

# ACADEMIC PROGRAMS AND SERVICES

UNIVERSITY OF SOUTH FLORIDA - 2010/2011 UNDERGRADUATE CATALOG

## USF/FLORIDA COLLEGE SYSTEM CROSSENROLLMENT

Some undergraduate students may find it advantageous to cross enroll at a Florida College System institution 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.*

## USF Testing Services

**Location/Phone:** SVC 2060; (813) 974-2742

**Office Hours:** 8 a.m. – 5 p.m., Monday through Friday

**Web Address:** <http://www.outreach.usf.edu/conted/testing/>

The Office of Testing Services serves three principal functions:

1. Admissions, Academic and Placement Testing: Tests required for admission to colleges, graduate and professional schools as well as many other special tests are administered by this office. Examples are the ACT, SAT, CPT, GRE, LSAT, FTCE, FELE, PRAXIS and TOEFL.
2. Credit-By-Examination: The College-Level Examination Program (CLEP) is administered through this office.

## 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. 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. CLEP credit will not satisfy USF's residency requirement;
2. Credit for the General Natural Science examination will be granted for non-majors only.

Certain General and Subject CLEP Examinations noted in the table found at <http://www.outreach.usf.edu/conted/testing/> 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.

The CLEP General and Subject Examinations are administered on the Tampa Campus. Testing schedules are available in USF Testing Services (SVC 2060). Prior registration is required.

For information regarding CLEP examinations, please go to the USF Testing Services web site <http://www.outreach.usf.edu/conted/testing/>.

## 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.

## Center for Africa and the Diaspora

**Location/Phone:** FAO 274, (813) 974-4727

**Email:** [vduke@ibl.usf.edu](mailto:vduke@ibl.usf.edu)

**Web Site:** <http://www.usf.edu/ibl>

The Center for Africa and the Diaspora is a joint venture between the Institute on Black Life and International Affairs. The Center works with IBL and International Affairs to provide leadership and advocacy for research, program development and community service initiatives that examine and illuminate the contributions of Africans and other peoples of African descent, as well as problems and issues that affect their lives. Through educational and cultural exchanges, symposia, and other programs, USF

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students, faculty, and scholars and the local community are linked in tangible and productive ways to the world African community on issues of global relevance. The Center fosters interdisciplinary partnerships and collaborative arrangements with a wide range of institutions and organizations in Africa and the African Diaspora in Tampa Bay and around the world.

### The English Language Institute

*Location/Phone:* CPR 443, (813) 974-3433

*E-mail:* [elimain@cas.usf.edu](mailto:elimain@cas.usf.edu)

*Website:* <http://www.eli.usf.edu/>

The English Language Institute (ELI) is the research and teaching laboratory of the Department of World Languages. The ELI offers an intensive academic English as a Second Language (ESL) program to prepare students to study at a US university. In addition, the ELI conducts a variety of special language programs and pursues an active research and teacher development agenda led by faculty and students associated with the Master's Program in Applied Linguistics and the Ph.D. Program in Second Language Acquisition/Instruction Technology, a joint program of the College of Arts and Sciences and the College of Education.

Students are tested and placed in one of five levels, ranging from beginning to advanced. Students attend non-credit classes 21 hours per week. International students on a USF I-20, F-2 and J-2 visa holders, as well as permanent residents and citizens may enroll part-time in the ELI. The integrated-skills, content-based curriculum includes instruction in listening and speaking, reading and writing, grammar, academic strategies, and test preparation electives (TOEFL, GRE, GMAT, SAT, ACT, SPEAK) for upper-level students.

The English Language Institute is authorized to issue a Certificate of Eligibility (I-20) to students who require a Student Visa (F-1) and who meet criteria set forth by the U.S. Bureau of Citizens and Immigration Services.

### 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.

### COMMUNITY EXPERIENTIAL LEARNING PROGRAM

*Location/Phone/Email:* NES 305, (813) 974-8452, [jones@cas.usf.edu](mailto:jones@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 NES 305, (813) 974-8452.

### STATE UNIVERSITY SYSTEM CORRESPONDENCE COURSES

The University of Florida's Division of Continuing Education's (DOCE) Department of Correspondence Study administers all correspondence instruction for Florida's State University System (SUS).

Correspondence study at the University of Florida is a consortium of universities within the State University System of Florida that offers high school, undergraduate and graduate courses for credit through interactive, self-directed study.

DOCE provides courses for students who wish to begin college programs early, take courses with conflicting times or closed sections, meet prerequisites, pursue professional development, or personal enrichment. DOCE courses' content and requirements parallel their on-campus counterparts.

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 more information, please contact: Department of Correspondence Study, 2209 NW 13th Street, Suite D, Gainesville, FL 32609; (352) 392-1711, or toll free at (800) 327-4218; or e-mail: [learn@doce.ufl.edu](mailto:learn@doce.ufl.edu). Be sure to check out the home page: <http://www.correspondencestudy.ufl.edu/>.

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:* NES 305, (813) 974-8452, jones@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.

Information and applications can be obtained at the website: [www.twc.edu](http://www.twc.edu). For details on The Washington Center Internship Program, please contact Robin Jones, Faculty Liaison for TWC Internship Program, 4202 East Fowler Avenue, NES 305, Tampa, FL 33620-8100.

## Academic Services and Support

### USF ECampus

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

**USF ECampus** extends the University's academic resources to help learners meet their educational and professional goals by developing and supporting credit and noncredit programs.

#### Distance Learning

USF ECampus assists USF colleges and departments offering courses, certificates, and degree programs in distance learning formats. Distance learning provides access to the university learning experience by removing barriers of time and place. Courses are available in a variety of disciplines and offer alternatives in time, place, format, or delivery systems to extend educational opportunities throughout the region and beyond. A variety of technology options such as the World Wide Web, television, videoconferencing, and other technologies, allow faculty and students to communicate at the same time or on a time-delayed basis at times that fit the student's personal schedule. Distance learning courses are included with regular departmental offerings in OASIS and identified by distance learning icons; contact the department offering the course for more information. For more information, please call 1-888-873-4968.

#### Continuing Education

USF ECampus provides the following noncredit programs and services:

- Professional and Workforce Development (PWD) offers short courses for professional and personal development and computer applications training.
- Cultural, computer and personal enrichment courses for senior adults at the Osher Lifelong Learning Institute at USF (OLLI).
- Meeting, training and computer lab room rentals at the USF Downtown Center.
- Testing Services administers paper and pencil, and computer based tests for Educational Testing Services (GRE, GMAT, TOEFL, etc.), College Level Examination Program (CLEP), Florida Teachers Certification examinations (FTCE and FELE) as well as other professional certification programs.

For more information, please visit the website at <http://www.outreach.usf.edu/conted> or call (813) 974-5201.

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### Metro Initiatives (USF4YOU)

USF4YOU offers a variety of services and seeks to increase access to educational programs for working adults. Through USF4YOU, the public can learn about USF's graduate certificates, professional master's degrees, online/distance education, alternative calendar programs, bachelor's degree completion options and non-credit education opportunities. USF4YOU also provides prospective students referrals to traditional undergraduate and graduate advisors.

Phone Toll Free:	1-888-873-4968
Phone Local:	(813) 974-2827
Fax:	(813) 974-7061
Location:	SVC 1072
E-mail:	USF4YOU@admin.usf.edu
Web:	<a href="http://www.usf4you.org/">http://www.usf4you.org/</a>

### Bachelor of General Studies Degree

USF's Bachelor of General Studies Degree (BGS) is a customized, interdisciplinary degree that provides students with options to choose an appropriate academic program that fits their educational and professional goals. The BGS program will provide mid-career adult students with the opportunity to integrate completion of the baccalaureate degree into their established lifestyle.

### Admissions Requirements

Students must:

- Have completed at least 60 credit hours at a regionally accredited college or university
- Have been out of school for approximately three (3) or more years
- Complete a screened application process conducted by a program advisor
- Be in good standing with former educational institutions
- Meet USF's general admissions standards for transfer students (please refer to USF's Admissions requirements for transfer students at this link [http://usfweb2.usf.edu/admissions/transfer\\_reqs.htm](http://usfweb2.usf.edu/admissions/transfer_reqs.htm))
- Demonstrate ability and desire to complete the degree (personal statement, letters of recommendation)

For complete application instructions, please see <http://www.usf4you.usf.edu/programs/bachelorsBGS.asp>.

### The USF Library System

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

Tampa Library: (813) 974-2729 (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

All six libraries within the USF Library System contain over 2.2 million volumes, 30,000 serial titles, most in electronic format, and 75,000 media materials. The state university libraries together contain over 12,000,000 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 Library System 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 the online catalog, an electronic course reserve system, electronic journals, books and databases. Many electronic resources are full-text, and digitized historical materials such as photographs, documents, and oral histories. Beyond content, there is online access to numerous library services such as interlibrary loan, the ability to renew materials, and reference assistance requests via the library website.

The Library catalog, also available online, may be searched by author, title, subject, and keyword to identify the libraries' holdings. The Library website also has links to other catalogs of libraries within the state and worldwide. Workstations located in various USF libraries provide access to the online catalog as well as a vast array of electronic resources.

The USF libraries can obtain materials from each campus, SUS and other libraries upon request. Students, staff and faculty can have access to resources by requesting material using online forms found at the USF Library System homepage at <http://www.lib.usf.edu>.

More information about the USF Library System, including the electronic resources and library services to distance learners, is available at <http://www.lib.usf.edu>.

### TAMPALIBRARY

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 collections, to master the techniques of using them, regardless of format, and to achieve a familiarity with information resources that will become lifelong learning skills.

The Tampa Library is a collection of approximately 1.8 million volumes, 10,900 periodicals and 2,797,000 microforms 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 in the Information Commons. Reference librarians assist students and faculty with both electronic and print resources, including government documents.

Reference assistance is also available online by selecting the Ask-A-Librarian link on the Library website. Reference librarians teach information literacy classes to students and faculty in support of teaching and research using state-of-the-art electronic classrooms. The Library's instruction program focuses on the search, evaluation and application of information via the use of print collections, 600+ databases, and World Wide Web. One-on-one consultation appointments with librarians are available to any researcher in need of customized assistance.

**Periodicals Collection:** The Periodicals Collection is located on the second floor with service provided at the Periodical Information Desk. The collection contains more than 2,500 current print 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. The Library catalog and Internet workstations provide access to full-text databases and electronic journals. Also located here is self-service photocopying equipment.

**Government Documents Collection:** The Library is a selective depository for United States government publications and a full depository for the public documents of Florida. Federal and State print documents are housed in the basement of the Library. Over a million documents are also available in microform and electronic format. The Collection is augmented by the acquisition of United Nations committee reports on microfiche, selected publications of other public agencies, selected reference tools, and other specialized indexes and finding aids. Assistance with the location and use of publications in the Government Documents Collection is provided at the Service Desk located in the Information Commons on the first floor of the Library. For access to a wide range of online government publications, please visit the Government Documents website at <http://www.lib.usf.edu/public/index.cfm?pg=GovernmentDocuments>.

**Special Collections and Florida Studies Center:** 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. Holdings also include the papers and manuscripts of literary figures like Piers Anthony and Dion Boucicault. 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 have been digitized and are accessible on-line. Further information is available through the department's website at <http://www.lib.usf.edu/public/index.cfm?pg=SpecialCollections>.

**Access and Media Services (circulation, interlibrary services, media, reserve):** Access and Media Services are located on the first floor. The reserve collection contains books and media, while all articles are on electronic reserve within Blackboard. The Electronic Reserves can be accessed via Blackboard, the university's content management system by valid, affiliated users. 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 or via the Library's website. A statement of the library's circulation policy is available at the Service desk and on the USF Library's home page. Interlibrary Loan services can obtain materials from other libraries upon request, providing university-affiliated patrons access to resources beyond the onsite collections at each campus. Faculty wishing to place materials on reserve or those wishing to obtain Interlibrary Loan or reserve materials can find the appropriate forms at <http://www.lib.usf.edu/public/index.cfm?pg=OnlineForms>.

The Library Media Collections provides media materials for instruction, research, and curriculum support. Videocassettes, sound recordings, DVDs, CDs, and other audio-visual formats as well as music scores are available for loan. The Media Resources area, also on the 1st floor, provides equipment for individual use of all media in the collection and on reserve. Multi-media rooms are available for group use of the collection. All foreign language audiotapes have been digitized and made available online.

**Instructional and Open-Use Labs:** The Library's Information Commons, which is located on the 1st floor, allows for full access to the Library's Electronic resources as well as all information management software supported by Academic Computing at 140+ workstations. Trained assistance with the technologies and intellectual content of resources is available at a Common's service desk. Two teaching labs, located on the second floor, are reserved for library instruction.

More information about the collections and services of the Tampa Library is available on the web at <http://www.lib.usf.edu>. For the most up-to-date recording of Library hours of operation, call (813) 974-2727.

## PUBLIC BROADCASTING

WUSF Public Broadcasting is a membership supported, non-commercial public service media organization that celebrates educational, cultural and artistic excellence and is an authentic source of information for the people of the greater Tampa Bay and Sarasota region. WUSF 89.7 and TV 16 and [wusf.org](http://www.wusf.org) focus programming on issues of concern to citizens such as information on Education, Transportation, the Environment, the Economy and Growth Management.

**WUSF 89.7**, as an NPR member station, provides non-commercial, objective, in-depth journalism from more than 700 correspondents reporting from 17 domestic and 14 foreign news bureaus. WUSF 89.7 also provides classical music, jazz and entertainment programs. WUSF 89.7 now offers a second audio channel of programming via HD Radio technology. The new stream called 89.72 broadcasts all news and public affairs 24 hours a day, seven days a week. Visit our website, [www.wusf.org](http://www.wusf.org),

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for instructions on how to access the second audio stream. WUSF 89.7 has reached the highest audience in the station's history with 278,800 listeners per week.

As the public television service of USF, **WUSF-TV** brings a broader perspective to world events through BBC World News and Deutsche Welle World News. In March, 2001, WUSF-TV moved into a new, state-of-the-art telecommunications facility housed next to WUSF 89.7 located in the center of the USF campus. It employs digital technology, allowing WUSF-TV to broadcast four channels of educational programming at one time. These channels are available over the air, via direct broadcast satellites or from cable operators. Labeled "multicasting" this capacity enables WUSF and the University to share more of its wealth of educational and cultural resources. WUSF-TV reaches more than 850,000 viewers per week.

**Intellis Media** is a creative division of WUSF comprised of media, communications, engineering and production professionals. This resource of talent allows WUSF to provide customized communications, production and technology solutions to USF academic and support services units as well as clients in the corporate, government, education and non-profit sectors.

The WUSF website, [www.wusf.org](http://www.wusf.org), provides a separate archive related to state news, focusing on the pending issues before legislators and the actions taken by our elected representatives and the Governor and his cabinet. Pod casts of locally produced news stories are available along with links to other NPR programs.

**WUSF Radio Reading Service** is a public service of the University of South Florida and WUSF Public Broadcasting. The Radio Reading Service serves the blind, physically disabled, visually impaired and those with reading disabilities by providing vital information to encourage independent living. It is a lifeline to those who rely on the 24-hour-a-day reading of newspapers, current magazines and health information programs. The WUSF Radio Reading Service has 150 dedicated volunteers who generously donate their time reading for the visually impaired.

WUSF works closely with the School of Mass Communications to provide students with practicum experience and internships. USF's Mass Communications students have an enlarged working studio environment where they may learn important on-the-job skills.

### OFFICE OF RESEARCH & INNOVATION

*Location/Phone:* USF Research Park, 3702 Spectrum Blvd., Ste. 175, Tampa, FL 33612, (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 research are the responsibilities of the Office of Research & Innovation 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 & Innovation oversees the administration of 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, research park development, technology transfer, and research activities at affiliated hospitals and institutes.

The Office of Research & Innovation supports undergraduate research through the Honors College (contact Dr. Stuart Silverman, email: [silverman@honors.usf.edu](mailto:silverman@honors.usf.edu)) and the Undergraduate Research Program (contact Dr. Naomi Yavneh, [yavneh@honors.usf.edu](mailto:yavneh@honors.usf.edu)). In addition, specialized research projects are supported by grants that offer financial support for students. An excellent undergraduate research experience is available through the College of Engineering's Research Experience for Undergraduates (contact Dr. Rudy Schlaf, email: [schlaf@eng.usf.edu](mailto:schlaf@eng.usf.edu)). This program offers research assistantships supported jointly by the Office of Research & Innovation and the College of Engineering, as well as select fellowships funded by the National Science Foundation.

From developing a grant proposal or filing a patent, the staff of the Office of Research & Innovation are trained professionals committed to meeting the needs of USF researchers. In turn, the dedication of USF students and faculty has contributed to the phenomenal growth in research that USF has experienced.

In addition to the programs noted above, students can become involved in research by contacting faculty, who, with the support of private and public agencies, 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. USF encourages research as a vital part of the University's instructional programs.