

ACADEMIC PROGRAMS AND SERVICES

UNIVERSITY OF SOUTH FLORIDA - 1998/99 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 partial fulfillment of the Liberal Arts General Education 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-10.030, although they do provide credit for the appropriate English courses.
5. CLEP General/Subject Examinations in mathematics, calculus, college algebra, trigonometry satisfy the semester hours of mathematics required (College Algebra or above) for SBE 6A-10.030.
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, career opportunities, and a summer enrichment program. Admission 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, HMS 497 or 499, 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.

Community Experiential Learning Program

The Community Experiential Learning (CEL) Program offers students the opportunity to explore the relationship between their classroom learning and the broader community. With faculty guidance, students design their own community experiences and receive between one and four academic credit(s) upon completion. Students may choose to work as an intern with a community organization/agency or to explore a community issue through independent research. The community can be as close as a neighborhood just beyond the campus or on the other side of the world.

Students may participate in the CEL Program anytime during their academic career. Good standing at the University and a 2.0 GPA is required for acceptance into the Program. CEL courses are offered throughout the entire year. Students should plan their CEL projects during the term prior to their implementation.

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, Korea, Russia, Wales, and Mexico. 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, three months or longer programs in Paris, Tours, and in Aix-En-Provence or Avignon, France. An intensive program in French culture is offered in June or July, which combines lectures, on-site visits and day-long excursions.

*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 Spanish study 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, Russia.

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

*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 classroom study on the Tampa campus prior to the travel segment. Recent programs have focused on Africa, the Caribbean, South America, France, Germany, Ireland, 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.

*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 in CPR 468, 974-4314; e-mail: jhale@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.

Washington, D.C. Internship Program

All USF undergraduates seeking to live and learn in the nation's capital are eligible to apply for the Washington, D.C. Internship Program. Students participate in either the fall, spring or summer semesters and can earn course credit. Study in Washington, D.C. consists of two major components: (1) working 35 hours per week at your selected internship and, (2) taking one seminar which meets once per week. Opportunities for internships are not limited to government positions, but include a vast array of non-profit and for-profit options.

In conjunction with the Washington Center located in Washington, D.C., students are housed in a conveniently located apartment complex within walking distance to public transportation (the Metro). The Washington Center also provides a student lecture series and a number of special events (e.g., breakfast with Members of Congress, cultural events at the Kennedy Center). The costs of the program vary depending upon your date of attendance. Generous scholarships are available.

Applications for the program can be obtained in the Department of Government and International Affairs, SOC 352. For details on the USF Washington, D.C. Internship Program, please contact Dr. Kathryn Dunn Tenpas, Faculty Liaison for the Washington, D.C. Internship Program, 4202 East Fowler Avenue, SOC 107, Tampa, FL 33620-8100 or call 813-974-0830.

Academic Services and Support

EDUCATIONAL OUTREACH

Educational Outreach provides access to the University experience through credit courses and noncredit programs using a wide variety of delivery systems, formats, content and scheduling options. These offerings provide personal and professional development opportunities for individuals, promote workforce development through customized training, and enable students constrained by time and/or place to meet their educational goals. Educational Outreach advances USF's teaching, research and service missions by supporting faculty, students and the programs in which they enroll, both on- and off-campus. Visit our website at <http://www.outreach.usf.edu>.

Educational Outreach supports the teaching and learning process for distance and residential instruction through its **Distance and Technology Mediated Learning (DTML)** unit. Services are organized around four primary areas of support: faculty, students, courses, and classrooms.

Distance Learning Faculty Support helps faculty incorporate a range of instructional technologies to enhance the learning experience of the students. This support involves course production and development assistance for web-based instruction, videoconferencing, two-way video/audio courses, telecourses, videotapes, and one-way video/two-way audio studio classroom instruction. These applications of technology expand access for students constrained by time and/or place.

Educational Outreach provides additional faculty support through its participation in USF's Teaching, Learning and Technology Roundtable (TLTR) and VITAL (Virtual Instructional Team for the Advancement of Learning).

Distance Learning Student Support provides registration, invoicing, and materials distribution services for students enrolled in USF's distance learning and off-campus courses, including **PACE** (Program for Adult Credit Education). These students may be remote learners in technologically delivered distance learning or off-campus face-to-face instruction, or those whose schedules and lifestyles make it difficult to enroll in traditionally formatted courses. This support unit serves students at participating corporate and community sites, as well as individuals in distributed learning programs. Students have easy access to information through the USF Distance Learning Catalogue, a comprehensive institution-wide listing of courses. (To request a catalogue, please call 813/974-2996 or send e-mail to: distance@dtml.usf.edu).

Distance Learning Course Support provides network services and coordination for USF's distance learning infrastructure, including the Instructional Television Fixed Services (ITFS) network and other broadcast video systems, videoconferencing, **Open University** (in conjunction with WUSF-TV), and satellite uplink/downlink capabilities. Support is provided for courses delivered to corporate and other educational sites, as well as courses distributed to individuals through asynchronous models of instruction. Some of these courses are collaborative efforts with other SUS institutions, expanding students' options by sharing instructional resources.

Technology in the Classroom Support includes delivery, set-up, and maintenance of audiovisual equipment; management of a multi-media distribution system; and graphic design support to help faculty communicate ideas and concepts through print-based media and computer-generated displays. This comprehensive service model includes traditional audiovisual equipment, such as overhead projectors, slide projectors, and VCR's and more recent additions to the classroom, including computer projection systems and digital cameras. Automated sound/lighting/audiovisual systems are being introduced to selected classrooms, giving faculty greater control over their educational environment and enhancing the teaching and learning process.

PACE (Program for Adult Credit Education)

Program for Adult Credit Education (PACE) offers credit courses for adult and non-traditional students. Methods of delivery include, but are not limited to: off-campus classes

offered with instructors coming to the site, concentrated classes offered in one or two weeks, weekend classes, and Internet courses. These courses complement USF's Distance Learning offerings, enhancing access for students constrained by time and/or place.

PACE enables USF to respond quickly and flexibly to meet the region's professional educational needs, e.g., licensure or certification. PACE also works with area businesses, school boards, and organizations to offer credit courses to their employees, often by contract with a sponsor.

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. Textbooks are delivered to off-campus sites or made available at convenient locations.

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.

For details, contact the University of South Florida, 4202 East Fowler Ave., SVC 1072, Tampa, FL 33620-6910; e-mail: pace@dtml.usf.edu or 813/974-2996.

Open University (O.U.) Courses Via Television

The Open University offers credit courses via WUSF-TV, Channel 16, for the Tampa, St. Petersburg, Sarasota, Lakeland campuses and their surrounding areas.

Some of the courses are available only on audio or video tapes. This method of instruction is especially convenient for those students who cannot attend on-campus due to work/home responsibilities or transportation difficulties. Some courses can be used to fulfill liberal arts and/or major requirements and can be used as elective credit for most degree programs. Students should check with the department of their college major for clarification. Registration dates/times coincide with the University's registration periods. A complete list of Open University classes is in the **Schedule of Classes**. Or, visit the Open University's web page at <http://www.outreach.usf.edu>.

Courses have on-campus sessions or web-based modules for orientation, reviews and student interaction components. The majority of review sessions are videotaped and available for viewing in the Open University office during office hours in Tampa. **The majority of Open University courses DO NOT have a mandatory first day attendance policy.**

Most Open University telecourse programs are broadcast once within a week. Typically there is an original broadcast on a weekday afternoon or on the weekend. In some cases, students may view missed programs in the University Media Center Lab located on the 6th floor of the Tampa Campus Library. It is recommended that students tape the programs off the air with their VCR's.

Many of the courses are also broadcast at different times on cable systems in Tampa and Hillsborough County. For cable times call the Tampa Educational Consortium at (813) 254-2253. Most of the courses are available for rental from RMI Telecourse Rental. Call 1-800-745-5480 for more information.

Students are evaluated by some combination of exams, quizzes, term papers, special projects, etc. Final grades are available by telephone by calling (813) 972-8120. For most courses, students may elect to receive a letter grade or exercise a Satisfactory/Unsatisfactory option if desired. St. Petersburg, Sarasota and Lakeland students may obtain a syllabus at their respective campuses. All students must register by telephone. **Students enrolling on the Tampa campus are responsible for obtaining a course syllabus before classes begin.** Most course syllabi are available one week before classes begin. Due to large enrollments, syllabi are not mailed to students. However, syllabi will be available outside SVC 1080 for students to pick up after hours and on weekends. Most course syllabi are available electronically at [http://](http://www.outreach.usf.edu)

www.outreach.usf.edu. Textbooks and materials for courses may be purchased at the Tampa campus bookstore in the YOU section.

For more information call the Open University office at (813) 974-2864 or the 24 hour Open University information hotline at (813) 974-3063.

Continuing Education

Educational Outreach, through its **Continuing Education** unit, provides personal and professional development opportunities for individuals and promotes workforce development through customized training programs for businesses and organizations. In 1996-97, more than 14,000 people were served through a wide variety of noncredit and credit programs. Primary programming divisions include: Community Music, Conferences and Institutes, Lifelong Learning, Mediation Institute, and Senior Programs.

Division of Lifelong Learning

The Division of Lifelong Learning provides open enrollment continuing education programs for workforce education, professional development, and personal growth. Courses are noncredit and offer instruction in writing and communication skills, foreign languages, computer applications, visual and performing arts, test preparation, and personal development. The Division also offers specialized certificate programs and pre-college programs for youth. Various educational programs (workshops, seminars, and short courses) are scheduled throughout the year in conjunction with the Colleges and Departments of the University. The programs vary in length from one day to one year, and the subject matter is concentrated as needed for the group being served.

The Division of Lifelong Learning also develops programs for workforce development in business and industry, government, professional, civic, and service groups. A variety of instructional methods assures maximum educational effectiveness and encourages individual participation. Distinguished faculty from USF and national and international resource persons serve as consultants, instructors, and facilitators in the programs.

The Continuing Education Unit (CEU) is awarded to participants who successfully complete programs that are sponsored by the Division and approved by the appropriate academic unit. Transcripts indicating awarded CEUs are available on written request.

Professional program coordinators provide program planning, budget preparation and evaluation, and are available to assist organizations, both within the University and in the local community, 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 Writers' Conference and Workshop, ongoing classes in writing, the publication of **Sunscripts: Writing from the Florida Suncoast Conference and Workshop**, and various lectures and readings.

For more information, contact the Division of Lifelong Learning, Educational Outreach, University of South Florida, MHH 116, 13301 Bruce B. Downs Blvd., 33612; 813/974-5201.

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, Educational Outreach, 13301 Bruce B. Downs Blvd., MHH 116, Tampa, FL 33612-3899.

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, 13301 Bruce B. Downs Blvd., MHH 116, Tampa, FL 33612-3899. Ph. 813/974-5792.

Division of Conferences and Institutes

As a unit of Educational Outreach, the Division of Conferences and Institutes plans and implements continuing education programs such as conferences, seminars, workshops, symposia and institutes for University units and external sponsors. The Division provides comprehensive program management services including program development/planning, financial planning and management, promotion, instructional resources, registration, logistics, Continuing Education Units, on-site management, evaluation and certificates. Over 6,000 people participated in DCI programs during 1996-97.

The Division is committed to excellence in services and the enhancement of continuing education opportunities for constituents. Programs assisted by the Division are educational in nature, complementary of the University's mission, nonproprietary and approved by appropriate University units.

For additional information about developing programs or learning about upcoming programs, contact the Division of Conferences and Institutes, Educational Outreach, USF, 13301 Bruce B. Downs Blvd., MHH 116, Tampa, FL 33612-3899; telephone 813-974-5731; fax 813-974-5732; 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 Eldershostel, 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, or to be placed on our mailing list, contact Division of Senior Programs, USF, 13301 Bruce B. Downs Blvd., MHH 116, Tampa, FL 33612-3899; e-mail lee@conted.usf.edu or call (813) 974-2403.

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.

THE USF LIBRARY SYSTEM

The six 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 a joint use facility with 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 ten SUS libraries in Florida, online catalogs worldwide, and serves as a gateway to over 140 periodical and full-text databases. Workstations located in various USF libraries provide access to the online catalog. Remote access to the same catalog is also possible through any campus workstation linked to the USF mainframe, via dial-in procedures or the World Wide Web.

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, including the new Virtual Library and statewide library services to dis-

tance learners, is available on the World Wide Web at <http://www.lib.usf.edu/virtual> and <http://www.lib.usf.edu/distance>.

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 960,000 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 of the Tampa Campus Library. Reference librarians assist students and faculty with both electronic and print resources. The Reference Collection consists of over 40,000 volumes including encyclopedias, dictionaries, indexes, and abstracting services. Reference librarians present library orientation sessions as well as subject specific lectures. Access to electronic information includes LUIS and the Web version called WebLUIS, the online catalog for USF and the other nine state universities; over 140 databases; full-text material and document delivery services; over 50 CD-ROM databases; and World Wide Web access. CALL/USF, the fee-based information service for community users, offers borrower's cards, document delivery, and customized research.

Periodicals Collection: The Periodicals Collection is located on the second floor with service provided at the Periodicals Information Desk and the Copier Assistance Desk. The collection contains more than 4,500 current periodicals and selected newspapers from Florida and major cities in the U.S. and foreign countries. A large collection of periodicals and newspapers in microfiche and microfilm are also located in the Periodicals Microform Room. LUIS and Internet workstations provide access to full-text databases and electronic journals. Also located here is a fee-based copy service as well as self-service photocopying equipment.

Government Documents: The Library is a selective depository for U.S. and Florida government publications, maintains a U.S. patent depository, and acquires United Nations committee reports on microfiche. The documents collection, which is housed in the lower level of the Library, contains over 2.5 million items, including a wide variety of materials in print, microform, and electronic format. The collection is augmented by the acquisition of selected publications of other public agencies, selected reference tools, and other specialized indexes and finding aids. Assistance with the location and use of government publications is provided at the Documents Information Desk.

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. Many reserve items are available on the Electronic Reserve System, which is accessible from any networked workstation. 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.

Library Media Center and Lab: The Library Media Center (LMC) 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 LMC Lab provides equipment to utilize all media in the collection, including large projection screen multimedia classrooms. The LMC houses media supporting distance learning programs, including the Open University, Engineering FEEDS, and the Instructional Television Fixed Service (ITFS).

Instructional and Open-Use Labs: The Library supports three state-of-the-art labs of networked workstations. Two labs, located on the second and sixth floors, are reserved for library instruction. The third lab, located on the first floor, is jointly maintained with Academic Computing as an instructional and open-use lab with facilities for word processing, electronic mail, and printing.

More information about the collections and services of the Tampa Campus Library is available on the World Wide Web at <http://www.lib.usf.edu>.

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 excep-

tions are for problems dealing with student records and administrative computing, supported by Information Technologies.

More information is available at <http://www.acomp.usf.edu>

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 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 and Lakeland campuses. 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. One of the most watched public TV stations in Florida, WUSF-TV 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), National Educational Telecommunications Association (NETA), Florida Public Broadcasting Service Inc. (FPBS), American Public Television Station Inc. (APTS), and WUSF-TV 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), Public Radio International (PRI), Florida Public Broadcasting Service Inc. (FPBS), and Southern Public Radio (SPR). The station's program service reaches more than 4 million people from Crystal River to Winterhaven to Venice.

The **WUSF and Radio Reading Service (RRS)** broadcasts daily readings of newspapers, magazines, and other materials from Tampa and Sarasota 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 on the SAP channel of WUSF-TV; qualified listeners receive the programming on special crystal-tuned receivers, loaned from the RRS.

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 are the responsibilities 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 has experienced. In 1996/97, USF received over \$106 million in research funding—quite a feat when compared to the \$22 million received just 11 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 is available on the World Wide Web (<http://www.research.usf.edu/>).

LOUIS DE LA PARTE FLORIDA MENTAL HEALTH INSTITUTE

The de la Parte 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 such as physicians and attorneys through the following organizations: the USF Continuing Medical Education Office and the Florida Bar Association.

FMHI offers undergraduate and graduate students research assistantships, volunteer and part-time employment opportunities. Students may earn academic credit for 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.