additional business or nonbusiness electives to total 45 quarter credits.

Organizational and Professional Communication Certificate (UC)

This interdisciplinary certificate (24 quarter credits) focuses on communication theory and practice and its effective application in organizations. The courses provide preparation for the high level of communication competence that businesses and employers demand in today's rapidly changing work environment. Courses are drawn primarily from Speech-Communication and Rhetoric. You may choose a concentration in either *Organizational Communication*, focusing on face-to-face modes of communication in organizations, or *Professional Communication*, focusing on print and media-based communication. Many of the courses in the Professional Communication concentration are or will be available through Distance Education in online and print formats.

Admission Requirements

- Completion of more than 90 quarter (60 semester) college credits
- 2.75 overall GPA
- Personal statement

If you are using the certificate as part of an undergraduate degree, you may include 3xxx-level courses in the program. If you want to use the certificate as an intermediate step to a graduate degree, you should consider taking 5xxx-level courses for graduate credit. Check first with the OPC adviser before registering for courses. For more information, contact Anne Wade, 201 Wesbrook Hall, 612-625-0381, awade@mail.cee.umn.edu.

The Organizational and Professional Communication Certificate focuses on the effective application of communication theory and practice in organizations.

Core Courses (8 credits)

Spch 5441*, Communication in Human Organizations
Rhet 5581*, Document Design

Concentration Courses (9–12 credits)

If you want the *Organizational Communication* concentration, you need to complete three of the following courses:

Spch 3111, Leadership Education
Spch 3441, Communicating in Organizations
Spch 5402, Problems in Interpersonal Communication
Spch 5407, Communication and Interpersonal Conflict
Spch 5411, Small Group Communication Theory
Spch 5422, Interviewing and Communication
Spch 5442, Analysis of Organizational Communication
Spch 5443, Organizational Communication Theory
Spch 5451, Processes of Intercultural Communication

If you want the *Professional Communication* concentration, you need to complete three of the following courses. The course in this concentration currently available from Distance Education is in online and print formats.

Rhet 3257, Scientific and Technical Presentations
Rhet 3572, Procedures and Policies Manual
Rhet 3574, Publications Management
Rhet 3575, Newsletters
Rhet 5105*, Corporate Video for Technical Communications
Rhet 5258, Interviewing: Dynamics of Face-to-Face Communication
Rhet 5562, Theory and Practice in International and Intercultural Communication
Rhet 5573, Grant Proposal

Electives (4–7 credits)

You may choose electives from Management, Psychology, Sociology, Vocational Education, and the courses listed above. Note that some elective courses require prerequisites that do not count toward the certificate. For a list of approved elective courses, contact the OPC adviser.

Bachelor of Applied Business (UC)

The Bachelor of Applied Business (BAB) is an upper division, practitioner-oriented business degree offered through University College at the University of Minnesota. Designed for adults who want education to make a difference in their lives and careers, the BAB allows you to develop the skills and knowledge that are usable today in your work environment as you build toward a degree. The curriculum was developed after careful consultation with employers and provides the background education they look for in hiring and promotion. BAB instructors bring private sector work experiences to their teaching, as well as strong academic backgrounds.

Offered in partnership with local Twin Cities community colleges, you can complete lower division pre-BAB classes in the evening at these convenient sites and at the University of Minnesota. Many pre-BAB courses (those marked with an asterisk) can be taken through Distance Education. An associate in science

The Bachelor of Applied Business curriculum was developed in consultation with employers and offers the background education they look for in hiring and promotion.



Management and Human Resource Practices (ABus 3104) will be taught as a fall 15-week online course and as an extended-term (nine month) course by Augsburg College assistant professor Emily Hause. This course demonstrates the logic, relevance, and useful aspects of human resource practices as they relate to a business manager's basic responsibilities. Hause has taught at the university level for almost a decade, and has also been a consultant for a variety of organizations, including General Motors and the California Department of Transportation. She has also published articles and made presentations on decision making, job attitudes, and employee selection.

degree in business from an accredited community college or university usually meets most of the admission requirements.

The upper division Applied Business (ABus) courses in the program provide a balance of theory and hands-on application of course concepts. BAB courses revolve around a learning community of goal-oriented adult students who bring work experience to the classroom. By spring 1999 nearly all the courses in the program will be available through Distance Education as either online or print-based courses.

For more information on the program, as well as information on course formats, times, and locations, contact a BAB adviser, 201 Westbrook Hall, 612-625-8028, BAB@mail.cee.umn.edu. Or, check out the new BAB Web site for up-to-date course information: <http://www.cee.umn.edu/bab/>

Admission Requirements

- Completion of 70 quarter (45 semester) credits
- Completion of all required Lower Division Courses (see Essential Business Core below)
- 2.20 overall GPA
- Three years of full-time work experience (or equivalent)

Lower Division Courses (70–94 quarter credits)

Essential Business Core—required coursework for admission to upper division program

These are general titles or topics. Contact a BAB adviser for exact course numbers or to discuss the transfer of credits from other institutions. Note that course areas marked with asterisks can be taken through Distance Education.

Introduction to Business*
 Microeconomics*
 Legal Aspects of Business

Math for Decision Making
 Principles of Marketing*
 Human Relations

Managerial Communications*
Financial Accounting*
Principles of Management*

Introduction to Computer Science*
Statistics*

Additional Preparation Coursework (completion before admission recommended but not required)

English Composition*
Global Economic Geography
Fine Arts/Humanities*

Speech
Psychology/Sociology*
Science*

Upper Division Courses—University of Minnesota (86 quarter credits)

Contact a BAB adviser for information on the formats, locations, and times of these courses, including online offerings. Also see the ABus courses in the *Course Descriptions* section of this catalog.

Professional Skills Core (40 quarter credits)

ABus 3011*, Historical Perspectives and Contemporary Business Challenges
ABus 3012*, Problem Solving in Complex Organizations
ABus 3021, Small Group Behavior and Teamwork
ABus 3022, Managing Organizational Relationships
ABus 3023*, Communicating for Results
ABus 3031*, Accessing and Using Information Effectively
ABus 3032, Quantitative Skills for Decision Making
ABus 3041, Leadership in a Global and Diverse Workplace
ABus 3042, Planning and Implementation at the Business Unit Level
ABus 3043*, Project Management in Practice

Functional Area Applications (20 credits)

ABus 3101*, Accounting and Finance for Managers
ABus 3102, Operations in Manufacturing and Service Businesses
ABus 3103, Marketing and Sales
ABus 3104*, Management and Human Resource Practices
ABus 3999, Practicum

Electives: Four business-oriented elective courses in ABus or other departments.

Science, Engineering, and Technology

Science and Quantitative Methods Certificate (UC)

This individually designed certificate (45 quarter credits) provides a basic grounding in the sciences and quantitative methods. Through careful course selection, this certificate can be **completed entirely through Distance Education** and adapted to the needs of students who want a variety of majors. It is particularly appropriate if you are in advanced study in health, agricultural, or general sciences, or if you want enhanced quantitative skills. All of the courses can be applied to a baccalaureate degree in several colleges at the University of Minnesota, including all of the pre-health science areas. If you already have a baccalaureate degree but lack the necessary science component for admission to Medical School, the Ophthalmology Technician Certificate, or the Cardiovascular Perfusion Technology Certificate, you may find this certificate useful.

Admission Requirements

- A written proposal must be approved that includes a clear educational goal and a specific course plan
- Completion of a minimum of 12 college quarter credits
- 2.2 overall college GPA

At least 50 percent of all coursework must be taken on the A–F grading system. Students must take at least 12 credits at the University of Minnesota–Twin Cities if they are transferring credits to this program from other accredited institutions. For more information, contact Anne Wade, SQM Adviser, 201 Wesbrook Hall, 612-625-0387, awade@mail.cee.umn.edu.

Core Requirements (21–25 credits)

EngC 1011*, Writing Practice I
 Natural and Physical Sciences* (8–10 credits)
 Quantitative Methods* (8–10 credits)

Electives: Additional courses to total a minimum of 45 quarter credits selected from the areas below:

Astronomy	Mathematics
Biology	Medical Terminology courses
Biochemistry	Microbiology
Biostatistics	Nutrition
Cell Biology and Neuroanatomy	Operations Management Sciences
Chemistry	Physics
English Composition**	Physiology
Ecology, Evolution, and Behavior	Plant Biology
Food Science and Nutrition	Psychology**
Genetics and Cell Biology	Public Health**
Geology and Geophysics	Rhetoric**(technical writing and speech courses only)
Health Science Unit courses	Speech**
History of Medicine	Statistics (and Social Science statistics courses)
History of Science	Veterinary Pathobiology
Horticulture	Women's Studies 3202
Information and Decision Sciences	
Kinesiology	
Logic	

** Courses from these departments may be applied to the certificate but must be preapproved by the SQM adviser and must be consistent with a student's career and educational goals. Additional science courses that apply toward a degree plan may also be acceptable.

Undergraduate Development Certificate in Engineering and Science–Level I (UC and IT)

Developed with the Institute of Technology (IT), the Undergraduate Development Certificate provides a plan for continuing education in technical disciplines and recognizes completion of an educational program indicative of increasing levels of technical capability. With departmental approval, credit courses offered in certificate programs may be applied toward a subsequent baccalaureate degree. This requires early contact with the certificate adviser (612-625-5041) to discuss admission to the Institute of Technology.

The UDC in Engineering and Science–Level I (45 quarter credits) is the initial required program in the UDC engineering series. It provides familiarity with basic science and engineering topics and is equivalent to the first year of college study. The UDC in Engineering and Science–Level I provides you with the fundamentals of mathematics, physics, and broad technical communication skills that enable you to handle certain support assignments in any engineering field. In addition, it gives you a background for more specialized or advanced study as either an engineer or engineering technician. All courses in this certificate are applicable to an IT baccalaureate degree or to additional certificate work in engineering.

Admission Requirements

- Completion of at least 12 college quarter credits
- 2.2 overall college GPA
- High school graduation (or equivalent), including two years of high school algebra and two years of high school geometry and trigonometry

Students must take a minimum of 12 credits from the Core Requirements at the University of Minnesota–Twin Cities if transferring credits to this certificate from another accredited institution. For more information, contact the certificate adviser, Teresa Fruen, 201 Wesbrook Hall, 612-625-5051, tfruen@mail.cee.umn.edu.

Core Requirements

EngC 1011*, Writing Practice I or equivalent
Math 1251*, Differential Calculus (formerly 1211)
Math 1252*, Integral Calculus (formerly 1221)
Math 1261*, Algebra and Geometry of Euclidean space
Phys 1251, 1252, General Physics I and II
Chem 1001 or 1051, Chemical Principles I
Plus two of the following three courses:
CSci 3101, A FORTRAN Introduction to Computer Programming
Chem 1051 or 1052, Chemical Principles I or II
CSci 3113, An Introduction to Programming in C

Electives: Courses from nontechnical electives to total 45 quarter credits.

Self-Designed Degrees

Through the Inter-College Program and the Program for Individualized Learning, you can design your own baccalaureate degree at the University. It is possible to incorporate large amounts of learning done through Distance Education courses into these degrees. Information is available from the program office listed below.

Inter-College Program (UC)

Through the Inter-College Program (ICP), students can work with faculty and advisers to design individualized B.A. or B.S. degrees. With the assistance of ICP, you can combine the rich resources of the University and design the B.A. or B.S. degree that matches your interests and goals. And in many instances, you will be able to build on coursework that you've already finished at the University or at other accredited institutions. You can use Distance Education courses to help you complete your degree.

Your ICP adviser will work with you to find the best options for your educational goals and life circumstances. ICP offers three options:

- Combine two related or unrelated areas of study (for example, History and Business) from two University of Minnesota colleges.
- Combine one major and two minors in related or unrelated areas of study (for example, Education, Political Science, and English) from at least two University of Minnesota colleges.
- Through a thematic program, combine related coursework from at least two colleges to create a major or area that is focused on a single theme (for example, Cultural Diversity).

Your degree planning and admission process is personalized through ICP and faculty advisers who will give you individual attention and support. Your advisers help you clarify your interests and goals and identify your academic strengths. Through ICP's help and encouragement, you'll identify the best curriculum for you and put your degree plan in place, assuring yourself a quality experience at the University of Minnesota.

What Is Available through Distance Education?

You may take many courses through Distance Education that satisfy the Liberal Education requirements. Distance Education currently also offers at least 20 upper-division credits in each of these areas:

History	Political Science
English	Education
Family Social Science	Geography
Carlson School of Management courses	

ICP areas of study must consist of a minimum of 20–32 upper division (3xxx- or 5xxx-level) credits. ICP students who want to apply Distance Education courses to their degree should note that the courses they need may not always be available through Distance Education.

Theme areas in Cultural Diversity and International Perspectives may also be developed through Distance Education. Some of these areas may have course or GPA prerequisites, so check with an ICP adviser. Also, you may be able to combine DE courses with completed coursework to develop areas of study.

- ICP students work with an adviser to develop a proposal for the major areas of study. Usually one quarter (10 weeks) is required for this proposal development.
- ICP also requires the following for admission:
 - ◆ 80 completed college quarter credits
 - ◆ 12 University of Minnesota quarter credits
 - ◆ three upper-division courses
 - ◆ 2.0 GPA (some departments require higher admission GPAs)
 - ◆ A degree proposal that meets faculty adviser approval

Program for Individualized Learning (UC)

For students with clear goals, the Program for Individualized Learning (PIL) offers the chance to design a bachelor's program using on-campus studies or Distance Education courses. Past students have selected PIL because they value the freedom to select what and how they will learn, and they have the knowledge, the commitment, and the experience to make it work. By pursuing programs in

Students in the Inter-College Program work with faculty and advisers to design individualized B.A. and B.S. degrees.

a variety of fields, you may learn across many disciplines and create new and innovative areas of study.

If you want to use a variety of resources—at the University and in the community—to complete a B.A. or B.S. degree, PIL may be the program for you. Knowledge gained from independent learning prior to program admission and from independently designed projects can be applied if a student can demonstrate the academic relevance of his or her work. Students work closely with University faculty and advisers to define and complete their degrees.

- Candidates must create and receive approval of a degree plan. The plan is designed around a set of standards (graduation criteria), which combines learning in a major area of study with learning in the liberal arts.
- Students must have excellent writing and academic skills, and be able to direct their own learning.
- A concentration that can be supported by strong resources at the University must be defined.
- Students must have access to a computer so they can electronically communicate with program faculty, advisers, and staff.

Students in PIL earn degrees in a variety of self-designed disciplines. Here are some sample areas of concentration:

Organization Communication
International Development
Computers and Society
Long Term Health Care Administration
Juvenile Delinquency
Women and Law

Agricultural and Food System
Sustainability
Wilderness and Wildlife Conservation
Landscape Design
Biomedical Communication

Health Care Programs

Child Abuse Prevention Studies (CAPS) Certificate—Level I and Level II (9 quarter credits each)

Whether you are interested in earning a professional credential or want specialized background knowledge on child abuse prevention and protection, you will find a curriculum option for you through CAPS. The School of Social Work and University College offer this post-baccalaureate certificate to provide professional specialized learning opportunities in prevention of child maltreatment. Certificate options and individual courses are designed to serve the needs of adult learners who work with children and families or on their behalf. Courses are taught late afternoons on campus and at sites throughout Minnesota via interactive television. A Level I certificate by Distance Education is **being planned**.

Level I

The coursework for the CAPS–Level I certificate includes three graduate-level core classes (3 credits each) that provide students with a solid background in theory, research, policy, and practice application. Students who have completed an undergraduate degree may enroll in the first Level I course without special approval:

SW 5301*, Child Abuse Prevention I: Research and Theory

To enroll in subsequent courses, you must earn a grade of B or better in SW 5301.

SW 5302, Child Abuse Prevention II: Program Development, Implementation, and Evaluation

SW 5303, Child Abuse Prevention III: Strategies for Policy and Systems Change

Level II

The CAPS–Level II certificate requires the completion of the Level I certificate, with three additional 3-credit courses. Special approval is needed to register for these courses:

SW 5010, Child Abuse Prevention Practice Skills: Child Maltreatment and the Law

SW 5010, Child Abuse Prevention Practice Skills: Cultural and Ethnic Understanding in Child Maltreatment

SW 5010, Child Abuse Prevention Practice Skills: Risk Assessment and Interviewing

The CAPS certificate provides post-baccalaureate, professional, specialized learning opportunities in the prevention of child maltreatment.

Graduate Credit: If you are considering applying CAPS courses to a graduate degree, you are encouraged to register for the appropriate graduate credit level. (Note: pay the “Grad Rate, U of M” tuition for University of Minnesota Graduate School programs and the “grad rate, other schools” tuition for professional master’s degrees; consult with an adviser before registering to determine which option is appropriate for you.)

To be officially awarded a Level I or Level II CAPS certificate, you should successfully complete all the required courses and then contact UC Student Support Services, CAPS adviser, 201 Westbrook Hall, 612-625-4066, to receive a “Certificate Application of Completion.” Return the completed form to UC Student Support Services, after which the certificate will be posted on your transcript.

For additional program information, Distance Education options, and registration instructions, contact the CAPS office, School of Social Work, 386 McNeal Hall, 1985 Buford, St. Paul, MN 55108, 612-624-3700 or 612-625-2742. Also see SW 5301 in the *Course Descriptions* section of this catalog.

Independent Study Program (CSOM)

Executive Study Programs for Health Care Administrators/Long Term Care Administration (DE and the Carlson School of Management)

The Independent Study Program (ISP) combines correspondence study and on-campus work (during a two-week session every summer at the University of Minnesota–Twin Cities). Candidates must be currently working in executive positions in health care institutions.

Options Available

- Credential of Management Studies (two years)
- Credential of Advanced Studies in Health Services Administration (three years)
- MHA masters degree

Note: Either the Credential of Management Studies or the Credential of Advanced Studies in Health Services Administration can form the core of a U of M baccalaureate degree through the Program for Individualized Learning.

Program Areas

- Ambulatory Care Administration
- Hospital and Health Care Administration
- Patient Care Administration
- Special Interest Groups in:
 - ◆ Long Term Care/Home Health Care/Nursing Home Administration
 - ◆ Mental Health/Chemical Dependency Administration

For more information, contact ISP Executive Study Program, Carlson School of Management, 2221 University Avenue SE, Suite 110, Minneapolis, MN 55414-3074; phone, 612-625-1555; fax, 612-625-1071; Web URL, <http://www.pweb.csom.umn.edu>.

Long Term Care Courses (CSOM)

Students who want to qualify for nursing home administrator licensure in Minnesota can take the necessary courses through a combination of on-campus seminars and correspondence study. This 26 quarter credit sequence is designed to help you fulfill course content requirements specified by Minnesota licensure regulations. For additional information, contact Diane McClellan, Center for Long Term Care Administration, Carlson School of Management, 321-19th Avenue South, Minneapolis, MN 55455; phone, 612-626-7349; fax, 612-624-8804.

Graduate and Professional Study

Specific Distance Education courses may carry graduate credit (see the *Course Descriptions* section of this catalog). Be sure to check with the program to which you are applying before enrolling in these courses. Distance Education courses may be used to satisfy undergraduate prerequisites for Graduate School admission, to complete the graduate language requirement, or to acquire additional background in a particular subject area.

Refer to the Organizational and Professional Communication (OPC) certificate and the Child Abuse Prevention Studies (CAPS) certificate, two professional programs that may be used to supplement an undergraduate degree through Distance Education. For more information, contact The Graduate School, 316 Johnston Hall; phone, 612-625-3014; e-mail, gsadmit@maroon.tc.umn.edu; Web URL, <http://www.grad.umn.edu/grad/>.

Policies for Certificates, Degrees, and Programs

How to Apply

You may obtain UC certificate and degree application forms by contacting the adviser for the program or UC Student Support Services, 101 Westbrook Hall, 612-625-3333. A nonrefundable \$20 application fee (VISA and MasterCard accepted) is required for most certificate applications, and a \$25 nonrefundable application fee is required for application to all degree programs. You are urged to consult with a UC adviser early in your program regarding application time, admissibility to a program, and residency requirements for certificates and degrees.

Admission Requirements

Certificates: Admission criteria vary among certificate programs. You will be asked to include a written statement outlining how the certificate program will help you meet your educational goals, and will be notified by mail of admission status approximately three weeks after all application materials are received. A special review is possible if your overall record is unsatisfactory but the most recent courses establish a strong pattern of achievement, or under other extenuating circumstances.

Degrees: Undergraduate degree admission criteria for transfer students vary between programs, though transfer students are generally evaluated on the strength of their academic record. You are urged to consult with a UC adviser early regarding application deadlines, admissibility, and residency requirements for degree programs.

Program Residency

To be granted a UC certificate or UC degree, you must earn a minimum number of credits from the University of Minnesota. You may transfer credits from other accredited institutions on approval. The residency requirement cannot be met by repeating courses at the University already successfully completed at another institution. Refer to the certificate description for certificate residency requirements. For more information on degree residency, call the adviser for the program in which you are interested.

Through action of the University Senate, Distance Education credits are considered resident credits.

Academic Progress and Financial Aid

See the *Student Information* section for more information on these two topics.

Honors Designation

Students with the following University of Minnesota GPAs earned within their UC certificate or UC degree program will receive:

- Distinction status, 3.60–3.79 GPA
- High distinction status, 3.80 GPA or better

At least **60 percent** of the requirements for a certificate with honors must be earned at the University of Minnesota–Twin Cities and must be taken on the A–F grading system. All courses in degree programs must be taken on the A–F grading system.

Completion/Graduation

Certificates: If you are nearing completion of the required work for a UC certificate you need to file a Certificate Completion form when registering for your final course (note: there is a quarterly deadline). A \$20 nonrefundable fee is required with this Certificate Completion form. When you complete a specified program with at least a C (2.00) overall grade average (including a 2.00 GPA in University of Minnesota coursework), you are awarded a certificate. Certificates are awarded by University College each quarter of the academic year, are dated, and are printed on your transcript.

Degrees: The Application for Degree form must be filed in order to graduate with a U of M degree. Check with your program adviser for detailed information about graduation in your degree and to receive this form. University College commencement (attendance optional) is held in June.

Student Information



In this section you'll find all the information about prices, policies, procedures, and people to help you have a successful experience in Distance Education. The information is arranged alphabetically, with cross references where we felt they would be helpful. If you can't find the information you want, contact us (see the inside front cover for how to reach us) and we'll be glad to help you.

Academic Progress

Academic progress for students enrolled in degree-granting programs will be monitored by their college offices. University College (UC) will determine academic progress for students admitted to UC certificate and degree programs and for some non-admitted UC students not held to college standards. Students with excessive credits and problematic grade point averages may have a hold placed on their records restricting their registration in Distance Education courses.

Students receiving financial aid through the University's Office of Scholarships and Financial Aid (OSFA) will be held to a similar, but possibly different, standard. Financial aid recipients must meet the college academic progress standard and the OSFA satisfactory academic standard.

For information about OSFA standards for all programs, refer to the "1998-99 Information Guide for Financial Aid Recipients," which is available through the Office of Scholarships and Financial Aid, University of Minnesota, 210 Fraser Hall, 106 Pleasant St. SE, Minneapolis, MN 55455 (612-624-1665). For more information about UC academic progress or appeals, contact UC Student Support Services, University of Minnesota, 200 Wesbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455 (612-625-3333).

Accreditation

Distance Education (DE), part of University College at the University of Minnesota, is accredited by the North Central Association of Colleges and Schools. DE courses are approved by University of Minnesota academic departments.

Admission

There are no entrance requirements for admission to Distance Education, although specific courses or programs may require prerequisite study or experience. Prerequisites are noted with the course descriptions in this catalog.

Advising

See Student Support Services (University College).

Assignment Submission

See *Course Completion*.

Cancellations

Cancellation policies differ depending on the registration option you choose.

It is possible to cancel out of a Distance Education course. Use the cancellation form included with your study guide. Cancellations are effective the date of the postmark and must be **in writing**. Cancellation policies, which are given below, differ based on the registration format you have chosen.

The UC Scholastic Committee strives to assure the integrity of student grade records by maintaining fair and consistent registration, withdrawal, and grading policies for all students. College guidelines for cancellation will be strongly considered for students admitted to a degree program at the University of Minnesota. Students may request a petition form by contacting UC Student Support Services by phone or mail (see *Student Support Services*).

Extended-Term (nine month) Registration

If you cancel your course registration within six weeks of the start date of the term, the course will not appear on your academic record. You have four months from the start date of the term to officially cancel your registration in a course with a grade of W (official cancellation without grade) on your transcript. If you request a cancellation more than four months from the start date of the term, you must obtain approval from the UC Scholastic Committee.

Term-Based (10 week) Registration

If you cancel your course within the first two weeks of the term the course will not appear on your academic record. The end of the second week of each term is the last date for making registration changes that have an impact on financial aid eligibility and the last date to change grade base options (A-F or S/N). Cancellations are not permitted without Scholastic Committee approval after these dates:

Fall quarter	Nov. 7, 1998
Winter quarter	Feb. 13, 1999
Spring quarter	May 8, 1999

Special-Term Registration

For information on the cancellation policy for special-term registration, contact UC Student Support Services at 612-625-3333.

Cancel/Add

You may cancel out of one Distance Education course and add another Distance Education course following the policies above. Fill out a cancellation form, a registration form for the new course, and indicate that you want any tuition refund (see *Refunds*) you may be entitled to applied to the tuition for the new course.

Discontinued Courses

Sometimes Distance Education has to stop accepting enrollments in a course because supplies, books, or an instructor may no longer be available. If you mail in a registration form for a course that has been discontinued, your tuition will be returned or, if requested, applied to another course with the same tuition.

Career Services

See *Student Support Services (University College)*.

Course Completion

Register for section A of any Distance Education course and you will have one academic quarter to complete it.

You must choose a term format when you register for a Distance Education course. Courses are offered as extended term (with **up to nine months** for completion), term based (with one **10-week** academic term for completion), or special term.

No matter which term format you use, be sure to make a copy of each assignment you submit. Attach the correct submission form to each assignment, exam, or paper, and use a preprinted mailing label on the envelope. You may submit your assignments by mail, in person in our office in 101 Wesbrook Hall, or by using the drop box located at the ramp entrance on Pleasant St. SE. Do **not** fax assignments.

Allow approximately two weeks between the time an assignment is received by Distance Education and the time it is placed in the return mail. Failure to include the correct submission form, sufficient postage, or a correct address (including zip code) may delay processing a submission beyond the two-week period. Contact your course instructor regarding any assignment not returned within three weeks from the date you submitted it. In selected courses, students have the option of submitting assignments and receiving instructor evaluations and comments by e-mail. For more information, see *The Electronic Connection* section.

If you do not finish your course during the specified term, your instructor has the prerogative to grant or deny additional time for completion (see *Grades, Incompletes*). If you are using federal or state financial aid, contact a UC academic adviser before asking your instructor for an incomplete.

Extended-Term (nine month) Registration

You have a **maximum** of nine months and a **minimum** of six weeks to complete an extended-term course. The six weeks begin the start date of each extended term (see *Terms and Registration Dates*). Expect to spend at least three months to complete a Distance Education course.

Typically, you may submit a **maximum of three** assignments, exams, or papers per week. If there is an exception to this policy, that information is listed in the course study guide or will be given to you by your instructor. You should consider any comments from your instructor on one assignment—in order to recognize your strengths and mistakes—before you submit more work for your course.

Term-Based (10 week) Registration

These courses are offered in the regular University term schedule. Register for **section A** of any Distance Education course and you will have one academic quarter to complete it. Note, however, that many Distance Education courses were not originally designed to be completed in 10 weeks, so be sure to take a good look at the course requirements before committing yourself to a 10-week schedule.

Special-Term Registration

Most special-term courses have 15-week schedules. The registration dates and start and end dates for these courses are given in their course descriptions.

Course Materials

Materials/Services Fee—The materials/services fee is required at the time you register. It covers the cost of the course study guide, any course supplements, course computer disks, and student services such as access to advising and libraries. Be sure to fill in the Materials/Services fee line on the registration form. This fee is not refundable (see *Refunds*).

Textbooks and Supplies—Tuition does not cover the cost of texts and supplies. You may purchase the texts and some supplies needed for your course at the University of Minnesota Bookstore—East Bank (see the *DE Courses and Text Prices* section). Materials you order through Distance Education are given with the course description. You may request used texts to reduce your costs.

It is important to purchase the required texts and supplies for a course immediately after you register. You should also begin submitting assignments right away. Because text editions may be updated by publishers, the required texts or supplies may not be available at a later date. In this situation, you will not be able to complete the course, you will need to cancel out of the course, or an F or N will be placed on your transcript. To receive credit for the course, you will have to reenroll in the current version of the course and pay current tuition rates.

If you cancel your enrollment in an **extended-term** (nine month) course, you may return your books for a full refund within **two months** of the start date of the extended term. You must provide a sales receipt and/or a copy of your fee statement verifying your cancellation, and the books must be in original condition. Texts are considered used or “buy backs” if you write in them or cancel after two months. Bring or mail the verification and your texts to the University of Minnesota Bookstore—East Bank, where your refund will be processed. The refund process takes approximately five weeks. The Bookstore’s return policy is available on the Web at <http://www.bookstore.umn.edu/faq/return.html>.

If you cancel your enrollment in a **term-based** (10 week) course, you may return your texts for a full refund within **two weeks** of the start date of the term. You must provide a sales receipt and/or a copy of your fee statement verifying your cancellation, and the books must be in original condition. Texts are considered used or “buy backs” if you write in them or cancel after the second week of the term. Bring or mail the verification and your texts to the University of Minnesota Bookstore—East Bank, where your refund will be processed. The refund process takes approximately five weeks. **Deadlines:** fall quarter, Oct. 8, 1998; winter quarter, Jan 15, 1999; spring quarter, April 9, 1999. The Bookstore’s return policy is available on the Web at <http://www.bookstore.umn.edu/faq/return.html>.

The text return policy for **special-term** courses is similar to the one for term-based courses. You will receive specific information when you register. You must provide a sales receipt and/or a copy of your fee statement verifying your cancellation, and the books must be in original condition. Texts are considered used or “buy backs” if you write in them. Bring or mail the verification and your texts to the University of Minnesota Bookstore—East Bank, where your refund will be processed. The refund process takes approximately five weeks.

Audiocassettes and Videocassettes—If audiocassettes are listed with the course description, you may purchase them at Student Support Services in 101 Wesbrook Hall or listen to them at the Learning Resources Center, 15 Walter Library, Minneapolis campus (612-624-1584). Be sure to bring your fee statement.

You should purchase the texts and supplies needed for a Distance Education course immediately after you register.

You may either rent required videocassettes and view them at home during your enrollment period or watch most of them at one of the University's learning centers. If you choose to rent videocassettes, fill in the Videocassette Deposit/Rental line on the registration form and include the \$65 fee (\$35 rental and \$30 deposit). The \$30 deposit will be refunded by check when you return the videocassette to Distance Education in good condition by the end of the term in which you enrolled. If you do not return the video at the end of the term in which you enrolled, a hold may be placed on your University record and you will **forfeit** the \$30 deposit. If you lose or damage a video, you will have to pay to replace it (usually \$50). Video courses are only available in the United States and Canada.

Videos are also available for viewing at the following University learning centers: Twin Cities, 15 Walter Library (612-624-1584); Duluth, 220 Library Reserve Multimedia Desk (218-726-6120); Morris, 232 Community Services Building (320-589-6456 or 800-842-0030); and Rochester, Rochester Community & Technical College, 851 30th Ave. SE, Goddard Library (507-285-7233). Call the center you want to visit to check its open hours and video availability.

Other Materials—See the *Course Descriptions* section and *The Electronic Connection* section (for information on computer disks).

Course Selection

Before you decide on a specific course, see the *How to Register* section, *Reading a Course Description* and then read about your options in the *Course Descriptions*. If you want more details, many courses have a more detailed course introduction on the Distance Education Web site (<http://www.cee.umn.edu/dis/>). You may also call, e-mail, or write UC Student Support Services to have a course introduction mailed to you.

If you want to use the credits in a degree or certificate program, check with an adviser for that particular program to be sure the course you've chosen will apply to your program. Make sure you choose the course format that best fits your lifestyle, learning style, and academic needs (see *Course Completion*).

Credits

The University of Minnesota uses the quarter hour as the basis of credit evaluation. A quarter hour equals approximately two thirds of a semester hour. All of the credits given in this catalog are quarter-hour credits. The following credit designations are used in course descriptions.

Degree Credit

Officials at colleges or universities determine which Distance Education courses will be accepted to fulfill degree requirements at their institutions. To receive degree credit for Distance Education courses, you should obtain approval from your institution before enrolling. University of Minnesota students should consult an adviser in their major department (see the *Certificates, Degrees, and Special Programs* section) or at UC Student Support Services (612-625-3333, 800-234-6564, or ceeadv@mail.cee.umn.edu).

No Credit

Although no credit is given for some courses, grades may be assigned and a record entered on your transcript. (Also see *Credit Course on a Noncredit Basis*, below.)

Resident Credit

The courses listed in this catalog parallel or are equivalent to courses with the same title and course number offered in day classes at the University. Through action of the University Senate, Distance Education credits are considered resident credits. Some colleges, however, have restrictions on how many Distance Education credits can be used in degree programs or toward college residency requirements.

Graduate Credit

Also see the *Certificates, Degrees, and Special Programs* section, *Graduate and Professional Study*. Some Distance Education courses are available for graduate credit; they are marked with the graduate credit icon in the *Course Descriptions* section. If you want graduate credit, check with your college adviser to see whether Distance Education courses count toward your graduate program. If a course is available for graduate credit, it may be used at the University of Minnesota Graduate School or at the graduate program of another school.

Credit Course on a Noncredit Basis

Simply write NC (noncredit) in the Credits column of the registration form to register on a noncredit basis. Usually instructors expect the same quality and quantity of work. To change from a noncredit to a credit registration, see *Cancellations, Cancell/ Add*. Enrollment in a credit course on a noncredit basis requires payment of full tuition. Noncredit registration **cannot** be used toward degrees or certificates.

Credit by Exam

If you want to earn credit for your extensive knowledge in a specific subject area and can demonstrate proficiency by successfully completing the required exam(s) for a course, contact an adviser at UC Student Support Services to see if credit by exam is authorized for the course you want. The tuition for credit by exam is half the tuition (payment in full). You may take your exams either at the UC Student Support Services office in 101 Wesbrook Hall or under the supervision of an approved proctor (see *Exams*). You may be asked to provide a letter describing your background and reason for choosing this method and a transcript of all college-level work in addition to the completed registration form and payment.

The Defense Activity for Non-Traditional Educational Support (DANTES) was established in June 1974 to provide educational support for voluntary education programs for military organizations. Military personnel on active duty should contact their Education Officer for additional information concerning enrollment through this program.

Through action of the University Senate, Distance Education credits are considered resident credits.

DANTES

Disability Services

If you have a disability and need assistance to obtain or arrange reasonable accommodations for your Distance Education course, contact Disability Services (30 Nicholson Hall, 216 Pillsbury Dr. SE, Minneapolis, MN 55455; phone 612-626-1333 [voice or TTY]; Web address: <http://disserv3.stu.umn.edu>) as soon as you register for your course.

Distance Education and Disability Services will coordinate efforts to provide accommodations that will remove academic and physical barriers to earning credits through Distance Education. Such accommodations may include more time to complete an exam or an alternate format of an exam, a separate testing room, audiotaping required materials, taped rather than written comments from an instructor, etc. Request such accommodations well in advance of when they are needed so that necessary documentation may be obtained and accommodations facilitated.

Wesbrook Hall, where UC Student Support Services is located, has an access ramp on the west side of the building (facing Pleasant Street) and an elevator.

For students with access to adaptive technology for computers, materials from Distance Education are available in electronic or disk format. Contact UC Student Support Services or Disability Services for more information or to request the materials in that format.

Exams

Most Distance Education courses include a final exam and one or more midcourse exams. A Request for Examination form for each exam (and a submission form) is included in the course study guide. You must submit all assignments prior to the exam before you take an exam. Consult your study guide for any special restrictions on exams. Be sure to bring a submission form (and mark it with the word *exam* for midcourse exams and the word *final* for final exams) and attach it to the exam when you submit it for grading.

Proctored exams may be taken at the following offices or under the supervision of the following individuals.

1. UC Student Support Services office, 101 Wesbrook Hall, Minneapolis campus of the University. Exams can be completed during regular office hours (8 a.m. to 6:30 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m., Friday). The UC Student Support Services office will also be open from 9 a.m. to 1 p.m. on three Saturdays: Oct. 3, 1998, Jan. 9, 1999, and April 3, 1999. Exams must be completed by the closing times listed above. You must call 612-625-3333 at least one day in advance and **make an appointment to take an exam**. If you live in the Twin Cities area, you are urged to take your exams at the UC Student Support Services office.

2. Other campus offices (by appointment only):

Crookston:	Academic Affairs, 217 Owen Hall, 218-281-8341
Duluth:	104 Darland Administration Building, 218-726-6288
Morris:	Regional Advising Service, 232 Community Services Building, 320-589-6456 and 800-842-0030
Rochester:	855 SE 30th Avenue, 507-280-2828 and 800-947-0117

You must contact the individual who will proctor your exam before sending the Request for Examination form to Distance Education.

3. The Independent Study department of any member institution of the University Continuing Education Association (UCEA) or the institution of a member of the American Association for Collegiate Independent Study (AACIS). (See *Professional Associations*.)
4. A school superintendent, principal, or counselor; a faculty member (excluding teaching assistants) or administrator of an accredited university or college; a head librarian.
5. A commissioned officer whose rank is higher than your own (for students in the military only).
6. A corporate education director.

Distance Education reserves the right to reject any proctor. Regardless of academic qualifications, no relative, work supervisor, or immediate employer may proctor an examination. No proctor fees are authorized. You must contact the individual who will proctor your exam before sending the Request for Examination form to Distance Education. Exams are mailed directly to the proctor at his or her business location and must be taken within 30 days.

Extensions

A grade of incomplete may be granted through direct negotiations with your instructor. Your instructor is not obligated to grant an incomplete, and if you have not begun your course, or have not completed a significant portion of it, your instructor may deny your request for an incomplete (see *Grades, Incompletes*).

If your instructor does not agree to grant you an incomplete, then you can earn credit in the course only by reenrolling (see *Reenrollment*).

Faculty

The authors and instructors for all Distance Education courses are approved by the University academic departments. In most cases, Distance Education authors and instructors are faculty members at the University, although faculty from other colleges and universities, or specialists in professional and business fields, also teach Distance Education courses. The authors/instructors are listed after each department or subject area in the *Course Descriptions* section of this catalog.

Distance Education recognizes that the relationship between student and instructor is fundamental. Instructors grade and return your assignments in a timely manner and evaluate your performance in a course. They can also answer your questions about course content. Should you be unable to complete your course in the required timeframe, instructors have the prerogative to grant or deny additional time to complete the course (see *Grades, Incompletes*). Instructors can be reached by mail through UC Student Support Services, or via e-mail or telephone. You will receive information regarding contact options for your instructor when you enroll in a Distance Education course.

Financial Aid

Federal financial aid regulations require that Distance Education courses be categorized by method of delivery as “correspondence” or “telecommunications.”

Federal Aid programs have specific regulations related to Distance Education courses. The primary issues relate to the **length of the term** (as defined by term-based or special-term versus extended-term registration), **method of delivery** (as defined by telecommunications versus correspondence), and **admission status** (as defined by degree versus certificate admission). Read the information below carefully and consult with a University College adviser if you have questions regarding your financial aid eligibility. If you want to use federal and state financial aid programs to pay for your course at the time you register, you must register for a term-based course in **section A** or register in a special-term course in **section E**.

Term-Based (10 week) Registration

Financial aid options may include a wide range of state and federal financial aid programs (see below), plus the University College Tuition Assistance Grant Program, University College Scholarships, Veteran’s Administration benefits, Department of Rehabilitation Services funds, and employer assistance.

Federal financial aid regulations require that Distance Education courses be categorized by method of delivery as “correspondence” or “telecommunications.” Correspondence courses are subject to more stringent rules than telecommunications courses. For **term-based telecommunication courses**: the only limitation is type of admission—degree admission is required for federal aid. Minnesota State Grant (state-funded) is the only option for certificate admits. For **correspondence courses**: degree admitted students also enrolled in on-campus classes (day or evening) for six or more credits may be eligible to use Federal Pell Grant for DE courses (see Federal Pell Grant below). The Minnesota State Grant is the only financial aid option for students admitted to a certificate program.

Special approval is required for inclusion of correspondence credits in enrollment for financial aid. Contact UC Student Support Services, 101 Wesbrook Hall (612-625-3333), for a Request for Correspondence Financial Aid form.

Special-Term Registration

This year several Applied Business courses and a Social Work course are offered as 15-week, special-term courses. These courses follow the same financial aid rules as term-based telecommunications courses. For financial aid purposes, fall special-term courses count with fall quarter credits and winter special-term courses count with winter quarter credits.

Federal Pell Grant—Must be a U.S. citizen or eligible noncitizen. Students who have completed a bachelor’s degree are not eligible. Must be admitted to a degree program at the U of M—Twin Cities for Distance Education courses to count toward Pell eligibility. Must be making satisfactory academic progress. Students may be able to include DE correspondence credits in their enrollment for Pell Grant with special approval from UC Student Support Services. Applicants use the Free Application for Federal Student Aid (FAFSA) application. Applications and the Request for Correspondence Financial Aid form are available at UC Student Support Services, 101 Wesbrook Hall, 77 Pleasant St. SE (612-625-3333) or OSFA, 210 Fraser Hall (612-624-1665).

Minnesota State Grant (MSG)—For eligible students enrolled for a minimum of 3 credits per quarter through University College evening classes, DE courses, and day school. Must be a U.S. citizen, permanent resident, or eligible noncitizen and a Minnesota resident; be admitted to a degree or certificate program at the U of M—Twin Cities; maintain satisfactory academic progress; and be an undergraduate student who has not completed more than the equivalent of four years of full-time

post-secondary enrollment. MSG requires 15 credits per quarter for full-time enrollment. Students registered for 3–14 credits will have their awards adjusted to match the exact number of credits for which they are enrolled. Students who enroll for Distance Education correspondence courses need special approval from UC Student Support Services. Applicants use the FAFSA application. Applications and the Request for Correspondence Financial Aid form are available at UC Student Support Services, 101 Wesbrook Hall (612-625-3333) or OSFA, 210 Fraser Hall (612-624-1665).

Extended-Term (nine month) Registration

Financial aid options for extended-term Distance Education courses include the University College Tuition Assistance Grant Program, University College Scholarships, Veterans Administration benefits, Department of Rehabilitation Services funds, and employer assistance (see below).

Important Registration Dates for Loan Deferment

If you are verifying enrollment for deferment of student loan payments, your registration must fall within the dates specified below.

Term	Dates for loan deferments
summer 1998	6/15/98 through 8/26/98
fall 1998	8/27/98 through 12/12/98
winter 1999	12/14/98 through 3/20/99
spring 1999	3/22/99 through 6/12/99
summer 1999	6/14/99 through 8/25/99

If you are deferring repayment of a student loan awarded in a previous year, you need to enroll at the level of enrollment specified by your lender and then register for additional credits each new quarter. For example, if you enroll half-time fall quarter, you must register for at least six additional credits winter quarter and for at least six more credits spring quarter.

Other Financial Aid Resources

Regardless of the term of enrollment, Distance Education students may be eligible for following the financial aid programs.

Business Firms—Many businesses help subsidize the education of their employees. Before enrolling, you are urged to talk with your company's personnel or education officer about possible tuition assistance for Distance Education courses.

Aid for Students with Disabilities—Funds are available through most state departments of education. Minnesota residents can obtain information about the Workforce Rehabilitation Branch (formerly the Minnesota Department of Rehabilitation Services) from the WRB Liaison, 30 Nicholson Hall (612-626-1333), or from local Workforce Rehabilitation Branch offices.

Military Veterans—To satisfy Veterans Administration requirements, veterans registering under the G.I. Bill must enroll in courses that are applicable to a degree, certificate, or other educational objectives approved by the Veterans Administration. Eligible students may apply under: New GI Bill (Chapter 30) Montgomery; VEAP (Chapter 32) Post-Vietnam Era; and Reserve and National Guard Educational Program (Chapter 106). Educational plans and transcripts of all college work **must be reviewed** with a UC adviser before the Veterans Certification Office can certify registration to the Veterans Administration. Veterans who

Many businesses
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are not yet admitted to a degree program will be held to UC academic progress standards (see *Academic Progress*). Advisers can be reached at 612-625-3333 or by writing Veterans Adviser, UC Student Support Services, 200 Westbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455.

UC Tuition Assistance Program (TAP)—This program is for part-time adult students who have financial need but are ineligible for other grants, scholarships, or tuition reimbursement, or whose financial aid falls short of covering tuition, fees, and books. Applicants must reside in Minnesota, be U.S. citizens, permanent residents, or eligible noncitizens, not have a bachelor's degree, and have a gap of at least three years in their education. The years counted in the gap need not be consecutive. Students enrolled for five years or more exclusively on a part-time basis will also be considered. Eligibility is based on current income, household size, and special expenses. Applicants must be admissible to the University of Minnesota–Twin Cities and maintain satisfactory academic progress. TAP awards cover tuition and a book allowance for one or two courses a quarter. For additional information or an application, contact UC Student Support Services, or check our Web site at <http://www.cee.umn.edu>.

UC Scholarships (Nolte Scholarship, Minority Access and Retention Scholarship, Schott Scholarship, Kate Dunwoody–WCA Scholarship, Women's Fund for Scholarships, and Remington Scholarship)—Scholarship funds are intended for part-time University College students who have financial need but are not served by other grants, scholarships, or tuition benefits, or have other aid that is insufficient to cover tuition, fees, and books. Applicants must have a gap of at least three years in their education, but the years counted in the gap do not need to be consecutive. Students who have five years or more of exclusive part-time enrollment will also be considered. Undergraduate students or students with a prior bachelor's degree who need additional undergraduate work may apply. Applicants must be U.S. citizens or permanent residents and reside in Minnesota. Awards are based on academic ability, financial need, and a statement of personal, educational, and career goals. Applications will be accepted for each quarter between these dates: June 15–Sept. 1, 1998, for fall quarter 1998; Oct. 5–Dec. 7, 1998, for winter quarter 1999; Jan. 8–March 8, 1999, for spring quarter 1999. To obtain an application, call or write UC Student Support Services.

University Employee Tuition Benefits—Beginning Sept. 16, 1997, University employees were able to use the following scholarships for Distance Education credit courses. Before registering using these scholarships, call UC Student Support Services (612-625-3333) for information on Regents' Scholarships; 612-625-5001 for Graduate Assistant Tuition Benefit Program; or 612-625-5333 for Academic Staff Tuition Benefit.

Grades

The University uses the A–F and S/N grading systems. On your registration form, indicate on which system you want to be graded. You may change to another system during the first two weeks of a term-based course or the first two months of an extended-term course. If there is a grading system restriction for a course, it is given in the course description.

You can access your grades using the Gopher Student Line, a touch-tone telephone response system. Dial 612-624-5200 and follow the instructions you hear. From the main menu, press 1 for grades. You may then press 1 for grade availability dates or press 2 to continue. You will need your student ID number or Social Security number and your password. Your password will be the same one used for

the computer-based Student Access System. If you have not used the Student Access System, your password is your six-digit numeric birthdate (mmddyy). The three most recent University terms are available, as well as your current number of credits and your grade point average. The system is available Monday through Friday, 7 a.m. to 10 p.m., and Saturday, 8 a.m. to 6 p.m. (except University holidays). Also see *Transcripts and Records*.

Grading procedures and requirements are left largely to the discretion of the course instructor. Grading policies in a specific course are outlined in the study guide for that course. Questions and problems concerning grades earned in Distance Education should be addressed to your instructor first, and if you are not satisfied with the response you receive, put your concern in writing and send it to UC Student Support Services. A program director will work with students and trouble shoot with the academic department to resolve issues.

A–F or S/N Grading Systems

A–F Grading System—Four permanent grades—A, B, C, and D (with pluses and minuses)—indicate completion of a course. The grade F represents performance that fails to meet basic course requirements and is unworthy of credit. However, the credit hours are included in grade point average (GPA) calculations.

S/N Grading System—The S/N system represents an alternative to the A–F system. S represents achievement that is satisfactory to the course instructor (the standards for S may vary from one course to another). The letter N, which stands for no credit, is assigned when the student does not earn an S and is not assigned an incomplete (I).

Students who want to take courses under the S/N grading system should be aware of the limitations placed on such grades. Each college determines to what extent and under what conditions each system may be available to its students. Any college may specify what course or what proportion of courses taken by its students or by prospective students must be on which grading system. The A–F and S/N grading systems cannot be combined in a single course by a student. Students may receive grades only in the grading system under which they are registered.

Choose the grading system you want to use and indicate it on the registration form. You may not change the grading system you want to use after the second week of a term-based course or after the second month of an extended-term (nine month) course without UC Scholastic Committee approval (there is no fee for changing). Instructors are not authorized to change students' grading systems. Changes can be made in person or by writing UC Student Support Services, 101 Wesbrook Hall, University of Minnesota, 77 Pleasant Street SE, Minneapolis, MN 55455 (telephone calls are **not** acceptable). If you do not specify the grading system you want to use on your registration form, the A–F system will apply.

Incompletes

The letter **I (incomplete)** is a temporary grade. Without official cancellation it will result in an F or N grade. An I will be assigned when, in the opinion of the instructor, there is a reasonable expectation that a student can successfully complete the work of the course. Student and instructor should arrive at a clear understanding in advance about whether the student may receive an I and what the conditions will be. An I that is not made up by the end of the next quarter of registration becomes an F or N, depending on the grading system under which the course was taken. When an I is changed to a permanent grade, the I is removed from the student's record. Veterans are advised to read the *Academic Progress* information.

Each college determines to what extent and under what conditions each grading system (A–F or S/N) may be available to its students.

Withdrawal

The letter **W (withdrawal)** indicates official cancellation without grade. It is assigned in all cases of official cancellation, regardless of a student's standing. If a student simply stops submitting assignments without officially cancelling his or her registration, the instructor will assign a grade of F or N, depending on the grading system under which the course was taken. Not submitting assignments does **not** constitute cancellation (see *Cancellation*).

Grade Point Average

For purposes of determining a student's grade point average (GPA), grade points are assigned for each grade received: for each credit of A, 4 grade points; A-, 3.67 grade points; B+, 3.33 grade points; B, 3 grade points; B-, 2.67 grade points; C+, 2.33 grade points; C, 2 grade points; C-, 1.67 grade points; D+, 1.33 grade points; D, 1 grade point; and F, 0 grade points (there is no A+ or D- grade assigned under this system). A student's GPA is determined by dividing the sum of grade points by the sum of credits attempted. Written instructions on how to compute your GPA are available from the UC Student Assistance Center. Call 612-625-3333 to request them by mail.

A student who is considering repeating a course for which he or she has earned credit should check with an adviser at UC Student Support Services (612-625-3333) before registering. Each college within the University determines its own policy and procedures on repeating courses for credit.

Complete grading policies and practices can be found on the University's Web site at http://www.umn.edu/tc/students/grades/grading_systems.html.

High School Students

This year Distance Education discontinued its high school program. However, high school students are eligible to take Distance Education college courses, and Minnesota high school students may be eligible to take college courses using the Post-Secondary Enrollment Options (PSEO).

Under the PSEO, **eligible** Minnesota public high school juniors and seniors can take college courses and earn high school units and, subsequently, college credits for the courses they successfully complete. The Minnesota State Department of Education pays for the tuition, fees, and books for the courses.

High school students taking courses through Distance Education under the PSEO **must be formally admitted to the PSEO program and submit all registration materials to the Advanced High School Student Services office**. Registration consists of

1. consulting with the student's high school counselor to complete the PSEO notice of registration form;
2. submitting a high school transcript;
3. completing a Distance Education registration form; and
4. providing a brief statement explaining the purpose of registering in the course (i.e., how you plan to use the credits).

If you have any questions regarding criteria, acceptable courses, or the enrollment form, contact Advanced High School Student Services, University of Minnesota, 206 Westbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455; 612-626-1666.

International and Overseas Students

If you are living or traveling internationally, you may register in Distance Education courses. Since courses are available only in English, students must be able to read and write lesson assignments and exams without difficulty. Distance Education does not employ commercial agents abroad. You must pay all fees in American currency (U.S. dollars). Mail your registration form, along with your payment, directly to Distance Education. Videocassettes, computer disks, and certain other supplementary materials cannot be sent overseas.

Internet Courses

See *The Electronic Connection* section.

Library Facilities

In addition to the required textbooks you may purchase for your Distance Education course, you are urged to use the University libraries, MINITEX, and your local public or school library for supplemental and required reading.

University of Minnesota Libraries—Distance Education students are entitled to full University of Minnesota library privileges, including borrowing materials, document delivery, access to electronic resources, and reference assistance. The electronic resources available include library catalogs, literature and factual databases, electronic journals, other full-text sources, and resource selection aids. Most electronic resources can be assessed through the Libraries' Web site at <http://www.lib.umn.edu>. Note that access to many of the Libraries' electronic resources requires logging in with your University e-mail ID and password. Also note that Distance Education students are subject to all library rules and regulations.

Distance Education students are entitled to full University of Minnesota library privileges.

For more information on the resources and services of the University Libraries, call 612-624-0230 or 877-ASKINFO (toll free outside the Twin Cities), send an e-mail message to askinfo@tc.umn.edu, or visit the Libraries' Web site at <http://www.lib.umn.edu>.

Learning Resources Center—The University of Minnesota Learning Resources Center, 15 Walter Library, Minneapolis campus, has copies of most of the audio-cassettes and videocassettes required for Distance Education courses. Any interested person can use its listening and viewing facilities. Call 612-624-1584 to check on the availability of course audio- and videocassettes and the open hours of the Learning Resources Center in Walter Library. Be sure to bring your fee statement.

MINITEX—Most Minnesota libraries are participants of MINITEX, a legislatively funded program that shares library resources in Minnesota, North Dakota, and South Dakota. Through this system, books and copies of articles are sent to libraries whose patrons need them. If you live in one of these three states, you may request these services through your local public library.

Office Hours

The UC Student Support Services office in 101 Westbrook Hall is open Monday through Thursday, 8 a.m. to 6:30 p.m., and Friday, 8 a.m. to 4:30 p.m., throughout the year. It will also be open from 9 a.m. to 1 p.m. on three Saturdays: Oct. 3, 1998, Jan. 9, 1999, and April 3, 1999. On those Saturdays, UC advisers will be available to answer your questions.

The UC Student Support Services office is closed on the following holidays:

July 3, 1998	Independence Day
September 7, 1998	Labor Day
November 26 and 27, 1998	Thanksgiving holiday
December 24 and 25, 1998	Christmas holiday
January 1, 1999	New Year's holiday
January 18, 1999	Martin Luther King, Jr., Day
March 26, 1999	University holiday
May 31, 1999	Memorial Day

Plagiarism

If you submit any other person's work as your own work without proper acknowledgment, you are guilty of plagiarism. Plagiarism includes borrowing any concepts, words, sentences, paragraphs, or entire articles or chapters from books, periodicals, or speeches. In these cases, quotation marks and citations must be used. If you have any questions about proper acknowledgment, look in any writing handbook.

Plagiarism also refers to copying another student's assignment or paper and submitting it for grading as if it were your own. If you allow another student to copy your assignment, you are equally guilty of academic dishonesty. Plagiarism is a violation of the University's student conduct code and will be dealt with by the Distance Education faculty and/or the office for Student Judicial Affairs.

Professional Associations

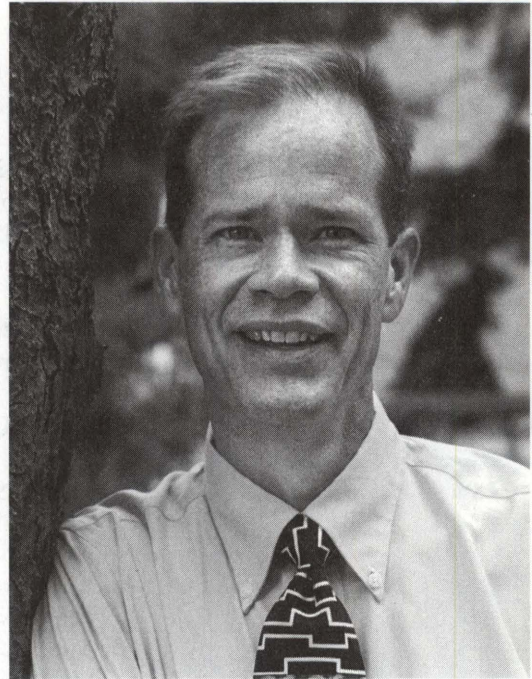
Distance Education is a member of the Independent Study Division of the University Continuing Education Association (UCEA). The division publishes *The Independent Study Catalog*, which lists independent study courses offered by many colleges and universities. It is available from Peterson's Guides, P.O. Box 2123, Princeton, NJ 08543-2123; or <http://www.petersons.com>. Write to Peterson's Guides for the price of the catalog, or call 800-225-0261. You may look at a copy of the catalog at the UC Student Support Services office, 101 Westbrook Hall, or it may be available at your local library.

Many of the Distance Education staff belong to the American Association for Collegiate Independent Study (AACIS), a professional organization for people engaged in or interested in collegiate independent study. Its primary focus is the professional development of its members through annual workshops, a newsletter, and networks—personal, telephone, and e-mail—so they can produce the highest quality courses and services for students.

Reenrollment

If you did not complete a Distance Education course because, for example, your term of enrollment expired and you received a grade of F or N, and you would like to take the same course again, you must reenroll in the current version of the course. To reenroll you must fill out a registration form, pay current tuition rates, buy the current required texts and supplies, and complete all the assignments and exams in the newest version of the course study guide.

Students who enroll in Issues in Sustainable Agriculture, Agro 5500, have the opportunity to examine some of the environmental, economic, and social issues at the forefront of American agriculture—the use of pesticides, the problems of the loss of crop diversity, the impact of gene splicing and other forms of biotechnology, and why the federal government needs to subsidize the income of farmers. Darrell Cox, the author of this course, brings a Ph.D. in plant breeding, years of teaching experience, work with a community-based agricultural development project in Kenya, and his current job as educational programs director of the Educational Concerns for Hunger Organization to his course. As he explains in the course study guide, the sustainable agriculture movement is being driven by concerns “both within and outside the farm production community over quality-of-life issues, family values, and economic issues.”



Refunds

Tuition refund policies differ based on the term of enrollment you choose.

Tuition refund policies differ based on the term of enrollment, as explained below.

Extended-Term (nine month) Registration

Part of your tuition can be refunded if you cancel your registration within 60 days of the start date of your extended-term course. Improper advising, changes in credit requirements, or simply not submitting assignments do not entitle you to a refund. The refund schedule is based on the start date of the term you have chosen (see *Terms and Registration Dates*).

day 1 through day 30	100% refund
day 31 through day 60	50% refund
day 61 or more	no refund

Term-Based (10 week) Registration

The refund schedule for students who enroll in term-based courses is given below.

Fall Quarter 1998 Refunds

	Previously enrolled students	New students*
Sept. 24–Oct. 3	100%	100%
Oct. 4–10	50%	80%
Oct. 11–14	50%	70%
Oct. 15–17	25%	70%
Oct. 19–24	25%	60%
Oct. 26–31	25%	50%
Nov. 2–7	none	40%
Nov. 9	none	none

*Enrolled in a the University course for the first time (this applies only in the **first** term of registration)

Winter Quarter 1999 Refunds

	Previously enrolled students	New students*
Jan. 4-9	100%	100%
Jan. 11-16	50%	80%
Jan. 18-20	50%	70%
Jan. 21-23	25%	70%
Jan. 25-30	25%	60%
Feb. 1-6	25%	50%
Feb. 8-13	none	40%
Feb. 15	none	none

*Enrolled in a the University course for the first time (this applies only in the **first** term of registration)

Spring Quarter 1999 Refunds

	Previously enrolled students	New students*
March 29-April 3	100%	100%
April 5-10	50%	80%
April 12-14	50%	70%
April 15-17	25%	70%
April 19-24	25%	60%
April 26-May 1	25%	50%
May 3-8	none	40%
May 10	none	none

*Enrolled in a the University course for the first time (this applies only in the **first** term of registration)

Special-Term Registration

Distance Education offers several special-term courses in Applied Business and Social Work. Information about the refund schedule for these courses is available by contacting UC Student Support Services (612-625-3333).

Miscellaneous Refunds

The materials/services fee and the cost of audiocassettes and special materials are not refundable. Textbooks may be refundable. If you return a required video-cassette by the end of the term in which you are enrolled in good condition, your \$30 deposit will be refunded. (Also see *Course Materials*.)

If you paid by credit card or an authorization payment plan, your refund will be credited to your account. If you paid by check, cash, or money order, a refund check will be mailed to you. The refund process takes approximately five weeks.

Registration Dates

See *Terms and Registration Dates*.

Reinstatements

See *Extensions*.

Senior Citizens

Minnesota residents 62 or older may register for Distance Education courses at reduced cost. Tuition is \$6.00 per credit, or waived for no-credit courses. But the materials/services fee, textbooks, supplies, etc., must be paid in full no matter whether registration is for credit or no-credit. A photo ID may be required when registering. Contact UC Student Support Services for details.

Special-Term Courses

Distance Education offers several courses in Applied Business and a Social Work course on a special-term schedule. These courses are typically 15 weeks in length and are identified in the *Course Descriptions*. If you have questions related to a special-term course, contact UC Student Support Services.

Student ID

Distance Education uses a student's Social Security number as an identification number. Supplying this number is voluntary; however, it is helpful in ensuring accurate access to your records and avoiding duplicate mailings. If you have a University of Minnesota ID number, also put that number on the Distance Education registration form. If you do not fill in your Social Security number and do not have a University of Minnesota ID number, UC Student Support Services will have an ID number assigned to you.

Student Support Services (University College)

The UC Student Support Services office offers academic advising and financial aid advising free of charge to all students registered or planning to register in courses offered by Distance Education. Academic advising can help you determine prerequisites and academic standing, evaluate transcripts, choose courses, and evaluate the applicability of Distance Education credits to specific degree and certificate programs.

Professional counseling services are also available, for a fee (VISA and MasterCard accepted), to assist individuals to explore career and educational goals. Career counselors can help you learn more about your interests and goals, identify career options and major fields of study, develop educational and career plans, and assess problems related to academic performance.

You may consult an adviser or counselor by phone, e-mail, and U.S. mail: 612-625-3333 or 800-234-6564; ceeadv@mail.cee.umn.edu; UC Student Support Services, University of Minnesota, 101 Westbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455. Also see the UC Web site at <http://www.cee.umn.edu>.

Sales Tax

Minnesota residents are required to pay sales tax on audiocassettes used in Distance Education courses. Minneapolis, St. Paul, Mankato, and Rochester residents (or those who purchase supplies at the UC Student Support Services office) have to pay the Minneapolis sales tax rate. If you are ordering taxable audiocassettes, fill in the appropriate space on the registration form.

**Terms and
Registration Dates**

Distance Education courses are offered in three formats—term based, extended term, and special term.

Distance Education courses are offered in three term formats.

Extended Term—These courses follow a nine-month term of registration. All Distance Education extended-term courses are offered as sections B, C, and D. Follow the registration and term dates listed below.

Term Based—These courses follow the 10-week quarter of registration. All Distance Education term-based courses are offered as **section A only**. Follow the registration and term dates listed below. If you are registering using any federal or state financial aid for a term-based course, you must register in **section A**.

Special Term—These courses in Applied Business and Social Work usually follow a 15-week term of registration. All Distance Education special-term courses are offered as **section E only**. Follow the registration and term dates given with the course description. If you register in a special-term course, you may be able to use financial aid. See *Financial Aid*.

Summer Session 1998

	Section	Term Dates	Registration Dates
Extended Term	D	08/15/98–05/15/99	07/01/98–07/30/98

Fall Quarter 1998

Special-term sections and registration information is included with the course descriptions.

	Section	Term Dates	Registration Dates
Term Based	A	09/24/98–12/12/98	08/03/98–09/16/98*

*Last day to register without a late fee: 09/16/98

\$5 late fee per course: 09/17/98–10/03/98

\$10 late fee per course: 10/05/98–10/10/98

*Last day for adding credits for fall financial aid eligibility: 10/09/98

	Section	Term Dates	Registration Dates
Extended Term	B	09/15/98–06/15/99	08/03/98–08/31/98
Extended Term	C	10/15/98–07/15/99	09/01/98–09/30/98
Extended Term	D	11/15/98–08/15/99	10/01/98–10/30/98

Winter Quarter 1999

Special-term sections and registration information is included with the course descriptions.

	Section	Term Dates	Registration Dates
Term Based	A	01/04/99–03/20/99	11/02/98–12/16/98*

*Last day to register without a late fee: 12/16/98

\$5 late fee per course: 12/17/98–01/09/99

\$10 late fee per course: 01/11/99–01/16/99

*Last day for adding credits for winter financial aid eligibility: 01/15/99

	Section	Term Dates	Registration Dates
Extended Term	B	12/15/98–09/15/99	11/02/98–11/30/98
Extended Term	C	01/15/99–10/15/99	12/01/98–12/30/98
Extended Term	D	02/15/99–11/15/99	01/04/99–01/29/99

Spring Quarter 1999

	Section	Term Dates	Registration Dates
Term Based	A	03/29/99—06/12/99	02/01/99—03/17/99*

*Last day to register without a late fee: 03/17/99

\$5 late fee per course: 03/18/99—04/03/99

\$10 late fee per course: 04/05/99—04/10/99

*Last day for adding credits for spring financial aid eligibility: 04/09/99

	Section	Term Dates	Registration Dates
Extended Term	B	03/15/99—12/15/99	02/01/99—02/26/99
Extended Term	C	04/15/99—01/15/00	03/01/99—03/30/99
Extended Term	D	05/15/99—02/15/00	04/01/99—04/30/99

Summer Session 1999

	Section	Term Dates	Registration Dates
Term Based	A	to be announced	to be announced

	Section	Term Dates	Registration Dates
Extended Term	B	06/15/99—03/15/00	05/03/99—05/28/99
Extended Term	C	07/15/99—02/15/00	06/01/99—06/30/99
Extended Term	D	08/15/99—05/15/00	07/01/99—07/30/99

Time Frames

See *Course Completion*.

Transcripts and Records

Official transcripts can be requested by mail, the World Wide Web, fax, or in person.

Three types of service are available to obtain **official** transcripts (certified and signed by the University Registrar): regular, rush, and fax. Regular service is available for \$4 per transcript copy and processing time is two to three working days. After processing, your copies will be mailed to the places you have specified. Rush service is available for \$8 per copy. Rush service guarantees your transcript will be issued to you in person or put in the mail the same day it is requested. You must have a photo ID (U of M student ID, current passport, or driver's license) to receive over-the-counter rush service. Fax service is \$10 per copy and guarantees your transcript will be sent to the fax number you specify and an official copy mailed to the same destination on the same day it is requested. Prepaid courier service may also be requested for regular and rush service. Visit the transcript service office (150 Williamson Hall, Minneapolis, or 130 Coffey Hall, St. Paul) for more information or call 612-625-5333. Disciplinary action will be taken if academic records are forged or altered.

Official transcripts can be requested by mail, the World Wide Web, fax, or in person. **No telephone** requests are accepted. Requests should include your full name and signature, a daytime phone number, your student ID number, college, dates of enrollment, and complete address(es) for mailing the transcript(s). Send your requests to (or drop them off at) Transcript Service, 150 Williamson Hall, 231 Pillsbury Drive SE, Minneapolis, MN 55455 or Office of the Registrar—St. Paul, 130 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108. Fax requests can be sent to 612-625-4351 (Minneapolis) or 612-624-4943 (St. Paul). Anyone

Distance Education grades are automatically recorded on a University of Minnesota undergraduate transcript.

with a current e-mail account at the University can request an official transcript using the World Wide Web. Go to <http://www.umn.edu/tc/students/grades/transcripts.html> and follow the directions.

Your transcript request must include credit card information, a check, or a money order payable to the University of Minnesota for \$4, \$8, or \$10 a transcript (VISA, MasterCard, or Discover Card information are required for fax or World Wide Web requests). Include the following credit card information: type of card, credit card number, expiration date, your signature, and the signature of the card holder. Scanned or computer-generated signatures are not accepted. World Wide Web requests must include your password in lieu of signature.

You may pick up an **unofficial** copy of your record by presenting a photo ID at 150 Williamson Hall, 202 Fraser Hall, or 130 Coffey Hall. There is no charge for an unofficial copy of your record, but there is a limit of two copies per day.

Distance Education grades are automatically recorded on a University of Minnesota undergraduate transcript. Graduate and professional school students must petition for transfer of Distance Education credits to graduate or professional school records.

Access to Student Educational Records

In accordance with regents' policy on access to student records, information about a student generally may not be released to a third party without the student's permission. (Exceptions under the law include state and federal educational and financial aid institutions.) The policy also permits students to review their educational records and to challenge the contents of those records.

Some student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (fulltime, parttime, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may prevent the release of public information. To do so, they must notify the records office on their campus. Students have the right to review their educational records. The regents' policy is available for review at 150 Williamson Hall, Minneapolis, at records offices on other campuses of the University, and on the Web at <http://www.unm.edu/tc/students/grades/privacy.html>. Questions may be directed to the Office of the Registrar, 150 Williamson Hall, 612-625-5333.

Tuition

At the time this catalog was printed, tuition and fees had not yet been approved by the Board of Regents and are **subject to change**. Texts and supplies are not included in tuition and must be purchased separately (see *Course Materials*). The tuition for each course is listed with the course description. You must register for Distance Education courses directly; Distance Education has no commercial agents in this country or abroad. You must pay all fees in American currency (U.S. dollars).

If you register for graduate credit for specified DE courses (see the *Certificates, Degrees, and Special Programs* section, *Graduate and Professional Study*), you must pay graduate tuition. Two graduate tuition rates are listed with most of these courses in the *Course Descriptions* section. The first is for students using the

course in a University of Minnesota Graduate School program (marked “Grad. School, U of M”). The second is for students using the course in a graduate program at the University or for transfer to another institution’s graduate program (marked “grad rate, other schools”). For some courses there is a third graduate tuition rate. It is marked with the course description on specific courses as “post-bac. grad rate” and applies to students using the credits in a college-based, post-baccalaureate program at the University of Minnesota.

There are several ways to pay the tuition for a Distance Education course.

Check or Money Order

Mark the appropriate box under Method of Payment on the registration form. Make your check or money order (in U.S. dollars) payable to the University of Minnesota.

Returned Check—If your tuition check is returned because of insufficient funds or a stop payment request:

A hold will be placed on your University record until you pay all of the following:

1. a \$20 check handling fee
2. full tuition
3. the cost of materials and supplies (if applicable)

Note: a returned check does not cancel your registration in a course. Contact the UC Income Management Office in 138 Wesbrook Hall (612-624-6354) before you stop payment on a check for any reason.

Credit Card

You may use your VISA, MasterCard, or Discover/Novus card (Discover, Bravo, and Private Issue) to pay for the tuition, fees, and course materials listed with the course description for a specific Distance Education course. Check the appropriate box under Method of Payment on the registration form. Be sure to fill in the credit card information lines.

Authorization Payment Plan

If your tuition is paid by: (1) an institution, company, or scholarship; (2) a federal or state agency, including military service; or (3) a foreign government or agency, you may register by mail or in person. Check the box labeled Third Party Agency Billing, Financial Aid, or University of Minnesota Scholarship on the registration form. Include your written authorization (along with your check, if applicable) with your registration form. The authorization must include the following six items:

1. A letter or form on official letterhead addressed to: UC Student Support Services, University of Minnesota, 101 Wesbrook Hall, 77 Pleasant Street SE, Minneapolis, MN 55455
2. Student’s name and U of M ID number, or Social Security number, or birthdate
3. Amount of tuition and/or fees authorized by the agency for a specific course and your payment (check, money order, or credit card) for the balance
4. Term or date of eligibility

When you fill out a registration form, be sure to check the appropriate box under Method of Payment.

5. Authorizing signature or stamp
6. Complete address of the agency (including the name of a contact person and her/his phone number) to be billed for tuition and/or fees (if applicable)

You are responsible if payment is not received by University College.

Financial Aid for Tuition and Fees

In order to bill your Distance Education tuition and fees to your Student Accounts Receivable System (STARS) account, you must have a financial aid award from the University of Minnesota–Twin Cities' Office of Scholarships and Financial Aid (OSFA) and fill out a Request for Correspondence Financial Aid form available at UC Student Support Services, 101 Wesbrook Hall. Tuition, fees, and course materials listed in the course description for a specific course can be charged to your STARS account. You must be formally admitted into a degree program at the University of Minnesota–Twin Cities and you must be in good academic standing with your program and OSFA (see *Academic Progress*). If you have tuition, fees, academic suspension, or other selected holds, you will not be able to resister for Distance Education courses; contact UC Student Support Services.

You are responsible if payment is not received by University College.

University Services

Many University of Minnesota student services are available to Distance Education students. Participation in some of these activities is dependent on credit load per academic quarter. For more information about participating, call the phone numbers below. If you are enrolled in UC evening classes, you may count your Distance Education credits as part of your total credit load. You **cannot** use a credit card to pay for student services.

Athletic tickets (624-8080)
UC student board (626-8501)
E-mail help line (626-4276)
Library (See *Library Facilities*)

Recreational facilities (626-9222)
University Senate (625-9369)
Parking/Transportation Services (626-7275)

University Regents

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Terry O'Connor, Interim Vice President for Finance
Eric Kruse, Interim Vice President for Operations
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Carol Carrier, Vice President for Human Resources
Michael Martin, Vice President for Agricultural Policy
Donna Peterson, Acting Vice President for Institutional Relations
Mark B. Rotenberg, General Counsel

University College

Administrative Officers

(150 Wesbrook Hall, 77 Pleasant St. SE, Minneapolis, MN 55455)

Gail Skinner-West, Interim Dean
612-624-5542

David Grossman, Associate Dean
612-626-2255
dgrossma@mail.cee.umn.edu

Ann Pflaum, Associate Dean
612-626-1788
apflaum@mail.cee.umn.edu

Gerald Klement, Administrative
Director
612-624-1561
gklement@mail.cee.umn.edu

Unit Directors

Distance Education

Dan Granger
338 Nolte Center
315 Pillsbury Drive SE
Minneapolis, MN 55455
612-626-6970
dgranger@mail.cee.umn.edu

Marketing and Promotion

Gayle Hendrickson
2037 University Ave. SE
Minneapolis, MN 55455
612-624-1045
ghendric@mail.cee.umn.edu

Client Relations

Geri Malandra
203 Nolte Center
315 Pillsbury Drive SE
Minneapolis, MN 55455
612-626-7535
gmalandr@mail.cee.umn.edu

Student Support Services

Earl Nolting
200 Wesbrook Hall
77 Pleasant Street SE
Minneapolis, MN 55455
612-625-7576
enolting@mail.cee.umn.edu

Program Management and Development

William VanEssendelft
314 Nolte Center
315 Pillsbury Drive SE
Minneapolis, MN 55455
612-625-5058
bvanesse@mail.cee.umn.edu

University of Minnesota Mission Statement

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University's mission, carried out on multiple campuses and throughout the state, is threefold:

Research and Discovery

Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

Teaching and Learning

Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as nondegree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

Outreach and Public Service

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.



This index was created from all the major headings in our catalog. For a list of all our courses, see the *DE Courses and Text Prices* section on pages 7–10. If you can't find what you want in this index, feel free to contact us (see the inside front cover for the ways to reach us). We'll be glad to answer your questions.

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Distance Education Registration Form (Complete one form for each course)

1. Student Information

*See the back of this form regarding information on private data.

Social Security number _____ *U of M ID number _____

Date of birth _____ Gender Male Female

NAME: *Last _____ *First _____ Middle Initial _____

*Address _____

*City _____ *State _____ *Zip Code _____

Country _____ E-mail address _____

Home phone no. () - _____ Work phone no. () - _____

2. Confidential Information

See the back of this form for the correct code to insert:

Predominant Ethnic Background code _____ Highest level of education code _____

3. Course Selection

Year _____ Term: Summer Fall Quarter Winter Quarter Spring Quarter

If special term, enter dates: From _____ To _____

Dept. Abbr.	Course No.	Section	Course title as it appears in this catalog	Credits	A-F or S/N

Term beginning date	Term end date

Graduate credit requested? Yes No
If Yes: Grad School, U of M rate Grad rate, other schools
College-based, post-baccalaureate grad rate

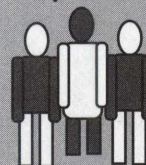
4. Amount Due

Tuition \$ _____
Materials/Services fee \$40 (per course) \$ _____
Course Materials (if applicable; see Course Descriptions)
• Videocassette Deposit/Rental \$ _____
• Audiocassettes \$ _____
• Audiocassette sales tax (Minnesota residents)* \$ _____
• Other supplies \$ _____
Late Fees (if applicable—term-based registration in section A only) \$ _____
TOTAL \$ _____

* Minneapolis, St. Paul, Rochester, and Mankato residents pay 7% sales tax on audiocassettes; all other Minnesota residents pay 6.5% sales tax

4 Ways to Register:

in person



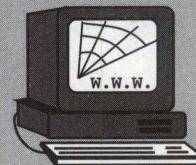
by fax (credit card only)



by mail



online (credit card only)



5. Method of Payment

- Cash (in person only)
 Check (payable to the University of Minnesota)
 VISA MasterCard Discover/NOVUS

Account No. _____

Expires _____ Cardholder _____

Signature _____

Bill to Accounts Receivable (STARS) (CREDIT COURSES ONLY)

- Admitted student
 Financial Aid student
 Third party agency billing (authorization must be on file or attached)
 University of Minnesota scholarship (authorization must be attached)

If you register by fax, send **ONLY** the front of this form

1. Student Information

Information in this section is private data. Items marked by an asterisk (*) are required for identification and to establish your student record. The remaining items, including Social Security number, are voluntary and are used for positive identification. Failure to provide voluntary information will have no effect on your registration. This information is shared with the registrar's office, your instructor, and other University offices for the purpose of record keeping, affirmative action, and reporting.

2. Confidential Information

The information requested is voluntary and will be used for summary reports required by federal and state laws and regulations and to support institutional affirmative action reports. It will not be used as a basis for registration nor in a discriminatory manner.

Select the appropriate code and enter it on the front of this form.

Predominant ethnic background	Code
Black, non-Hispanic (African American)	01
American Indian, Alaskan Native	02
Asian/Pacific Islander	03
Hispanic—Chicano/Mexican-American	A
Hispanic—Puerto Rico, Cuba, other Hispanic	B
International Student	05
White, non-Hispanic (Caucasian)	06

Highest level of education	Code
Some high school	01
High school graduate	02
Vocational/technical training	03
Some college	04
2-year associate degree/certificate	05
4-year college degree	06
Some graduate school	07
Graduate or professional degree	08
Other (please specify)	09

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.

Distance Education Registration Form (Complete one form for each course)

1. Student Information

*See the back of this form regarding information on private data.

Social Security number _____ *U of M ID number _____

Date of birth _____ Gender Male Female

NAME: *Last _____ *First _____ Middle Initial _____

*Address _____

*City _____ *State _____ *Zip Code _____

Country _____ E-mail address _____

Home phone no. () - _____ Work phone no. () - _____

2. Confidential Information

See the back of this form for the correct code to insert:

Predominant Ethnic Background code _____ Highest level of education code _____

3. Course Selection

Year _____ Term: Summer Fall Quarter Winter Quarter Spring Quarter

If special term, enter dates: From _____ To _____

Dept. Abbr.	Course No.	Section	Course title as it appears in this catalog	Credits	A-F or S/N

Term beginning date	Term end date

Graduate credit requested? Yes No
If Yes: Grad School, U of M rate Grad rate, other schools
College-based, post-baccalaureate grad rate

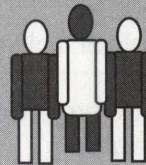
4. Amount Due

Tuition \$ _____
Materials/Services fee \$40 (per course) \$ _____
Course Materials (if applicable; see Course Descriptions)
• Videocassette Deposit/Rental \$ _____
• Audiocassettes \$ _____
• Audiocassette sales tax (Minnesota residents)* \$ _____
• Other supplies \$ _____
Late Fees (if applicable—term-based registration in section A only) \$ _____
TOTAL \$ _____

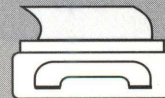
* Minneapolis, St. Paul, Rochester, and Mankato residents pay 7% sales tax on audiocassettes; all other Minnesota residents pay 6.5% sales tax

4 Ways to Register:

in person



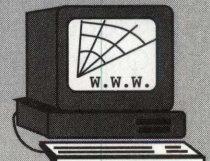
by fax (credit card only)



by mail



online (credit card only)



5. Method of Payment

- Cash (in person only)
- Check (payable to the University of Minnesota)
- VISA MasterCard Discover/NOVUS

Account No. _____

Expires _____ Cardholder _____

Signature _____

Bill to Accounts Receivable (STARS) (CREDIT COURSES ONLY)

- Admitted student
- Financial Aid student
- Third party agency billing (authorization must be on file or attached)
- University of Minnesota scholarship (authorization must be attached)

University of Minnesota Catalog
Distance Education
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Use Distance Education Course Credits to
Advance Your Goals:

- **University of Minnesota degrees**
- **University College certificates**
- **Career advancement**
- **Personal satisfaction**

**For the most up-to-date information on our courses,
contact Distance Education or check our Web site:**

612-625-3333

1-800-234-6564

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