

ACADEMIC PROGRAMS AND SERVICES

UNIVERSITY OF SOUTH FLORIDA - 2002/2003 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. *To prevent problems with financial aid and other registration issues, see a USF college advisor for detailed instructions and course approval.* 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.

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. *First term, first time in college freshmen are not eligible for USF awarded financial aid if granted transient student status.*

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

USF allows students to receive up to 45 semester hours of credit towards the baccalaureate degree upon successful completion of General and Subject College Level Examination Program (CLEP), IB, and DANTES examinations (if awarded by another university or community college in the State system). Performance levels necessary to achieve credit have been established at a common level for all universities and community colleges in the State system. Credit earned through one examination program may not be duplicated by another examination or course. The following limitations should be recognized:

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, students may not receive duplicate credit for the course and the CLEP test in the following areas:

Test	Courses
English Composition with Essay	ENC1101
College Mathematics	MGF 1106
2. Credit earned for the Freshman English courses through the CLEP program does not count toward the twelve hour writing requirement for SBE Rule 6A-10.030 ("Gordon Rule");
3. CLEP General/Subject Examinations in mathematics, calculus, college algebra, trigonometry satisfy the mathematics requirement for SBE 6A-10.030;
4. CLEP credit will not satisfy USF's residency requirement;
5. Credit for the General Natural Science examination will be granted for non-majors only.

Certain General and Subject CLEP Examinations noted in the table below may apply to the General Education Liberal Arts Requirements. Some programs do not award credit toward the degree for certain CLEP examinations, and certain graduate or professional schools such as law, medicine and engineering may not grant equal recognition to students with extensive examination credits. An academic advisor should be consulted to ascertain the applicability of a specific CLEP examination toward a student's degree requirements and the advisability of taking the examinations in a student's specific situation.

Descriptions of the examination content and other information are available from Educational Testing Service in Princeton,

New Jersey or in the Office of Evaluation & Testing (SVC 2054).

The CLEP General and Subject Examinations are administered on a daily basis on the Tampa Campus. Testing schedules and application forms are available in the Office of Evaluation & Testing (SVC 2054). Prior registration is required.

For information regarding CLEP examinations, please go to the Evaluation and Testing web site <http://www.usf.edu/ugrads/eandt/clep.htm#language>.

For information regarding discontinued exams or examinations taken prior to July of 2001 or those not listed, contact Evaluation and Testing or call 974-2742.

ADVANCED PLACEMENT CREDIT PROGRAM

The University participates in the Advanced Placement Program conducted by the College Entrance Examination Board. The Advanced Placement Test is based on specific college level courses that are offered in a number of high schools. Interested students should contact their high school counselors or principals for additional information. Please note: not all colleges will interpret AP test results in the same manner. Consult the table below to ascertain how the University of South Florida interprets AP test results.

For information regarding CLEP examinations, please go to the Evaluation and Testing web site <http://usfweb.usf.edu/ugrads/eandt/ap.htm>.

COLLEGE REACH-OUT PROGRAM

Location/Phone: HMS 497 or 499, (813) 974-3713

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 by providing tutoring and counseling services. Students will be exposed to a variety of personal, social, academic, educational, and career opportunities through participation in a summer enrichment program. Admission requirements are listed below:

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.

UPWARD BOUND

Location/Phone: HMS 469, (813) 974-2802

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, improving academic skills, and providing the motivation necessary to 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 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 the six-week summer residential component on the USF Tampa Campus.

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

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.

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

Location/Phone/Email: SOC 346, (813) 974-8452, jones@chuma1.cas.usf.edu

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. Ideally students should plan their CEL projects during the term prior to their implementation, but they can be added at any time during the term. Information may be obtained from Robin Jones in SOC 346, (813) 974-8452.

STATE UNIVERSITY SYSTEM, EXTERNAL DEGREE PROGRAM**BACHELOR OF INDEPENDENT STUDIES (BIS)**

Location/Phone: FAO 285, (813) 974-4058

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. Except for summer seminars that require periodic, short-term campus residence, the BIS student proceeds at his/her own pace and, for the most part, in his/her own setting. 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, any-

where 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.

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 renewal and full acceptance of the Associate of Arts degree.

THE WASHINGTON CENTER INTERNSHIP PROGRAM

Location/Phone/Email: SOC 346, (813) 974-8452, jones@chuma1.cas.usf.edu

All USF undergraduates seeking to live and learn in the nation's capital are eligible to apply for the Washington Center Internship Program. Students participate in either the fall, spring or summer semesters and can earn course credit. Study at TWC consists of two major components: (1) working 35 hours per week at your selected internship and, (2) taking one seminar that 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 date of attendance. Generous scholarships are available.

Applications for the program can be obtained in the Community Initiative, SOC 346. For details on The Washington Center Internship Program, please contact Robin Jones, Faculty Liaison for TWC Internship Program, 4202 East Fowler Avenue, SOC 107, Tampa, FL 33620-8100.

Academic Services and Support**EDUCATIONAL OUTREACH**

Location/Phone: SVC 1072, (813) 974-2996
Faculty help line: onlinehelp@outreach.usf.edu, (813) 974-8001

Web site: <http://www.outreach.usf.edu>

Educational Outreach extends the University's academic resources to help lifelong learners meet their educational and professional goals. More than 37,000 people enroll in the credit and non-credit offerings provided through a variety of delivery systems, formats, and scheduling options through USF's four campuses and at a variety of off-campus locations, including community colleges, public schools, community centers, libraries and a network of corporate and governmental affiliates. USF

has the largest distance learning program in Florida, with more than 14,700 enrollments each year. "Anytime, anyplace" learning models use established technology, such as televisions, VCR's, and computers supported by internet networks and emerging wireless digital applications to enable individuals to take courses in their homes and workplaces, at times that fit their personal schedules. Visit our web site at <http://www.outreach.usf.edu> for more information.

Educational Outreach supports the teaching and learning process for distance, off-campus and residential instruction. Services are organized around three primary areas of support: faculty, students 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, videostreaming, telecourses, enhanced TV, and other models. These applications of technology expand access for students constrained by time and/or place.

Educational Outreach provides additional faculty support through a newly renovated faculty technology center (SVC 036), and through its participation in VITAL (Virtual Instructional Team for the Advancement of Learning). For more information call (813) 974-7984 or visit our website at <http://www.outreach.usf.edu>.

Distance Learning Course Support provides access to USF's network center and distance learning infrastructure. For more than 30 years, WUSF-TV (USF's public television station) and local/regional cable partners have broadcast telecourses, both PBS and locally-produced lecture series, on a variety of subjects. Telecourses, web-based instruction, and the mixed model of teleweb courses demonstrate distance learning's "any time, any place" opportunities to fit the schedules and educational goals of our students. All four USF campuses have newly installed videoconferencing classrooms, supporting fully interactive classes and facilitating active, collaborative learning in a distributed environment. In conjunction with VITAL organizational partners, Educational Outreach provides faculty support for design, development, and production of courses using computer applications, videoconferencing, multimedia enhancements, Instructional Television Fixed Services (ITFS) network, broadcast video systems, and satellite uplink/downlink capabilities. A faculty helpline is available 106 hours weekly to assist faculty using online applications in their teaching. Call (813) 974-8001 or email: onlinehelp@outreach.usf.edu.

Distance Learning Student Support distributes materials to students at off-campus locations, serves as a central information and referral point for distance and off-campus courses, publishes a supplemental schedule each semester of distance and off-campus classes, and maintains a viewing area for telecourses and other offerings with taped sessions for students' review. Students enrolled in telecourses, teleweb courses (television-based courses with web components), and other offerings (previously referred to as Open University) can access copies of all course syllabi, call a 24-hour hot line for information about test and review session dates and syllabi changes (813/974-3063), and **with the instructor's permission**, arrange for make-up exams. Students in certain statewide programs and off-campus courses (formerly PACE) register and pay for their courses directly through this office.

Remote learners are supported through institutional efforts, as well as statewide systems, including the Florida Distance Learner Reference and Referral Center housed at USF; the Virtual Library, with access to web-based resources and an electronic reserve system; and Academic Computing's provisions for e-mail and computing accounts. Classes offered through Distance Learning are included in the schedule of classes, *ACCESS USF: Distance and Off-Campus Learning*, a special online publication available each semester. For more information, please call (813) 974-2996, send e-mail to: distance@outreach.usf.edu, or visit our web site at <http://www.outreach.usf.edu>.

Technology in the Classroom Support provides access to standard and state-of-the-art classroom instructional technology through delivery, set-up, maintenance, and over-the-counter check-out of equipment for faculty and classroom use. This comprehensive service model includes traditional classroom equipment, such as overhead projectors and VCR's and more recent additions, including computer projection systems, electronic "smart" boards, and digital cameras. Integrated technology systems are being installed in high use classrooms, enhancing the learning environment and facilitating the use of multimedia and technology enhancements in the teaching and learning process. Thirty-eight specially equipped distance learning classrooms support fully interactive videoconferencing environments and more traditional distance learning technologies at all four USF campuses. These technology capabilities enhance USF's K-12, community college, civic, and corporate partnerships by expanding educational opportunities throughout Florida and beyond.

Educational Outreach represents USF in the Hispanic Educational Technology System (HETS), an 18-institution consortium whose mission is to widen access of Hispanic students to postsecondary education through telecommunications.

Off-Campus Opportunities

Phone: (813) 974-2996

Email: distance@outreach.usf.edu

A wide range of credit courses are offered at off-campus locations, including community colleges, public schools, libraries, and community-based or corporate sites. These courses serve the unique needs of non-traditional students with busy schedules, by making courses available in locations convenient to their homes and workplaces. Concentrated "live" classes offered in intensive formats and an impressive array of evening and weekend classes complement the more traditional schedules of semester-based courses and provide a convenient alternative to distributed learning options for students who prefer group-based models. Organizations and businesses may contract with USF to offer courses on-site. All courses offered in an off-campus location are standard USF courses listed in the Undergraduate or Graduate catalogs and are taught by USF faculty. Students in these programs must meet all USF admissions, academic standing, and graduation requirements. Specific details are included each semester in the schedule of distance and off-campus learning classes.

USF Downtown Center

Phone: (813) 905-5858

Fax: (813) 905-5859

Email: downtown@acad.usf.edu

Web site: <http://usfweb.usf.edu/downtown>

USF's Downtown Center is located in the Tampa Port Authority's headquarters building at 1101 Channelside Drive. The Center has seven classrooms and is equipped with videoconferencing technology for distance learning. There is ample parking and security.

Offerings at the USF Downtown Center include the Master of Business Administration (MBA), Master of Public Administration (MPA), MS in Information Systems (MS/MIS), and Master of Health Administration (MHA), as well as a variety of noncredit programs. Find out how easy it is to register for classes by touch-tone phone or web. Call (813) 974-2996 for further information.

The Downtown Center is located at 1101 Channelside Drive just north of the Ice Palace, the Florida Aquarium, and the Port Authority Cruise Terminal. It is easily and quickly accessible from South Tampa, Ybor City, I-275, I-4 and the Lee Roy Selmon Expressway (formerly Crosstown Expressway). In downtown Tampa, follow the signs to the Arena, Aquarium, and Seaport area.

MBA Program

The USF MBA Program offers evening courses at the USF Downtown Center in the Tampa Port Authority Building. Students are able to complete all degree requirements at the

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Downtown Center. The USF MBA requires between 36-57 credits to complete and is fully accredited by the AACSB. For additional information on the program and admission requirements, visit the web site at <http://www.coba.usf.edu> or call (813) 974-3335. Earn your MBA without leaving downtown Tampa.

M.S. in Management Information Systems

To meet the needs of the marketplace for expertise in both information technology and management, the Information Systems and Decision Sciences department in the College of Business Administration offers a program of study leading to a Master of Science in Management Information Systems (MS/MIS) degree at the USF Downtown Center. Our goal is to develop IT specialists who are attuned to the latest principles, methods and techniques of both technology and management. The MS/MIS program is designed for individuals who are challenged by applications rather than science or technology and who are willing to undertake a career that demands a broad rather than a narrow range of skills. The program requires 32 hours of coursework and may be taken full-time or part-time. For further information, call (813) 974-5524 or visit the website at <http://www.coba.usf.edu>.

Masters of Public Administration

The Public Administration program offers a multi-disciplinary course of study leading to the Masters of Public Administration (MPA) degree. The MPA is designed to prepare students for successful leadership roles and management careers in the public, i.e. governmental and quasi-governmental (organizations) and nonprofit sectors. The required curriculum is 45-51 credit hours varying according to a student's prior work experience and exit option chosen. All students must complete a core of nine courses (27 hours) and either four or six courses (12-18 hours) in elective coursework in consultation with an advisor. For additional information please call (813) 974-2150 or visit the website at <http://www.cas.usf.edu/pad/index.html>.

Masters of Health Administration

The College of Public Health provides coursework, research methods, and field experiences to prepare students in the public health professions for the challenging health problems facing the State, nation, and other counties. The field of public health is broad and is open to students from diverse academic disciplines including health sciences, education, business, social and natural sciences. Graduates are prepared for interdisciplinary focused public health professional careers as administrators, managers, educators, researchers, and direct service providers.

B.A. in Interdisciplinary Social Science

The ISS program is designed to provide an interdisciplinary integration of the social sciences for students who are interested in a broad educational experience. ISS offers a wide choice of courses, and an opportunity to design a quality program geared toward individual needs and interests. Students plan their program in ongoing consultation with the advisor who approves each individual curriculum contract.

USF North Pinellas

Phone: (813) 974-2996

Email: distance@outreach.usf.edu

Website: <http://www.outreach.usf.edu>

USF offers selected undergraduate and graduate courses and degree programs at several North Pinellas County locations:

- Saint Petersburg College (SPC) Clearwater
2465 Drew Street
Programs: Business Administration, B.S.
Elementary Education, B.S.
Educational Leadership, Ed.D.
Interdisciplinary Social Science, B.A.
Nursing, B.S. & M.S.

- Saint Petersburg College (SPC) Seminole
9200 113th Street North
Programs: Instructional Technology, M.A.
Social Work, B.S. & M.S.
- Palm Harbor University High School (PHUHS)
1900 Omaha Street
Programs: Exceptional Childhood Education, B.A.
- Young-Rainey Pinellas (STAR) Center Largo
7887 Brian Dairy Road
Programs: Engineering, B.S. & M.S.
Business Administration, M.B.A.
- Other North Pinellas sites
(Locations established as needed)
Programs: Engineering (FEEDS), B.S. & M.S.
Public Administration, M.A.
Public Health/Health Mgmt., M.A.
Library Information Science, M.S.

Program Contacts:

Business Administration	727-553-1542
Business Admin. (MBA)	813-974-3335
Education	727-553-1511
Ed. Leadership, Ed.D.	813-974-1575
Engineering	813-974-3783
Instructional Technology	813-974-1632
Interdis. Social Science	727-553-1554
Library Info. Science	813-974-7344
Nursing	813-974-4229
Public Administration	813-974-1080
Public Health/Health Mgmt.	813-974-6666
Social Work	727-553-1632

USF at Pasco-Hernando Community College

Phone: (813) 974-2996

Website: <http://www.outreach.usf.edu>

USF offers selected undergraduate and graduate courses and degree programs at several locations in Pasco and Hernando counties:

- Pasco-Hernando Community College (PHCC) New Port Richey
10230 Ridge Road
Programs: Elementary Education, B.S.
Interdisciplinary Social Science, B.A.
Nursing, B.S. & M.S.
{East Campus (Dade City) and North Campus (Brooksville) may participate in some courses via videoconference.}
- Pasco County School Board
7727 Land O' Lakes Blvd.
Programs: Educational Leadership, M.Ed.
- Hernando County School Board
919 Nort Broad Street
Programs: Educational Leadership, M.Ed.
- Other Pasco-Hernando sites:
(Locations established as needed)
Programs: Engineering (FEEDS), B.S. & M.S.
Public Administration, M.A.
Library Information Science, M.S.

Program Contacts:

Education	727-553-1511
Ed Leadership, Ed. D.	813-974-1431
Engineering (FEEDS)	813-974-3783
Interdis. Social Science	727-553-1554
Library Info. Science	813-974-7344
Nursing	813-974-4229
Public Administration	813-974-1080

"Anytime, Anyplace" Learning

USF supports "anytime, anyplace" learning through a variety of courses available over the web, broadcast on public and/or cable TV, or recorded on videotape and CD-ROM. These on-line courses range from individual offerings that can be used as electives in various majors, to sequences of courses qualifying students for teacher certification or endorsement, such as the ESOL offerings meeting Florida's requirements for teachers of

English as a second language. Courses are added each semester to USF's on-line listings, and are included in the schedule of distance and off-campus courses published by Educational Outreach. Visit our web site at <http://www.outreach.usf.edu> for more information about these rapidly growing options for USF's students.

For more than 30 years, WUSF-TV (USF's public television station) and local/regional cable outlets, including the Tampa Education Channel and Manatee Educational Television, have broadcast telecourses on a variety of subjects. Supported by Educational Outreach, these courses are available to students at all four USF campuses (Tampa, Lakeland, St. Petersburg and Sarasota) and their surrounding areas. Courses have on-campus sessions or web-based modules for orientation, reviews and student interaction components. Some courses can be used to fulfill liberal arts and/or major requirements and can be used as elective credit for many degree programs. Students should check with their advisors concerning any questions about the applicability of specific courses to their degree programs. Students enrolled in telecourses are allowed to tape the programs during broadcasts, but may review episodes and taped review sessions in the student viewing area provided by Educational Outreach, in SVC 1072. In lieu of watching the courses on television, students may secure tapes from RMI Telecourse Rental for most courses (1-800-745-5480).

Course syllabi are available approximately one week before the start of each semester and may be picked up at SVC 1072. Office hours are 8:00am-7:00pm M-F; however, syllabi are available outside the office and can be picked up later at night and during weekends, whether or not the office is open at the time. Syllabi are also available on the web site at <http://www.outreach.usf.edu>.

Non-credit Training and Professional Development

Educational Outreach promotes workforce and economic development through customized training and a wide range of personal and professional development opportunities. Primary programming divisions include Pre-college and Community Outreach, Conferences and Institutes, and Professional and Workforce Development.

Pre-college and Community Outreach

This unit in Educational Outreach provides educational enhancement programs for children and families in a variety of disciplines. As a component of this unit, Community Music offers quality music instruction throughout the year to children age 3 through young adults, in both private and group settings, and a summer music camp. The Saturday Visual and Performing Arts Program provides studio based classes to children and youth during the school year. And the Summerpaly: Interdisciplinary Arts for Youth Program offers enrichment classes for students age 8-17 each summer on the Tampa campus.

Faculty of the University and professional teacher/artists lead these classes and USF undergraduate/graduate students often serve as teaching assistants and interns. USF classroom/studio facilities and community sites are used for the classes, which helps to extend the resources of the university to the community.

A Pre-college Directory describing USF pre-college activities and programs University-wide is published annually and can be obtained by contacting USF Pre-college and Community Outreach at 4202 E. Fowler Ave., MHH 116, Tampa, FL 33620-6756, (813) 974-6989.

Division of Conferences and Institutes

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 services including program development/planning, financial planning and management, fund development, promotion, instructional resources, registration, logistics, Continuing Education Units, on-site management, evaluation and certificates.

For additional information about developing programs or learning about upcoming programs, contact the Division of Conferences and Institutes, Educational Outreach, USF, 4202 E. Fowler Avenue, MHH 116, Tampa, FL 33620-6756; (813) 974-5731; fax (813) 974-1459; e-mail laurade@admin.usf.edu.

Professional and Workforce Development (PWD)

The Division of Professional and Workforce Development provides open enrollment and contract continuing education programs to assist working adults acquire new, updated or complimentary skills needed to achieve or maintain proficiency in their current profession, earn noncredit educational certificates, prepare for professional certification examinations, qualify for promotion in their organization, transition to a new career, meet professional continuing education requirements, prepare for graduate entrance examinations or return to the workforce. We also work with employers to bring many of these programs directly to their staff, either at USF or at the work site. Programs include workshops, seminars, short courses that vary in length from one-day seminars to four to eight week evening courses. Some advanced certification programs require from six to 18 months.

PWD's non-credit certificate programs provide high-quality, practical training in a number of disciplines including management and supervision, human resource management, financial planning, gemology and gem/jewelry appraisal, non-profit management, and several computer and business communications areas listed below.

PWD offers a wide variety of non-credit computer training programs ranging from beginning, intermediate and advanced instruction in many popular computer applications, web/multi-media/graphics training, to sophisticated training to prepare individuals for examinations to earn advanced computer certifications such as A+, Microsoft Certified Systems Engineer (MCSE), Microsoft Certified Solutions Developer (MCSD), Oracle application development and database administration, computer programming, and Web Skills for Business and Marketing.

The Division provides specialized training in foreign language and business communications, and has non-credit certificate programs in Public Relations, Workplace Communications, Technical Communications (Technical Writing), Photography and English Language for Non-Native Speakers.

For students preparing for the SAT, GRE, GMAT, LSAT and TOEFL examinations, PWD provides high-quality, instructor-led preparation courses to prepare students academically and psychologically to take these critical examinations.

USF's Mediation Institute, the International Traumatology Institute, and the new Cultural Institutions Certificate Program are now part of the Professional and Workforce Development Division:

- The Mediation Institute provides Florida Supreme Court approved training leading to certification in family, circuit civil and dependency mediation; the Institute also offers training in conflict resolution, negotiation, co-parenting skills for divorcing parents and other special topics.
- The International Traumatology Institute provides training for medical professionals, social workers, clergy, and police, fire and emergency service personnel leading to certifications in Field and Clinical Traumatology and Compassion Fatigue.
- The Cultural Institutions Certificate Program is designed to offer professionals in cultural organizations, an opportunity to enhance their practical knowledge and management skills. Individual workshops and a certificate program are offered.

PWD coordinators are skilled in needs assessment, program design and development, planning, budgeting, and evaluation. Programs employ a variety of instructional methods to ensure maximum educational effectiveness and encourage individual participation. Courses are taught by distinguished USF faculty and by experienced subject matter experts from the community. The appropriate USF academic unit approves our

programs and instructors. PWD program coordinators are available to assist organizations, businesses and government in developing specialized programs to meet specific organizational goals and objectives.

Continuing Education Units (CEUs) are awarded to participants who successfully complete programs sponsored by the division. One CEU equals 10 instructional contact hours. Transcripts indicating awarded CEUs are available on written request.

The Florida Center for Writers, a joint project of the Department of English and Professional and Workforce Development, was established to foster an appreciation of writing, and to help writers of all levels master their craft. The Center sponsors the annual Florida Suncoast Writers Conference, ongoing classes in writing, publication of *Sunscripts: Writing from the Florida Suncoast Writers Conference*, and various lectures and readings. The Division also offers courses in creative writing, personal finance and visual arts.

For more information, contact the Division of Professional and Workforce Development, Educational Outreach, University of South Florida, 4202 E. Fowler Avenue, MHH116, Tampa, FL 33620-6756; (813) 974-2403. Information is also available on the web at www.outreach.usf.edu

THE USF LIBRARY SYSTEM

Web address: <http://www.lib.usf.edu>

Tampa Library: (813) 974-2721 (for hours, call 974-2727)

Shimberg Health Sciences Library (Tampa Campus): MDC 1200, (813) 974-2243

Louis de la Parte Florida Mental Health Institute Library (Tampa Campus): MHC 1744, (813) 974-4471

Nelson Poynter Library (St. Petersburg Campus): (727)553-1123

Jane Bancroft Cook Library (New College/Sarasota Campus): (941) 359-4300

Polk Community College & USF Lakeland Campus Library: (863) 297-1042

All six libraries within the USF Library System contain over 1,500,000 volumes, and the state university 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.

The USF Virtual Library enhances teaching and learning through the delivery of online library resources and services to the dorm, office, or home as well as on-site at any of the USF Libraries. Special features include WebLUIIS, the online catalog, an electronic course reserve system, over 1,000 electronic journals, hundreds of databases - some of which include additional full-text information, and digitized historical materials such as photographs, documents, and oral histories. Beyond content, there are numerous library services such as interlibrary loan request forms, the ability to renew materials, and reference assistance requests available on the Virtual Library website.

WebLUIIS, the online catalog, may be searched by author, title, subject, and keyword to identify the libraries' holdings. LUIIS contains records for the USF libraries, all ten state university libraries in Florida and online catalogs worldwide. 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 network or via dial-in procedures.

The USF Libraries Regional Exchange Center can obtain materials from other USF 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 services desks.

More information about the USF Library System, including the Virtual Library and library services to distance learners, is available on the World Wide Web at <http://www.lib.usf.edu/virtual/>.

TAMPA LIBRARY

Central to the philosophy of the Tampa 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 Library contains a collection of more than 1,091,000 volumes, 10,900 periodicals and 2,797,000 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 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 teach information literacy classes to students and faculty in support of teaching and research using state-of-the-art computer labs and classrooms. Access to electronic information via the Virtual Library includes WebLUIIS, the online catalog for USF and the other nine state universities; over 275 databases; full-text material and document delivery services and World Wide Web access. CALL/USF, the fee-based information service for community users, offers document delivery, and customized research.

Periodicals Collection: The Periodicals Collection is located on the second floor with service provided at the Periodical Information Desk and the Copier Assistance Desk. The collection contains more than 4,900 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 is also located in the Periodicals Microform Room. WebLUIIS 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 and trademark depository, and acquires United Nations committee reports on microfiche. The documents collection, which is housed in the basement of the Library, contains over 2.6 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. Visit the Government Documents Department's Web site (<http://www.lib.usf.edu/virtual/govdocs/>) for access to a wide range of online government resources.

Special Collections Department: Located on the fourth floor, this department houses the Library's rare books, Florida history and other special collections, as well as the University's archives. Its holdings total over one million items, with rare and unusual materials ranging from 4,000 year-old Sumerian tablets to modern fine printing. In addition to books, Special Collections houses thousands of historical photographs, early maps, sheet music, printed ephemera and oral histories. The department holds a number of major archival collections, including the papers of Florida governors, congressmen and other political leaders, the Research Collection on the Nixon Presidency, and the records of Tampa's Spanish, Cuban and Italian immigrant mutual aid societies. Also present are the papers and manuscripts of literary figures like Piers Anthony and Dion Bouicault. The department's strongest area of emphasis is Florida history, but it also houses notable collections of historical children's literature, dime novels, early American schoolbooks, and cigar label art. An increasing number of the department's photographs and other resources are accessible on-line. Further information is available through the department's website at <http://www.lib.usf.edu/spccoll/>.

Access Services (circulation, interlibrary services, reserve): Access Services is located on the first floor. The Reserve collection, containing books and articles Areserved@ at faculty request for use in a particular class is available at the Reserve service desk. Many reserve items are now available on the Electronic Reserve System, which is accessible on the World Wide Web to any USF student. Circulating books that are shelved on the third through fifth floors can be checked out at the circulation service desk on the first floor. The Library uses an automated circulation system that facilitates easy and quick check out of books. Renewals can be done in person, by email or over the World Wide Web. A statement of the library's circulation policy is available at the Access Services Service desk and on the USF Library's home page. Interlibrary services can obtain materials from other libraries upon request. Thus students have access to resources beyond the onsite collections at each campus. Forms for requesting materials are located at service desks throughout the library and on the Library's home page at <http://www.lib.usf.edu>.

Library Media Center and Lab: The Library Media Center (LMC) provides media materials for instruction, research, and curriculum support. Videocassettes sound recordings CD-ROMs, DVDs, slides, kits, and other audio-visual formats as well as music scores are available for loan. The LMC Lab provides equipment for individual use of all media in the collection and on reserve. The LMC also houses media supporting distance learning programs, including the Open University, Engineering FEEDS, and 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 floor, are reserved for library instruction. The third lab, located on the first floor is jointly maintained with Academic Computing as an open-use lab with facilities for word processing, electronic mail, and printing.

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

ACADEMIC COMPUTING

Web Site: <http://www.acomp.usf.edu>

Helpdesk: LIB 608, phone: (813) 974-1222, Florida toll-free: 1-866-974-1222, email: help-ac@usf.edu, web: <http://www.acomp.usf.edu/help>

AC Open-Use Lab: LIB 125, phone: 974-7616

AC Trainers: LIB 618A, phone: 974-3286, email:

actrainers@lists.acomp.usf.edu,

web: <http://training.acomp.usf.edu>

Campus Network Information Site: <http://www.acomp.usf.edu/network>

Dialup Document Web Site: <http://www.acomp.usf.edu/access>

Netcast Broadcasting Site: <http://www.acomp.usf.edu/netcast>

Web Email Access: <http://mailbox.acomp.usf.edu>

Academic Computing provides services in direct support of instruction and research for students and faculty. Faculty at USF can find the resources and support necessary to bring technology into the classroom. Academic Computing administers the servers that are home to the universities major online course systems, Blackboard and WebCT. For more information see <http://www.acomp.usf.edu/scholar>. Additional services include broadcasting of public and academic lectures and forums over USF's intranet at <http://www.netcast.usf.edu>.

Student support services are provided through the Academic Computing Help Desk, the Academic Computing open use computer lab, and the Academic Computing Training Center. Walk in assistance for computer questions is provided. All USF students are provided with computing accounts, email and internet access. Registered students receive their automatically generated netid, computing account, and password at <https://una.acomp.usf.edu>. Other services include phone support, on-line help and tutorials, one-on-one chat with Help Desk technicians and training workshops. Employment opportunities

for students are available. Check our web site at <http://jobs.acomp.usf.edu> for information.

Academic Computing offers support and access to compilers for the usual range of applications on a variety of machines across campus. Help is available for numerically intense applications and the mathematical packages. Academic Computing provides the University with high performance and numerically intensive computing through its Research Oriented Computing Services division, <http://rocs.acomp.usf.edu>.

Academic Computing supports the Universities Web Portal. Powered by Blackboard, the Web Portal gives instructors the ability to put class materials, assessments, and discussion boards online easily. The portal also makes available space for organizations, groups and clubs, and is customizable to make it more useful to every individual.

INFORMATION TECHNOLOGIES/CFRDC

Phone: (813) 974-9000

Web Address: <http://usfweb.usf.edu/usfit/>

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 unity within the State Board of Education and provides the primary 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 and Technical Support including Database Administration. Computing accounts are established through the IT Financial Management 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 in the OS/390 operating system environment, in addition to several SUN UNIX machines supporting various applications, such as OASIS and GEMS, and numerous NT servers supporting e-mail, web services and calendaring as well as file and print services. IT is heavily involved in the management and operation of the campus-wide backbone network and the I-2 initiative, providing access to research facilities on campus and the world. IT also provides and supports the telephone and voice mail systems at all USF campuses.

PUBLIC BROADCASTING

WUSF-TV (Channel 16, Tampa) is a noncommercial member assisted 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. The station works closely with the School of Mass Communications to provide students with practicum experience. From its new state of the art facility, it serves 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. It also provides extensive production and multi-media services to USF academic and support services units including telecourses, training videos, and DVD projects as well as to corporate clients. The station is a member of the Public Broadcasting Service (PBS), National Educational Telecommunications Association (NETA), Florida Public Broadcasting Service Inc. (FPBS), and the American Public Television Station Inc. (APTS). WUSF-TV is a charter member of the Program Resources Group Inc. (PRG).

WUSF(FM) 89.7MHz (Tampa/St. Petersburg, Sarasota) is a listener supported public radio station that is synonymous with the classical music and NPR brands in the top 25 market of Tampa-St. Petersburg-Clearwater and Sarasota. It is the most listened-to public radio station in the state of Florida. WUSF 89.7 features the NPR signature news programs *Morning Edition* and *All Things Considered*; airs 75 hours of classical

music each week, nearly 85% of which is locally hosted; airs 45 hours of jazz each week overnight and provides entertaining programs such as *Car Talk*, *A Prairie Home Companion*, *Wait, Wait Don't Tell Me* and *This American Life*. WUSF 89.7 produces *The University Beat*, a program devoted to showcasing the outreach efforts of the University of South Florida and *Gulfcoast Showcase* which focuses on the arts community and broadcasts locally recorded concerts from organizations such as the Florida Orchestra and La Musica of Sarasota. Over 3 million people fall within the coverage area which extends north to Crystal River, south to Venice and east to Winter Haven. The station provides production services, studio rental and recording services to the USF community and to corporate clients.

The **WUSF Radio Reading Service (RRS)** airs 24 hours a day on a subcarrier frequency of WUSF 89.7 and on the SAP channel of WUSF-TV/ Channel 16. The RRS serves blind and disabled people with readings of newspapers and periodicals. More than 200 volunteers read live and record from studios in Tampa and at the Sarasota Opera House. Qualified listeners are able to hear the programming on special receivers loaned to them by the RRS.

OFFICE OF RESEARCH

Location/Phone: ADM 200, (813) 974-5570

Web Address: <http://www.research.usf.edu/>

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 at affiliated hospitals and institutes.

From developing a grant proposal to filing a patent to regulating biohazardous materials, 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 1998/99, USF received more than \$161 million in research funding—quite a feat when compared to the \$22 million received just 13 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

Location/Phone: MHC 1101, (813) 974-4602

The Louis de la Parte Florida Mental Health Institute's mission is to strengthen services for persons with behavioral health disorders (including mental, addictive and developmental disorders) in the State of Florida through research, training, and education (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 behavioral health services. The Institute's training and consultation activities are provided for a variety of audiences including behavioral health and health care professionals, the Florida legislature, administrators, policy makers, planners, consumers, students, and the public.

The Institute provides continuing education opportunities for behavioral health and health professionals and 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. The Institute 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.

The Institute 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. Institute faculty teach credit courses in degree-granting programs in cooperation with other USF colleges and offer certificate courses in planning, evaluation and accountability.

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