

# ACADEMIC PROGRAMS AND SERVICES

UNIVERSITY OF SOUTH FLORIDA 2011-2012 UNDERGRADUATE CATALOG

## USF/FLORIDA COLLEGE SYSTEM

### Cross Enrollment

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. *To prevent problems with financial aid and other registration issues, see a USF college advisor for detailed instructions and course approval.*

### Transient Student

USF degree-seeking students who wish to enroll at another regionally accredited institution should have prior written approval from their college academic advisor to be certain that the work they complete will apply toward their degrees at USF. 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.conted.usf.edu/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, , 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 Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), General and Subject College Level Examination Program (CLEP), DANTES, Caribbean Advanced Proficiency Exams (CAPE) and Excelsior College examinations. Performance levels necessary to achieve credit have been established at a common level for all universities and community colleges in the State system. For information on credit-by-exam equivalents, please visit the following url:

<http://www.ugs.usf.edu/student/crbyexam/exams.cfm>. 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.conted.usf.edu/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.conted.usf.edu/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:** CGS 232, (813) 974-5949

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

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**Web address:** <http://ibl.usf.edu/cfad/>

The Center for Africa and the Diaspora was established within the Institute on Black Life to encourage and support research and scholarship on issues directly relevant to people of the African continent and the African Diaspora, particularly in Latin America, the Caribbean, and in Europe. The mission of the Center is to facilitate and promote knowledge production on complex issues relevant to the lives of contemporary Africans and the unique challenges of people in diasporan communities. Through a wide network of partnerships with institutions and organizations around the world, the Center also addresses issues related to health, economics, gender and violence, politics, genocide and dislocation in Africa and the diaspora.

## INTO University of South Florida

**Location/Phone:** FAO 100, 1 813 905 4686

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

**Web address:** [www.intohigher.com/usf](http://www.intohigher.com/usf)

INTO University of South Florida (INTO USF) is a program of the University of South Florida which offers a range of programs for international students. INTO USF's goal is to make entry to the university available for a wide range of international students by offering English language and academic pathways to smooth the transition into the American academic environment. INTO USF offers both general and academic English programs at all levels as well as undergraduate and graduate pathway programs designed to better prepare international students wanting to enter USF. The staff at the INTO USF Center work closely with students to enable them to express themselves in their new environment.

### Undergraduate Pathways Program

Undergraduate Pathways provide academic, linguistic and cultural instruction and support to international students wanting to earn a Bachelor's degree at USF. Students study alongside USF students in some courses as they complete the first year of a four-year degree. Programs start in the Fall and Spring semesters and can be one or two semesters in length. Undergraduate Pathways majors are available in: Business, Engineering, Computing, Science and General Studies.

### Graduate Pathways Program

Graduate Pathways are for international students wishing to earn a Master's degree in the USA. For one or two semesters, Graduate Pathways students study in mainstream USF graduate courses, with considerable additional support in English and GRE or GMAT test preparation. Following successful completion of the program, students will be admitted as degree-seeking graduate students at USF. Graduate Pathways are available in Business, Engineering, Mathematics, and Biology. All majors start in the Fall semester. Finance, Marketing and MBA Standard Pathway programs also start in the Spring.

### Academic English Program

The Academic English program is an intensive-English program designed to prepare international students for entry into university study. Courses in this program develop students' ability to use English to complete authentic academic tasks while building their knowledge of academic content and vocabulary. Courses also help students adjust to the demands, challenges, and expectations of the U.S. higher education system and culture. Students are placed into one of five levels according to their language proficiency. Students who complete level 4 can enter a two-semester Pathway program, and students who complete level 5 can enter a one-semester Pathway program.

### General English Program

The General English program is an intensive-English program designed to improve international students' ability to use English in a wide variety of social and professional situations. The program includes activities, culture projects, and real world tasks that develop students' communicative skills in English while they learn about American culture. Each session is one month long, and students are grouped according to language level. Students can progress into Academic English for further study at USF.

### Special English Programs

The INTO USF Center offers special English language programs designed to meet the needs of groups of students from overseas institutions. These programs are designed in consultation with the sponsors of these groups and may be taught in conjunction with one of the existing programs at INTO USF or delivered as a stand-alone program.

### Diagnostic Testing

Students entering INTO USF's Academic English program will take a computer adaptive test and a writing test to

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be placed into one of the 5 levels. Students in the General English program will take a writing and speaking test to be placed into one of the 4 levels. At the end of each semester, students will be tested again to determine progress. INTO USF also offers the SPEAK exam for international teaching assistants.

## Computer Learning Center

The INTO USF Computer Learning Center is a central part of the teaching and learning process both in structured classes and as part of a student's independent learning. The Computer Learning Center has English language textbooks, audio and videotapes, CDs, DVDs, and language learning and test preparation software. Lab assistants are also available to support students.

## Student Support

At INTO USF, our students come first. Our experienced student support team provides students with support from the moment they leave their homes to the moment they leave our program. INTO USF students have access to all the services and facilities at USF including the library, recreation center, Counseling Center, Student Health Center, sporting events, and much more. In addition, the Student Support staff is always ready to address any issues related to the student experience including arrival, housing, health and welfare, and advising. We offer our students workshops including our Culture Bound Series as well as activities that enhance their experience at USF and ensure that the university experience is accessible to all.

## 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.

## Community Experiential Learning Program

**Location/Phone:** NES 305, (813) 974-8452

**Email:** 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 (DCE) 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.

DCE 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. DCE 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, P.O. Box 113172, Gainesville, FL 32611-3172; ; (352) 392-1711, or toll free at (800) 327-4218; or fax at (352) 392-6950 or e-mail: learn@dce.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:

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grades for courses taken by Cooperative Education students while on a training period are transferred and will be used in computing the USF GPA.

## The Washington Center Internship Program

**Location/Phone:** NES 305, (813) 974-8452

**Email:** jones@cas.usf.edu

The USF Semester in Washington provides students of all majors with the opportunity to enjoy a semester of experiential and classroom learning in Washington, D.C. The program is conducted in partnership with The Washington Center for Internships and Seminars (TWC), which has provided over 40,000 students with comprehensive, participatory learning experiences in its 35 year history. Working together, USF and TWC provide a richly rewarding, internship-based experience that gives students the opportunity to explore a wide variety of career paths while being immersed in the intellectual and cultural diversity of our nation's capital or, in some cases, abroad. TWC's 70 full-time staff members provide internship site placement and supervision services, academic programming, and excellent quality housing. Suitable internship sites can be provided for any major within the USF curriculum.

USF undergraduates earn 9 credits by interning 4 ½ days a week during the fall or spring term (6 credits in the summer). They earn 3 additional credits by taking one of the many academic courses offered by TWC. The students register directly through USF and pay USF tuition. Since these are USF credits, most student financial aid applies. In addition students will receive the Florida State Scholarship to help defray the program and housing fees of TWC.

For more information on The Washington Center visit their website: [www.twc.edu](http://www.twc.edu). For information on the application process, USF credits, the Florida State Scholarship, etc. contact the USF Liaison:

## USF University College

**Web address:** [www.ecampus.usf.edu](http://www.ecampus.usf.edu)

USF University College 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 Initiatives

USF University College provides development and marketing services to USF colleges and departments wishing to establish courses, certificates, and degree programs in online or other 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 additional information, please call (813-974-8513

### Metro Initiatives (USF4YOU)

USF4YOU offers a variety of services to increase access to educational programs designed for adult learners and working professionals. 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 comprehensive -departmental referrals for prospective students interested in traditional undergraduate and graduate programs .

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

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The BGS Admissions Requirements are that a student 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>.

## Continuing Education (Non-Credit)

USF's University College 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 are available through the Osher Lifelong Learning Institute at USF (OLLI).
- Testing Services administers paper and pencil, and computer based tests for Educational Testing Services (GRE, GMAT, TOEFL, etc.), College Level Examination Program (CLEP), as well as other professional certification programs.

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

## 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

The six libraries that comprise the USF Library System hold over 2.2 million volumes, 81,000 serial titles, most in electronic format, and 56,000 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, renewals, and reference assistance.

The web-accessible Library catalog may be searched by author, title, subject, and keyword. 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 through interlibrary loan.

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>.

## 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 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 Services

Reference services are located on the first floor of the Tampa Library in the Information Commons and online. Reference librarians assist students and faculty with both electronic and print resources, including government documents. Reference librarians teach information literacy classes to students and faculty in support of teaching and

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research using electronic classrooms. 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. 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. 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.

**Special and Digital Collections** 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, and the records of Tampa's Spanish, Cuban and Italian immigrant mutual aid societies. Further information is available through the department's website at <http://guides.lib.usf.edu/special-collections>.

## 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. 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. The Library Media Collections provides media materials for instruction, research, and curriculum support. The Media Resources area is located on the 2<sup>nd</sup> floor. Multi-media rooms are available for group use of the collection.

## 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 160+ 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 Media

WUSF Public Media is a non-commercial public service media organization that provides in-depth journalism, music, education and information to the community through broadcasting, online and community engagement. WUSF 89.7, WSMR 89.1, WUSF TV and [wusf.org](http://wusf.org) focus on issues of concern to citizens such as education, transportation, the environment, the economy and health.

**WUSF 89.7** airs news and information and all night jazz and is an NPR member station. WUSF 89.7<sup>2</sup> is available on HD Radio and online. WUSF 89.7<sup>2</sup> is all classical music and can also be heard at WSMR 89.1 and 103.9FM. Visit our website, [www.wusf.org](http://www.wusf.org), for instructions on how to access the second audio stream. WUSF 89.7 reaches 280,000 listeners per week.

**WUSF TV** brings a broad perspective to world events and public affairs through *Journal*, a daily news broadcast from Berlin, *Inside Washington* and *McLaughlin Group*. WUSF TV broadcasts four channels of educational programming. These channels are available over the air, via direct broadcast satellites or from cable operators. WUSF 16.1 airs public television programming; WUSF 16.2 broadcasts WUSF Kids, and is the only broadcast channel in the region devoted to public television children's program 24/7; WUSF 16.3 broadcasts WUSF Create, with how-to programs on cooking, gardening, sewing, travel programs and This Old House; and WUSF 16.4 is WUSF Knowledge with the Florida Knowledge Network and other educational programming. WUSF TV reaches more than 850,000 viewers per week.

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**IntellisMedia** is a creative division of WUSF comprised of media, communications, engineering and production professionals providing 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), is a resource for news and information with links to WUSF and WSMR streaming, WUSF produced programs, podcasts and blogs.

**WUSF Radio Reading Service** serves the blind visually impaired and those with reading disabilities by providing 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 15 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 in every department of the station. Students produce a daily newscast and documentaries that air on WUSF TV 16.1.

## 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 to 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.