

ACADEMIC PROGRAMS AND SERVICES

UNIVERSITY OF SOUTH FLORIDA - 1997/98 UNDERGRADUATE CATALOG

Special Academic Programs USF/Florida Public Community College Cross Enrollment

Some undergraduate students may find it advantageous to cross enroll at a Florida public community college while attending USF. Procedures to permit this type of registration are available during specified times printed in the University **Schedule of Classes**. Credit hours for the course(s) taken at the host institution will apply toward graduation only if prior approval was received from the student's USF advisor. The grade point average will not transfer to USF. See a USF college advisor for detailed registration instructions and course approval.

Transient Students

USF degree-seeking students who wish to enroll at another regionally-accredited institution **MUST HAVE PRIOR WRITTEN APPROVAL** from their college academic advisor to receive credit for courses taken. The transient student/cross enrollment form should be used for this purpose.

College Level Examination Program (CLEP)

USF grants credit for general distribution requirements and for a number of specific courses through CLEP General Examinations and CLEP Subject Examinations. Performance levels necessary to achieve credit are established at a common level for all universities and community colleges in the State system. Generally the performance levels are based on the average score of students who have already taken the courses.

The following policies apply to this program:

1. Although the **General Examinations** are not equated to specific courses, there are two cases in which the content is sufficiently similar to be considered as duplicate credit. Thus, credit may not be received for both in the following:

Test	Courses
English Composition with Essay	ENC 1101 and ENC 1102
Mathematics	MAC 2102 and MGF 2202
2. Transfer students from SUS or Division of Community College institutions must have scores or CLEP credit posted on their transcripts to receive CLEP credit at USF. Transfer students from non-SUS or non-Division of Community College institutions must have scores which meet the State Board of Education minimum score standards posted on official transcripts. The receiving college will determine, based upon guidelines, the applicability of these credits to the student's (baccalaureate) degree requirements.
3. Credit for CLEP **Subject Examinations** will be awarded for passing scores only on those examinations which are recognized by USF and do not constitute duplicate course credit.
4. CLEP Examinations (General or Subject) for English do not satisfy the writing requirements for SBE 6A-10.30, although they do provide credit for the appropriate English courses.
5. CLEP General/Subject Examinations in mathematics, calculus, college algebra, trigonometry may satisfy the semester hours of mathematics required (College Algebra or above) for SBE 6A-10.30.
6. CLEP credit does not count toward academic residency. Applications for and additional information on CLEP are available in the Office of Evaluation and Testing.

Advanced Placement Credit Program

USF participates in the Advanced Placement Program conducted by the College Entrance Examination Board.

Examination papers are graded by selected committees on a five-point scale. The University allows advanced placement credit for scores of 3, 4 or 5. No credit is allowed for scores of 1 or 2.

Additional information is available in the Office of Evaluation and Testing.

Independent Study

Undergraduate students wishing to take a course by independent study must contact the instructor of the course for permission. The instructor specifies the requirements to be completed by the student including tests, periodic class attendance, term papers, etc.

Not all courses in the University may be taken by independent study. The respective colleges have jurisdiction in the determination of which courses may be taken in this manner.

The regular grading system applies to all independent study students. Grades earned by independent study have the same status as those acquired through regular class attendance. Students taking a course by independent study must register for the specific course section in the regular manner.

College Reach-Out Program

College Reach-Out is an academic program designed for low-income and educationally disadvantaged junior and senior high school students, who have the academic potential for success in a postsecondary institution, and plan to pursue an education beyond high school.

The focus of the program is to prepare students to meet higher education requirements established for admission to colleges and universities. Tutoring services are provided to enhance students' academic skills.

The program is structured to provide counseling in personal, social, academic, educational, and career opportunities. Academic requirements are listed:

1. Family income must meet federal and state guidelines.
2. Students must have completed the 8th grade.
3. Students must have a 2.0 grade average in English, mathematics, history, and science.
4. Students must attend schools in Hillsborough County.

Applications should be forwarded to the College Reach-Out Program, FAO 161, USF. Information may be obtained by calling (813) 974-3713.

Enrollment in Evening Courses

Evening courses at USF are part of the regular academic program; they are offered at times convenient to people within commuting distance who wish to continue their education at night while occupied during the day with other responsibilities. Requirements for day and evening courses are the same. See the University Class Schedule for evening registration dates and times.

State University System, External Degree Program Bachelor of Independent Studies (BIS)

The Bachelor of Independent Studies Program is available through participating state universities in Florida. The universities currently involved are the Florida International University, Florida State University, the University of Florida, the University of North Florida, and the University of South Florida.

Founded in 1968, the external degree program is for adults who find it difficult to attend regular university classes because of career or family commitments. The BIS student proceeds at his/her own pace and, for the most part, in his/her own setting. The exception is the summer seminars which require periodic, short-term campus residence.

The administration office for the Program is located on USF's Tampa Campus. For detailed information, see the College of Arts and Sciences.

State University System Correspondence Courses

The University of Florida's Department of Independent Study by Correspondence administers all correspondence instruction for Florida's State University System (SUS).

Over 150 college credit, high school credit and continuing professional education courses are available anytime, anywhere through regular mail or fax. In many cases, students also have the option to e-mail their assignments to the instructor.

Enrollment in all courses is possible at any time of the year; however, prior approval of an advisor is needed if a course is to be used toward a diploma or a degree.

For a **FREE** brochure, please contact: Department of Independent Study, 2209 NW 13th Street, Suite D, Gainesville, FL 32609-3498; (352) 392-1711, ext. 200; or e-mail: Learn@nervm.nerdc.ufl.edu. Be sure to check out the home page: <http://www.doce.ufl.edu/indstudy>.

USF considers independent study by correspondence as resident credit. Grades are not transferable. Exception: grades for courses taken by Cooperative Education students while on a training period are transferred and will be used in computing the USF GPA.

Upward Bound

Upward Bound is a pre-college program for students from low-income families who have academic potential, but who have inadequate secondary school preparation or have not achieved success in school.

Its purposes are to assist these students in developing goals and academic skills, and to provide the motivation necessary to obtain entrance and achieve success in a college or post-secondary program. To qualify, the applicant must meet the following criteria:

1. Family income must meet federal guidelines.
2. Applicant should be a potential first-generation college student.
3. Student must have completed the 9th grade and presently be enrolled in the 10th or 11th grade in an accredited high school.
4. GPA must be 2.0 ("C") or above in basic pre-college courses.
5. Attend weekly scheduled tutorial sessions.
6. Attend six-week summer residential component on the USF Tampa Campus.

Applications should be forwarded to Director, Project Upward Bound, USF.

International Student Exchange Program (ISEP)

USF maintains cooperating programs for the exchange of undergraduate students with various universities in England, France, Scotland, Australia, Israel, Sweden, Japan and Korea. These exchanges are provided through the International Student Exchange Program (ISEP). Because new schools are continuously added to the ISEP, an updated listing of exchange universities is available from the ISEP office.

It is much less expensive to attend a foreign university on exchange than it would be on one's own. Costs approximate those at USF. Decisions about covered charges and services are based upon cooperating contractual agreements. There is a deposit of \$250.00 for international exchange, which is refunded only if a qualified applicant cannot be placed. While on exchange, students are considered to be enrolled full-time for all purposes including financial aid. Duration of exchange can be a full year or one semester depending on the specific exchange agreement.

A minimum 2.5 (3.0 for some institutions) cumulative GPA is required for exchange. It is recommended, though not required, that students exchange during the sophomore or junior years. Courses and grades earned on exchange are accepted and entered into the USF record (transcript) and grades earned on exchange are merged into the USF GPA.

Students who wish to exchange in the Fall are advised to apply by March 1. Students wishing to exchange in the Spring are advised to apply by September 15. The number of placements is limited, so early application is desirable. The date of application (as well as year in college, scholastic record, etc.) carries considerable weight in situations where demand exceeds supply. The ISEP office maintains a library of materials about the universities cooperating with USF.

Study Abroad Programs

USF students are eligible, if they meet the specific academic requirements, for enrollment in a wide variety of study abroad

programs sponsored by the SUS of Florida as well as by many other U.S. colleges and universities, national educational organizations, and foreign institutions of higher learning.

* The following overseas study programs are administered by USF under the auspices of the Overseas Study Programs Office of the International Affairs Center (located in CPR 468).

*One, two, or three-month study in Paris and in Tours, France. In-class study of the French language in cooperation with the Alliance Française. In conjunction with this language study, an intensive program in French culture is offered during the month of June or July which combines lectures, and on-site visits in Paris with day-long excursions to important historical locations in the provinces.

*A four-week summer program of Italian language and culture located at Perugia, Italy in conjunction with the Italian University for Foreigners.

*A four-week summer program of study of Spanish language and culture centered in Madrid, Spain, with a study tour to Barcelona or Andalucia.

*A year-round program in San Jose, Costa Rica in collaboration with the Forester International Institute. This flexible program of study of Spanish offers intensive courses from two weeks to three months.

*A summer program in Mexico. Offered in collaboration with the University of the Americas in Cholula, Mexico. It provides participants with an opportunity to study Spanish language, Mexican culture and to visit many archeological sites.

*A summer program in photography or art history conducted in Paris, France. (Class alternates each year.)

*A three-week to eight-week summer program in German language and culture in Berlin.

*A six-week summer program in Russian language and culture in Moscow.

*A two, three, or four-week international summer school program at Cambridge University.

*And approximately 3 dozen semester and summer academic programs in more than 25 countries available through USF's membership in the College Consortium for International Studies (CCIS).

New study abroad opportunities are added each year. In addition to residential programs, USF offers a variety of short-term study-tour programs managed by the Overseas Study Programs Office (CPR 468.).

These programs include intensive study on the Tampa campus prior to the travel segment. Recent programs have focused on Africa, the Caribbean, South America, France, Ireland and Scotland, and Tahiti/Moorea.

The programs described in this section are approved study-abroad programs and all carry USF credits.

The University of South Florida also offers reciprocal exchange programs for students in the following countries: Australia, Brazil, China, Costa Rica, England (10 universities), Estonia, France (6 universities), Israel, Italy, Japan, Korea, Mexico (4 universities), the Netherlands, Russia, Scotland, Spain, Sweden, Venezuela, and Wales.

A sampling of residential or study-travel programs offered by other universities in the SUS follows:

Administered by Florida A & M University: study and exchange programs to Haiti, Jamaica and Sri Lanka.

Administered by Florida Atlantic University: study and exchange programs to Australia, China, Denmark, Finland, Lithuania, Poland, and Russia.

*Administered by Florida International University: study and exchange programs to the Bahamas, the Czech Republic, France, Germany, Mexico, and Sweden.

*Administered by Florida State University: study and exchange programs to Australia, Barbados, Costa Rica, Eastern Europe, Italy, Korea, Switzerland, and England.

*Administered by the University of Central Florida: study and exchange programs to Austria, Canada, Chile, China, Korea, Russia and Switzerland.

*Administered by the University of Florida: study and exchange programs to Denmark, England, Finland, Germany, Greece, Italy, Japan, Mexico, Sweden, Taiwan and Venezuela.

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*Administered by the University of North Florida: study and exchange programs to the Czech Republic, England, France and Ireland.

*Administered by the University of West Florida: study and exchange programs to Austria, Canada, Costa Rica, Germany, Israel, Japan, Norway and Taiwan.

Students who plan to participate in study abroad programs should consult their departmental advisors to determine whether the course of study they plan to pursue will be acceptable for meeting degree requirements.

Information about these and other programs, as well as advising on study abroad, may be obtained from the Overseas Study Programs Office or Overseas Information Library in CPR 468, 974-4314; e-mail: jhale@lang.usf.edu or lyates@lang.usf.edu.

Florida College Exchange Program

Through an exchange agreement, students of USF, with the approval of their advisors, may elect courses at nearby Florida College. Credit for acceptable work may be transferred to USF and counted as elective credit toward graduation. Students from Florida College have a similar transfer arrangement.

Costs for students under these cross enrollment plans are based on credit hours of work taken, and payment is made to the appropriate institution in accordance with its per-hour fee rate.

Florida College students enjoy full privileges of the state-wide articulation agreement and of USF transfer student policies, such as academic salvage and full acceptance of the Associate of Arts degree.

Academic Services and Support

Distance and Technology Mediated Learning

The Division of Distance and Technology Mediated Learning provides the support for the distance delivery and technology enhancement of instruction and serves various instructional and non-instructional needs of the University.

Academic Productions supports the video production and recording needs of the University by providing in-house classroom studio facilities. These studios are part of the University's distance learning network which enables the delivery of courses, teleconferences, and meetings to remot campuses, industrial and corporate sites, and other agencies throughout the State. Academic Productions can also produce instructional, informational, and promotional videos and multi-image slide shows for faculty, staff, and student organizations.

Academic Support Services provides coordination and assistance in the delivery of courses to off-campus sites. Services include studio scheduling, publication of course offerings, on-site registration and advisement, materials distribution, tape duplication and distribution, and site director training. Academic Support Services acts as a conduit between and among the various campuses and remote sites.

Campus A/V Instructional Services provides equipment such as TV receivers/monitors, video projectors, video equipment, computer projection units, 16mm projectors, filmstrip projectors, slide projectors, etc., for classroom use, University events and other functions. Audiovisual Services also provides simple and complex public address systems, recording and dubbing services, and maintenance of audio and video equipment.

The Film/Video Distribution's collection contains instructional and informational videotapes and films that are available for utilization in scheduled USF courses at no charge; for rental to external agencies or non-academic internal utilization; and for preview in the Film/Video Distribution Office located on the Tampa campus. Reference and research services for films not in the USF collection are also provided.

The Graphic Design Department provides a full range of graphic design applications including brochures, flyers, transparencies, charts, graphs, signs, video animation, computer-generated slides, and displays. Graphic designers provide

solutions to meet communication design needs for instructional, informational, and promotional activities of the University.

The Media Supplies and Services Department provides comprehensive assistance in the selection, design, production and utilization of a varied range of instructional and presentational materials and tools. Services include overhead transparencies, signs, drymounting, matting, laminating, framing, punch/bind and poster size enlargements. AV materials, such as microphones, patch cords, projection lamps, overhead transparencies, surge protectors, audio and video cassettes, splicing tapes, and more are available for purchase.

Teleconferences. USF teleconference facilities allow faculty, staff, students, and the business community access to pertinent information presented by renowned experts in their field. Using one-way video and two-way audio live, satellite-transmitted, interactive programs, conferences, and discussions from anywhere in the world. Viewers, in remote sites who share an educational need, are virtually connected across time and space by electronic technology. USF's satellite receiving dish allows reception of both KU and C band teleconferences, as well as re-transmission from the Tampa campus to selected receive-sites within the University's five-county transmission area. The Office of Teleconferences also provides full coordination services for uplink capability. Complete teleconference program planning, coordination and administrative services, including marketing and promotion, registration, program materials, fiscal management, and evaluation are available.

Open University (O.U.)

The Open University (O.U.) brings USF credit courses to students via television and radio. Broadcast on WUSF-TV, Channel 16 in the Tampa, St. Petersburg, Sarasota, and Lakeland areas and on WSFP-TV, Channel 30 in the Fort Myers area, O.U. is ideal for the working person, a parent with small children, a student who is unable to get into an on-campus course, or anyone with a desire to learn. Most programs are broadcast twice, at times convenient for students.

Many O.U. courses may be used to fulfill General Distribution and/or major requirements and may be used as elective credit for most degree programs. Some O.U. courses also may be used by Florida teachers to extend their teaching certificates. Students should check with their departments for clarification.

THERE IS NO MANDATORY FIRST DAY CLASS ATTENDANCE POLICY FOR MOST O.U. COURSES UNLESS INDICATED. This means that, while you are not responsible for attending a "first class" for most O.U. courses (other than those scheduled and listed on your syllabus), you will NOT BE AUTOMATICALLY DROPPED from an O.U. course. The **ONLY** way you may drop an Open University course is to fill out a drop/add form and turn it in to the Office of the Registrar.

All O.U. credit courses require some combination of quizzes, papers, special projects, etc., and students receive a letter grade or elect in some courses, to take a satisfactory/unsatisfactory option. Registration dates/times coincide with the University's registration schedule. Both degree-seeking and non degree-seeking students may register for the Open University telecourses at the Tampa, St. Petersburg, Sarasota, Fort Myers, or Lakeland campuses. **Students registering by phone must get a course syllabus from the O.U. office before classes begin. Students registering at the Tampa Campus (not by phone) must have a permit stamp from the O.U. office before registering.**

The O.U. office, like all departments at USF, is unable to give course grades or assignment grades over the phone. With proper identification (driver's license, military ID, USF ID), O.U. will be happy to return papers or give grades to you personally.

THE USF LIBRARY SYSTEM

The seven libraries of USF consist of the three libraries of the Tampa campus: Tampa Campus Library, Health Sciences Library, Florida Mental Health Institute Library; Nelson Poynter

Library at the St. Petersburg Campus; Jane Bancroft Cook Library at the New College/Sarasota Campus; and joint use facilities with community colleges at Edison Community College in Ft. Myers and Polk Community College in Lakeland. The System provides access to information resources to fulfill the instructional, research, and artistic needs of students, faculty, and staff of USF. In addition, the System also has a responsibility to serve the educational, cultural, business, and professional information needs of the citizens of USF's service area and the national academic community.

The USF library system contains over 1,500,000 volumes, and the SUS libraries together contain over 10,000,000 volumes of information resources. Books and periodicals are cataloged and arranged on open shelves using the Library of Congress Classification System. Books may be checked out with renewal privileges; periodicals may not be checked out.

Library User Information Service (LUIS), the online catalog, may be searched by author, title, subject, and keyword to identify the library's holdings. LUIS contains records for the USF libraries, all nine SUS libraries in Florida, online catalogs worldwide, and serves as a gateway to over 50 periodical and full-text databases. Terminals located in various USF libraries provide access to the online catalog. Remote access to the same catalog is also possible through any campus terminal linked to the USF mainframe or via dial-in procedures.

Regional Exchange Center (REC) service can obtain materials from other USF campus libraries upon request. Thus, students and faculty have access to resources beyond the on-site collections at each campus. REC forms are available at reference and circulation service desks.

More information about the USF Library System is available on the World Wide Web at <http://www.usf.edu/academic.html>.

Tampa Campus Library

Central to the philosophy of the Tampa Campus Library is the view that the people it serves are equally as important as the books on its shelves. Students are encouraged to become familiar with the collection, to master the techniques of using it, and to achieve a familiarity with information resources that will carry over into later life.

The Tampa Campus Library contains a collection of more than 900,000 volumes, 4,500 periodicals and 2 million microforms of all types to support a broad range and depth of faculty and student research, as well as personal knowledge and cultural advancement.

Reference Collection: The Reference collection is located on the first floor, with service provided at the Reference desk. Reference librarians assist students and faculty in using all types of information sources: print, media, microform, computer, CD-ROM, on-line. Reference librarians offer computer searches of on-line databases to students and faculty on a cost recovery basis. Some of these same databases may be searched at no cost by using the LUIS catalog or CD-ROM databases in the Reference area. Reference librarians provide classroom presentations in two state-of-the-art computer labs and teach LIS 2001 Information Resources and Library Research. CALL/USF, the library's information service to the community, offers document delivery to USF users. There is a fee for CALL/USF services.

Periodicals Collection: The Periodicals Collection is on the second floor. In addition to more than 4,500 periodicals, the library has selected newspapers from Florida, from major cities in the U.S., and from some foreign countries. A large collection of materials is available in microformat, also located on the second floor. These unique research collections provide access to many important sources otherwise only accessible at other libraries. The library has both a microfiche reproduction service and self-service photocopying equipment.

Government Documents: The Library serves as a selective depository for U.S. and Florida Government publications and acquires United Nations committee reports on microfiche. These documents are augmented by the acquisition of selected publications of other public agencies. The Government Documents

Department houses these collections and is located on the basement level. Topical displays of documents are featured frequently in the department. The Government Documents unit is also a U.S. patent depository library.

Special Collections: The fourth floor Special Collections Department houses the library's rare books, maps, documents, manuscripts, and the University Archives. With more than 1 million items, the Department contains a number of nationally significant research resources, including the papers of Florida's governors, congressmen, and other key leaders. Other important collections include the nationally recognized Children's Book Collection, the NationsBank Black Sheet Music Collection, and the extensive holdings of mutual aid societies and immigrant history materials. These rich resource items are in closed stacks, but with assistance are available at the Special Collections service desk.

Access Services (Circulation, Interlibrary Loan, Reserve, and REC: Regional Exchange Center): The Access Services' Circulation and Reserve departments are located on the first floor. The Reserve collection, containing books and articles "reserved" at faculty request for use of a particular class, is available at the Reserve service desk. Circulating books that are shelved on the third through fifth floors can be checked out at the service desk. The Library uses an automated circulation system which facilitates easy and quick check out of books. A statement of the Library's circulation policy is available at the Access Services desk on the first floor.

University Media Center and Lab: The University Media Center (UMC) provides media materials for instruction, research, and curriculum support. Videocassettes, sound recordings, slides, transparencies, kits, and other audio-visual formats as well as music scores are available for loan. The UMC Audio-Visual Lab provides equipment to utilize all media in the collection, including large projection screen multimedia classrooms. The UMC houses video lectures supporting distance learning programs, including the Open University, Engineering FEEDS, and the Instructional Television Fixed Service (ITFS).

More information about the USF Library System is available on the World Wide Web at <http://www.usf.edu/academic.html>.

ACADEMIC COMPUTING

Academic Computing provides services in direct support of instruction and research. Support for USF's "corporate" computing, including all aspects of student records, is provided by Information Technologies. All USF students are provided with computing accounts, email and Internet access upon request. Contact the appropriate college support group or Academic Computing.

Systems and Facilities

There are several locations on campus where small computers are maintained in open access labs. These labs may also provide access to the second tier computing facilities and the Internet. Second-tier facilities include a variety of UNIX servers operated by the colleges and Academic Computing. In many cases the individual Colleges have support groups. Students and faculty should regard these groups as their PRIMARY resources for computing information. When no local group is available or when the general academic facilities are involved, Academic Computing will provide assistance.

Programming Languages

Compilers for the usual range of applications are available on a variety of machines across campus. Guidance is available concerning access to the compilers, but we are not able to provide programming assistance. There are some exceptions to this. For numerically intense applications, the mathematical packages, and certain statistical programming languages, help is available.

Applications Software

For second tier computing, the principal applications available deal with mathematics, statistics and database activities. Support is available in each of those categories. In the PC area, support is available for a variety of common office applications and free classes are provided for many of these. See the www site for details and registration or contact Academic Computing.

User Services

There are service groups within many of the colleges and units. Users are encouraged to seek help from these groups first, because of the intimate knowledge of local systems. For IBM 9672 problems, or those associated with USF's corporate or student record activities, call Information Technologies. Users with problems associated with Novell networks should also seek help from Information Technologies if no local help is available. In general, faculty and students may seek help from Academic Computing if no local help is available. The exceptions are for problems dealing with student records and administrative computing, supported by Information Technologies.

INFORMATION TECHNOLOGIES/CFRDC

USF is the host institution for a large scale computing facility designated as the Central Florida Regional Data Center (CFRDC). This facility operates as a computing utility within the SUS and provides instructional, research, and administrative computing support for the University and numerous other agencies. CFRDC is a division within Information Technologies (IT) and its support staff consists of Computer Operations, Voice Network Operations, and Technical Support. Computing accounts are established through the IT Financial Services group.

Central site computing equipment located in the Student Services Building on the Tampa campus includes an IBM 9672 Model R32 Enterprise Server supporting tape and disk storage subsystems, laser and impact printers, providing MVS VM operating system environments, in addition to a UNIX platform, and large NT and Netware file and print servers. CFRDC manages and operates the campus-wide Backbone Network providing access to research facilities on campus and the world via SURANET. PC's and workstations are available at various locations on campus. In addition, remote access workstations are located at the St. Petersburg, Sarasota, Lakeland, and Fort Myers campuses. Terminals, microcomputers, printers, and other associated equipment are also maintained in "open use" areas to enable students, faculty, and staff access to the network and central site processing support. These remote open use areas may vary in their scheduled hours of operation but, generally speaking, each provides significant amounts of access, normally seven days a week.

PUBLIC BROADCASTING

WUSF-TV (Channel 16, Tampa) is a noncommercial educational television station serving the communities of the Tampa Bay region as an important outreach arm of the University. The third most watched public TV station in Florida, TV16 provides high-quality educational, instructional, informational, cultural, and public affairs television programming and services to viewers in the greater Tampa/St. Petersburg/Sarasota areas including Polk, Pasco, and Hernando Counties, as well as USF faculty, staff, students, and other educational agencies. The station is a member of the Public Broadcasting Service (PBS), Southern Educational Communications Association (SECA), Florida Public Broadcasting Service Inc. (FPBS), American Public Television Station Inc. (APTS), and WUSF-TV16 is a charter member of the Program Resources Group Inc. (PRG).

WUSF(FM) 89.7MHz (Tampa/St. Petersburg) is a member supported noncommercial public radio station serving USF and its campuses and surrounding communities with 24 hours a day of classical music, jazz, educational, and news and information programming. The station is a member of National

Public Radio (NPR), American Public Radio (APR), Florida Public Broadcasting Service Inc. (FPBS), and Southern Public Radio (SPR). The station's program service covers a region that includes 1/3 of the population of Florida. WUSF operates the WSFP-FM program service under an agreement with Florida Gulf Coast University, bringing this high quality service to southwest Florida.

The **WUSF and WSFP Radio Reading Service (RRS)** broadcast daily readings of newspapers, magazines, and other materials from Tampa, Sarasota, and Fort Myers for the print and physically disabled. More than 300 volunteers provide material on a 24-hour schedule. RRS airs on sub-carrier frequencies of WUSF-FM and WSFP (FM); qualified listeners receive the programming on special crystal-tuned receivers, loaned from the RRS. The Service also provides the University community with ADA-required cassette recordings of print material for use by print-handicapped persons.

INSTITUTE ON BLACK LIFE

As an outgrowth of the University of South Florida's concern for and commitment to cultural diversity, the Institute on Black Life was established in the Fall of 1986, under the Office of the Provost, to serve as a bridge between USF and the global community. The main purpose of the Institute on Black Life is to serve as a vehicle to utilize the research expertise of faculty, students, and staff to identify and assist in the needs for research, training, and program development that will enhance the economic, educational, social, political and religious life of the community. The Institute on Black Life provides support and encouragement for African-American and other minority students, faculty, and staff through scholarships, fellowships, research grants, conferences, and program development. The Institute accomplishes its mission through three major components: research, development, and University/community service.

The Institute on Black Life maintains a highly professional applied research program. Faculty from various disciplines conduct research in the areas of cultural diversity and other issues critical to the quality of life.

Funding to support research projects is sought through contracts, grants and private foundations. This support assists in either the initiation of new projects or in providing resources to faculty and student research that is already in progress. The Institute holds workshops, seminars and conferences to discuss the findings of its research projects.

The Development component links the Institute with the private sector to establish support for students through scholarships, fellowships, book funds, and program development. The Institute on Black Life seeks funds from private foundations, corporations, and community organizations to assist in recruiting and retaining minority students.

The Institute develops community enhancement programs concerned with minority issues. These programs include a Speaker's Bureau, lectures, workshops, seminars, forums and conferences. These programs are offered in conjunction with civic, non-profit organizations, local government agencies and businesses/corporations.

Center for African Diaspora

In November 1992, The Institute on Black Life initiated an agreement between the University of South Florida and the International Center for Bantu Civilizations (CICIBA) in Libreville, Gabon (Africa); thus becoming the first American university to officially affiliate with CICIBA. The Center for African Diaspora was established within the Institute on Black Life as an outgrowth of the CICIBA agreement. The Center is a major part of the Institute on Black Life's commitment and ongoing efforts to combine and provide more focus on African issues and activities. The mission of the Center is to promote research and cultural activities through educational, economic, and cultural exchanges between the University of South Florida students, faculty, scholars, and the community regarding the political and

socio-economic issues facing Africa and descendants of the African Diaspora.

OFFICE OF RESEARCH

Creative research and scholarly activities are essential aspects of the undergraduate educational experience at USF. The promotion and administration of such is the responsibility of the Office of Research and its divisions, which provide services that enable USF faculty, staff, and students at all academic levels to be competitive in a dynamic research environment. The Office of Research administers both sponsored and non-sponsored activities and projects that include institutional research projects, research contracts and grants, patents and copyrights, federal and state research compliance regulations, USF's own internal award programs, economic development initiatives, public-private partnerships, participation on the local research and development authority, research park development, technology transfer, and research activities of affiliated hospitals and institutes.

From developing a grant proposal to filing a patent to removing biohazardous waste from laboratories, the Research staff are trained professionals committed to meeting the needs of USF researchers. In turn, the dedication of USF undergraduate as well as graduate students and faculty researchers has contributed to the phenomenal growth in research that USF experienced over the past ten years. In 1995/96, USF received over \$103 million in research funding—quite a feat when compared to the \$22 million received just 10 years ago.

USF faculty, students, and staff are active in the search for new knowledge and consistently demonstrate their concern about the world in which they live. With the support of private and public agencies, they contribute to our knowledge about the world in which we live and apply their findings and skills to solving many of the problems facing contemporary society. Many contributions evolve from basic research; others, from practical applications of new knowledge. Other projects make specialized training available to public officials, to organizations working for social betterment, to religious and educational institutions, and to business and manufacturing organizations. Through sponsored and non-sponsored activities, USF faculty, students, and staff make significant contributions to the University's instructional programs. Additional information about services and programs are available on the World Wide Web (<http://www.research.usf.edu/>).

LOUIS DE LA PORTE FLORIDA MENTAL HEALTH INSTITUTE

The de la Porte Florida Mental Health Institute's (FMHI) mission is to strengthen mental health services in the State of Florida by providing research, training, and education on mental health services (Florida Statute 240.514).

The Institute's programs are conducted by four departments: Aging and Mental Health, Child and Family Studies, Community Mental Health, and Mental Health Law and Policy. The Institute conducts a broad range of applied research, training, and dissemination activities related to the planning, development, delivery, and evaluation of public mental health services. FMHI's training and consultation activities are provided for a variety of audiences including mental health and health care professionals, the Florida legislature, administrators, policy makers, planners, consumers, students, and the public.

FMHI provides continuing education opportunities for mental health and health professionals. FMHI is approved to provide continuing education credits for the following professional organizations: American Psychological Association, Florida Department of Professional Regulation, Florida Board of Nursing, and the Certification Board of Addiction Professionals of Florida. FMHI also provides continuing education credits to professional groups as physicians and attorneys through organizations such as the USF Continuing Medical Education Office and the Florida Bar Association.

FMHI offers undergraduate and graduate students field placements, internships, research assistantships, volunteer, and part-time employment opportunities. Students may earn academic credit for clinical placements, internships, tutorials, or independent research performed at the Institute in conjunction with USF courses. FMHI faculty teach credit courses in degree-granting programs in cooperation with other USF colleges.

FMHI's pre-doctoral internship program for psychologists is approved by the American Psychological Association. Undergraduate and graduate students participate in FMHI's Multicultural Mental Health Training Program designed to attract minority students to the mental health field.

SCHOOL OF CONTINUING EDUCATION/ EDUCATIONAL OUTREACH

The School of Continuing Education extends the University's educational resources and services to the Tampa Bay region and provides noncredit and credit instructional programs for individuals, organizations, and businesses. In 1995-96 the School provided 722 continuing programs that served over 16,000 individuals. Over 35,000 hours of continuing education units were awarded representing 350,000 contact hours of direct institutional activity. The School provides coordination, logistical support and administrative oversight of all central and college-based continuing education programs to help the University fulfill its educational mission. During this year, the School will be re-organized as the Office of Educational Outreach, to serve better the University's mission and vision as a comprehensive metropolitan university.

Division of Special Programs

The Division of Special Programs (DSP) is an academic division of the School of Continuing Education for the conduct of credit courses for non-traditional students. PACE (Program for Adult Credit Education) is the primary administrative unit for DSP; administrative support is also provided to Overseas Study and MERIT (Multilingual Educational Resources, Information and Training).

DSP/PACE is an administrative unit for the non-traditional delivery of both undergraduate and graduate classes. Methods of delivery include, but are not limited to: off-campus classes offered with instructors coming to the site, concentrated format classes, weekend classes on campus, and electronic transmission of regular USF classes to remote sites.

PACE provides administrative support for departments and colleges within the University as they meet the community's professional educational needs, e.g. licensure, certification, or other professional credit continuing education. The Division also works with area businesses, school boards, and organizations to offer credit courses to their employees, often by contract with a sponsor. Through its "Forum USF" program, PACE serves as an academic outreach into business, educational and community organizations.

The Division also administers MERIT, a program to meet the needs of public school boards and their employees for training in working with Limited English Proficient students.

All courses delivered by PACE are listed in the USF undergraduate or graduate catalog and are taught by USF instructors. Students in PACE programs must meet all USF admissions, academic standing, and graduation requirements. All registration is handled through PACE (1) at the first and last class meeting of each PACE course every semester, (2) at orientation sessions, or (3) during regular office hours in the PACE office. Textbooks are delivered to the various sites for each class. Academic counseling and advice are also available.

Payment for PACE courses is made directly to PACE, usually by mail. Costs are ordinarily a bit higher than regular Tampa Campus rates to cover additional expenses incurred in coordinating and offering a largely off-campus program. VISA and MasterCard are accepted by phone or in person on campus (but not at off-campus locations) as payment for course fees.

The Division exists as a means for the University to respond quickly and flexibly to the needs of the USF service area for credit courses that cannot be conducted through the University's usual offerings. Consequently, the Division is receptive to adding new programs to its activities.

For details on any of these programs, contact the Division of Special Programs, University of South Florida, 4202 E. Fowler Ave., MGZ 144, Tampa, Florida 33620-6610; e-mail: pace@conted01.conted.usf.edu.

Overseas Study Programs

The Overseas Study Programs Office coordinates the vast majority of the University's overseas study offerings. Study abroad consists of two major types: (1) residential programs at noted international colleges and universities or accredited language institutes, and (2) tours of a country or region that are preceded by several weeks of classroom study.

Residential programs up to a semester in length are directly sponsored by USF in France and Costa Rica. More than two dozen other overseas study locations are available to USF students through consortial programs. Summer term residential programs are conducted by USF in Cambridge, England; Perugia, Italy; Madrid, Spain; Berlin, Germany; Moscow, Russia; and Puebla, Mexico.

The typical study tour consists of lectures of a specific topic by USF faculty in advance and while overseas. All tours are led by USF faculty with experience and academic expertise in the country(ies) toured. Past destinations include Africa, Australia, China, Egypt, Great Britain, Israel, Russia, and South America.

All residential and study tour programs are open to the general public as well as USF students; all programs include an academic course that may be taken on a credit or audit basis. The Overseas Study Office is a cooperative program between the International Affairs Center and the School of Continuing Education.

For details on USF Study Abroad, contact the Overseas Study Programs Office, 4202 E. Fowler Avenue - CPR 107, International Affairs Center, USF, Tampa FL 33620-5550, telephone (813) 974-4043.

Division of Lifelong Learning

The Division of Lifelong Learning offers courses, services, and programs designed to meet the personal improvement, career, and cultural needs of individuals. Courses are non-credit and include special interest, certificate programs, computer skills, professional development and test preparation. Various non-credit educational programs (workshops, seminars, short courses, etc.) are scheduled through the year by the colleges of the University and the School's Division of Lifelong Learning, making it possible for the University to serve greater numbers of people of all ages with richer and more diversified programs. The programs vary in length from one day to ten weeks, and the subject matter is concentrated as needed for the group being served.

The Continuing Education Unit (CEU) is awarded to participants who successfully complete programs that are sponsored by the School of Continuing Education and approved by an academic unit. Transcripts indicating awarded CEU's are available on written request.

The Division of Lifelong Learning develops programs for business and industry, government, professional, civic, and service groups. A variety of instructional methods is used to assure maximum participation. Distinguished faculty members from USF and other institutions of higher education, and national and international resource persons serve as consultants, instructors, and lecturers for the programs.

Professional program coordinators are available to provide technical assistance in program planning, budget preparation, and evaluation, and to assist organizations in developing programs consistent with the needs of the group and the overall educational objectives of the University.

The Florida Center for Writers, a joint project of the Department of English and the Division of Lifelong Learning at USF,

was established to foster an appreciation of literature and to help writers of all levels master their craft. The Center sponsors the annual Florida Suncoast Writer's Conference and Florida Suncoast Writers' April Workshop, ongoing classes in writing, the publication of **Sunscripts: Writing from the Florida Suncoast Conference and Workshop**, and various lectures and readings.

Mediation Institute

The USF Mediation Institute provides Florida Supreme Court approved courses used for certification in family and circuit civil mediation. In addition, the Mediation Institute provides educational programs that incorporate conflict resolution skills in parenting classes for divorcing families; juvenile dependency mediation; orientation materials for mediating parties; advanced mediation training; and assistance in developing training programs in emerging areas of conflict resolution through mediation.

For further information, contact the USF Mediation Institute, USF School of Continuing Education, 4202 E. Fowler Avenue, MGZ 144, Tampa, FL 33620-6600.

Community Music Division

The USF Community Music Division is a full-service community music school and a member of the National Guild of Community Schools of the Arts. Utilizing facilities of the School of Music, the Division also uses music facilities in selected area schools and brings quality music instruction to various neighborhoods. The Division provides non-credit instruction for children and adults in both private and group settings. The school year is divided into two semesters of fourteen weeks each plus a summer session. Programs range from pre-school music classes through adult private instruction.

Dedicated to providing the highest quality musical instruction, the Division has a talented teaching staff comprised of musicians active as both teachers and performers. These include Florida Orchestra members in addition to leading community-based music teachers and free-lance musicians. For details, contact the USF Community Music Division, 4202 E. Fowler Avenue, MGZ-144, Tampa, FL 33620-6610. Ph. 813/974-5792.

Division of Conferences and Institutes

The Division of Conferences and Institutes develops and coordinates short-term programs (conferences, institutes, workshops, symposia, and seminars) consistent with the needs of specific groups and organizations to broaden their professional competencies. This division serves the academic and administrative units of the University as well as organizations such as business and industrial firms, government agencies, schools, professional organizations, and other interest groups.

Organizations that require only management support during the conference itself, as well as those that require a full complement of services, can be accommodated by the Division. Professional program coordinators provide assistance with conducting needs assessments, technical program design, program budget development, instructional resources, brochure preparation, logistics, registration, recording of Continuing Education Units, on-site program management, program evaluation, and certificates.

For details, contact the Division of Conferences and Institutes, USF, 4202 E. Fowler Avenue, Tampa, FL 33620-6600, telephone 813-974-5731, fax 813-974-5421; e-mail laura@conted.usf.edu.

Division of Senior Programs

The Division of Senior Programs initiates and coordinates programs for adults of retirement age. Many of these programs are planned in conjunction with seniors who play an active volunteer role in facets of the programs. Programs include:

Senior Citizen Tuition Waiver Program: Florida residents who are 60 years of age or older by the first day of a respective

semester may take certain undergraduate or graduate courses on a space available basis without paying tuition. Academic credit is not awarded, examinations are not required, and grades are not given. An orientation-registration is held at the beginning of each semester. Peer advisors are available for advising.

SeniorNet: An international, non-profit organization, SeniorNet is for seniors age 55 and over who are interested in learning to use computers. Members who join SeniorNet share and exchange knowledge and interest with members through an online network. Members may take courses taught by senior volunteers with extensive computer experience. Courses and fees are described in information sent to seniors who ask to be on a SeniorNet mailing list.

Learning in Retirement Institute: As an outgrowth of Elderhostel, the Learning in Retirement Institute builds on the motivations and experiences of adults in retirement as they continue learning, expanding their horizons and enhancing their personal development. Learners develop intellectually stimulating educational programming within an organizational structure which distinguishes the Institute as an educational community of older learners. Learners must be members of the Institute and pay fees for study groups each semester. Membership information, study groups and study group leaders are described in information available to seniors who request inclusion on the LIR mailing list.

Other programs and courses are offered each term. For details on all Senior Programs, contact Division of Senior Programs, USF, 4202 East Fowler Avenue, MGY 153, Tampa, FL 33620-6600; e-mail lee@conted01.conted.usf.edu.

**The English Language Institute
- College of Arts and Sciences**

The English Language Institute offers intensive English as a Second Language (ESL) to non-native speakers of English. Students are given a placement test upon registering for the program. This test determines the proficiency level into which the student is placed, ranging from elementary, low-intermediate, high-intermediate, to advanced pre-university ESL.

Students attend non-credit classes 25 hours a week. The curriculum includes training in English pronunciation, listening comprehension, spoken English, grammar drills, reading comprehension, and composition skills. Students who complete Advanced ESL usually score above 500 on the Test of English as a Foreign Language (TOEFL).

The English Language Institute is authorized to issue the Certificate of Eligibility (I-20) to students who require a Student Visa (F-1) and who meet criteria set forth by the United States Immigration and Naturalization Service.

The cost of the program is \$2,485.00 per semester. There is an additional non-refundable \$50.00 application fee.

For complete details, contact the English Language Institute, USF, Tampa, FL 33620, or call (813) 974-3433; fax (813) 974-2769.