FALL 1999 SCHEDULE

The Continuing Education Division

A Service of the Division of Lifelong Learning
Thornton Wilder’s well-known play, Our Town, teaches us a lesson about New England life in the early 20th Century: sadly, many people’s lives pass with little attention to the richness of the present moment.

For the people in Our Town, life flashed by with lightning speed. The people rarely found time to enjoy sunsets or philosophize about the meaning of life. Most residents made little attempt to transcend the routine workday.

Too busy carrying life’s daily burdens, most characters in Our Town had no time to wait for the loon’s call, to listen to a songbird’s tune, to wonder about the quality of their lives, or to contemplate options for the future.

At the end of the 20th Century, our society is similar to Our Town - we can get caught up in the details of our daily lives and forget to think about the larger issues that give life meaning. But at the end of the 20th Century, Maine towns differ from Our Town in an important way. Our Maine towns are linked by technologies making it possible to transcend the barriers of time and space, allowing many people the opportunity to pursue lifelong learning.

Distance is no longer an obstacle to higher education. Many people in Maine towns today enjoy taking college courses from a distance through television and computer technologies. And higher education is also possible for people with severe time constraints. Many courses are offered asynchronously, meaning students may do the coursework at their own pace and at their own convenience.

Flexibility and convenience are the hallmarks of distance and asynchronous instructional technologies. Distance students throughout the state (and throughout the world!) access the university through interactive television, video conferencing, computer conferencing, telephone conferencing, the Internet, and audio and video recordings.

What does this new technology mean for Maine people? It means single parents living hundreds of miles from the University can continue their education by taking synchronous (i.e., live) courses on television at more than 100 statewide locations. Students can also take asynchronous courses on a home computer - any time, any place. Students no longer need to occupy a certain desk in a certain classroom in a certain building on a certain campus. Homebound people with disabilities also enjoy the opportunity to access higher education from the desktop of their home computers.

Distance technologies also bring professors and students from around the world to participate in University of Maine courses. Maine professors are able to instruct their distance students from a research center in Brazil or from whatever part of the world their research takes them. International students, too, take University of Maine classes, bringing people together as a worldwide community of learners.

Don’t make the mistake that the residents in Our Town made by allowing the daily routine blind them to the full richness of life. With the convenience of distance and asynchronous education, students everywhere can contemplate the power of a poem, the beauty of an equation, or the history of diverse peoples. Contact the University of Maine today to begin your own quest for lifelong learning.

James F. Toner
Director
Distance Education

The University of Maine offers 200 distance education courses per year: 100 on interactive television, and 100 on the Internet.
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1999 Fall Semester Calendar

Classes begin - Tuesday, September 7, 8:00 a.m.
Add/Drop week - Tuesday-Monday, September 7-13
Application for Degree filing deadline (Dec.) - Friday, October 1, 4:30 p.m.
End of 1st 3rd of semester for withdrawals - Thursday, October 7, 4:30 p.m.
Fall break begins - Friday, October 8, 5:00 p.m.
Classes resume - Wednesday, October 13, 8:00 a.m.
End of 2nd 3rd of semester for withdrawals - Thursday, November 11, 4:30 p.m.
Registration for Spring 2000 - Monday-Thur sday, November 8-18
Thanksgiving break begins - Wednesday, November 24, 8:00 a.m.
Classes Resume - Monday, November 29, 8:00 a.m.
Classes end - Friday, December 17, 5:00 p.m.
Commencement - Saturday, December 18, 10:30 a.m.
Final exams begin - Monday, December 20, 8:00 a.m.
Final exams end - Thursday, December 23, 6:00 p.m.
Winter Session - Monday - Friday, January 3-21, 2000
Note: Family and Friends Weekend - Friday-Sunday, September 24-26
Homecoming Weekend - Friday-Sunday, October 15-17

EQUAL OPPORTUNITY POLICY - STATEMENT

In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, The University of Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, citizenship status, age, disability or veterans status in employment, education and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Questions and complaints about discrimination in any area of the University should be directed to the Director of Equal Opportunity, Evelyn Silver, 318 Alumni Hall, 207-581-1226. Inquiries about discrimination may also be referred to the Maine Human Rights Commission, U.S. Equal Employment Opportunity Commission, Office for Civil Rights of the U.S. Department of Education or other appropriate federal or state agencies.
DEGREES OFFERED THROUGH CED

Undergraduate Degrees

Bachelor of University Studies

The Bachelor of University Studies offers the part-time student the opportunity to coordinate the offerings of the Continuing Education Division into an individually planned degree program. Approved by the faculties of all the Colleges of The University of Maine, this program is specifically and solely for part-time students in the Continuing Education Division. Students can complete this degree through Distance Education.

The University offers this degree program for many individuals: those who did not continue directly to higher education after high school and who find that family, job, and other responsibilities do not allow a full-time program of study; those who discontinued college or university programs and who now wish to re-enter a degree program and those with associate degrees who may wish to pursue a broader based baccalaureate program. For additional information, call 207-581-3142 or visit us at http://www.ume.maine.edu/ced/bus/.

Bachelor of Science Elementary Education

The College of Education and Human Development is concerned with those students who are planning a career in the field of education. The college designs under graduate programs so each student can include a substantial amount of college work in general education, as well as concentrate in an academic area closely related to his or her special teaching interests. The program includes basic professional work in education.

In order to take any courses for GRADUATE CREDIT, a student must register with the Graduate School either as a fully enrolled graduate student or on a graduate non-degree basis. Graduate non-degree students are those students who have earned a bachelor’s degree, and whose interests in advanced study are not currently directed toward a particular degree program, or whose previous background may not immediately qualify them for admission to an advanced degree. All students enrolling in 500–600 level courses must apply for non-degree admission and will be billed at graduate rates. (See tuition rates on page 48.) Graduate non-degree applications are available at the CED Office or at the Graduate School.

For students admitted to graduate degree programs, graduate credit is granted only for courses approved in advance by the student’s advisor. A maximum of six credit hours of graduate course work completed prior to admission may apply toward a graduate degree provided the courses are applicable to the degree program. A student should acquire a Graduate School Catalog and become familiar with any and all policies of the Graduate School before degree application or course registration.

In the case of 600-level Business Administration courses, prior approval from the Business School is required and involves submission of GMAT scores and official transcripts to the MBA Program Office.

All international students must provide a TOEFL score of at least 550 (213CBT).

Below are graduate degrees that are offered late afternoons and evenings. Students may also take evening graduate classes in some degree programs, an added option for busy adults.

Graduate Degrees

Bachelor of Science Elementary Education

The College of Education and Human Development is concerned with those students who are planning a career in the field of education. The college designs under graduate programs so each student can include a substantial amount of college work in general education, as well as concentrate in an academic area closely related to his or her special teaching interests. The program includes basic professional work in education.

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Below are graduate degrees that are offered late afternoons and evenings. Students may also take evening graduate classes in some degree programs, an added option for busy adults.

Master of Business Administration

The Maine Business School offers a graduate program in business leading to the degree of Master of Business Administration which equips the M.B.A. candidate with concepts, analytical tools, and supervisory skills required for competent and responsible management.

The M.B.A. program has built-in flexibility to meet the specific needs of each student. Students seeking functional specialization of general managerial careers find the program rewarding in terms of depth and breadth.

Contact the MBA Program Office for additional information at 207-581-1973 or (e-mail: mba@maine.edu).

Master of Education

The Master of Education degree extends the preparation of classroom teachers and prepares those who wish to enter specialized areas such as school administration, guidance or supervision. In some instances, the college graduate who wishes to qualify for initial teacher certification may include some portion of the formal preparation in a Master of Education degree program.

The doctorate and certificate of advanced study prepare candidates for a variety of administrative and teaching responsibilities on the elementary, secondary, and college levels. Contact the College of Education and Human Development at 207-581-2444 for additional information about specific programs.

Master of Arts (English)

Students admitted to graduate study in the Department of English begin course work leading to the Master of Arts in English. The Department offers a choice of two M.A. programs in Literature, a thesis and a non-thesis program. Both programs promote breadth and depth of knowledge in British and American literature. In addition, the English Department offers M.A. concentrations in Creative Writing and in the Teaching of Composition. Call 207-581-3822 for more information.
DEGREES OFFERED THROUGH CED

Master of Arts (Communication and Journalism)

The Master of Arts in Communication provides students with a broad understanding of traditional and contemporary theories of communication, the research skills necessary to explore the nature of communication, and the ability to apply their knowledge of communication in varied settings.

For additional information contact the Department of Communication and Journalism at 207-581-1935.

Master of Arts in Liberal Studies

The Master of Arts in Liberal Studies (MALS) Program offers mature students opportunities for interdisciplinary graduate work. Students who enter the program may pursue their study on a part-time or full-time basis. Students can complete a portion of this degree through Distance Learning.

The program is based on the assumption that technical competence and specialized training are best employed in combination with knowledge traditionally fostered by the liberal arts and sciences. It offers an alternative to traditional graduate programs by emphasizing the integration of knowledge. Through core seminars, an individualized program of study and the completion of a master project, the student’s ability to explore major issues and integrate knowledge from several disciplines is enhanced. Contact the Graduate School at 207-581-3222 for more information.

Master of Public Administration

The Master of Public Administration is a professional degree designed for persons pursuing or intending to pursue careers in all levels of government, nonprofit public service organizations, and some policy-related fields in for-profit organizations. It is the largest and the only accredited M.P.A. program in northern New England. The program has particular strengths in the areas of state and local government administration, which reflects the Department of Public Administration’s commitment of service to state and local government and nonprofit organizations in Maine. Students also have the option to concentrate their studies in Planning, Community Development, and Growth Management.

The M.P.A. program is offered on a full- and part-time basis in Orono and on a part-time evening basis in Augusta. For additional information, contact the Department of Public Administration at 207-581-1886.

CERTIFICATES OFFERED THROUGH CED

CERTIFICATE OF POST GRADUATE STUDIES IN BUSINESS ADMINISTRATION

The Certificate of Post Graduate Studies in Business Administration provides an understanding of the functional areas common to all business enterprises. This program furnishes the broad training necessary for successful business management in a rapidly changing environment. The certificate program consists of six courses in management, production, finance, marketing, accounting, and economics.

Each applicant must have a bachelor’s degree from an accredited institution and provide a transcript from each institution attended. Students must be proficient in college algebra and the use of word processing and spreadsheet software.

The certificate courses offered for Fall 1999 are BUA 325 – Principles of Management and Organization, BUA 400 – Introduction to Accounting and BUA 310 – Introduction to Economics/Accelerated.

For an application and further information contact: The MBA Program Office University of Maine
5723 Donald P. Corbett Business Building Orono, Maine 04469-5723 Telephone: 207-581-1973 E-mail: MBA@maine.edu w w w .maine.edu/~gibson/umocba.html

CERTIFICATE IN CLASSICAL STUDIES

Interested in Classics? Want to read the Great Books from Classical Antiquity? Are you interested in learning Latin? And Mythology, and the Origin of Customs, Values, and Ideas from the Great Melting Pot of the Multicultural World of Classical Antiquity? If these ideas are appealing to you, you may want to consider this new program in Classical Studies offered through the Division of Lifelong Learning.

The Classical period in Western history, defined as the period from the Bronze Age to the fall of the Roman Empire in the 5th century C.E., contains the “roots” of modern society. In order to understand where we are and where we are going as a society, it is necessary to know where we have been. European and American literature, philosophy, law, religion, politics, language, and art have all been directly or indirectly formed in reaction to Classical culture. By examination and study of Classical civilization, the student will develop a sense of how the ancients responded to the universal questions of human experience. Through an implicit comparison of the cultures of ancient Greece and Rome to our own, the student will also come to have a fuller understanding of the humanist and cultural impulses which have formed and which continue to form our own experience.

This new program is available through the Division of Lifelong Learning, Continuing Education/Summer Session. Courses will be available through a combination of distance education and evening or weekend on-site courses at The University of Maine. Although all courses may not be available at centers and sites, students at a distance will be able to receive enough courses in the program at their location to receive a certificate.

The Certificate in Classical Studies is equivalent to an interdisciplinary minor. It is intended as a “marker” for life-long learners of this accomplishment. The certificate may also be of use to teachers of Latin and Classics. There is not yet a B.A. in Classical Studies at The University of Maine; those who are interested in tailoring a Bachelor of University Studies degree to the Classics curriculum are
CERTIFICATE IN MAINE STUDIES

The Certificate in Maine Studies (CMS) offers students an opportunity to pursue the study of Maine through courses in history, literature, women’s studies, economics, political science, geology, geography, sociology, and biology. The program recognizes the value of a multidisciplinary approach to understanding historical and contemporary issues such as developing Maine’s economy, protecting its environment, and appreciating the cultures of the state’s diverse population.

Courses will be available on the Orono campus through continuing education during evenings and weekends, winter session, May Term, summer session and distance education. Students may take courses as distance learners through interactive television, video conferencing, and computer conferencing and through a combination of technologies and on-campus components or fields experience.

In recognition of the completion of 18 credit hours in courses offered through the Maine Studies program, the Division of Lifelong Learning will award the Certificate. Students may apply the following courses toward the 18 credit hours:

- BIO 205 Field Natural History of Maine
- ENG 224 Writers of Maine
- GEO 20 Geography of Maine
- HTY 210 History of Maine
- GES 109 Geology of Maine
- GES 110 Coastal Geology of New England and the Canadian Maritimes
- INT 329 The Individual and the Community
- LAT 101 & 102 Elementary Latin I & II
- LAT 199 Review Latin
- LAT 203 & 204 Readings in Latin Literature I & II
- POS 203 American State and Local Government
- POS 362 Maine Government
- SIT 201 Women in the Ancient World
- SIT 300 (991): Maine Law
- SIT 300 (990): Computer-Mediated Society
- SIT 390 Mythology and Ideology
- SIT 391 Violence, Catharsis, and the Hero
- SIT 395 Amazons: The Myth
- SIT 490 Women in the Ancient World
- SIT 490 Violence, Catharsis, and the Hero
- SIT 490 Amazons: The Myth
- SIT 490 Mythology and Ideology
- SIT 490 Violence, Catharsis, and the Hero
- SIT 490 Amazons: The Myth
- SIT 490 Mythology and Ideology
- SIT 490 Violence, Catharsis, and the Hero
- SIT 490 Amazons: The Myth
- SIT 490 Mythology and Ideology
- SIT 490 Violence, Catharsis, and the Hero
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- SIT 490 Violence, Catharsis, and the Hero
- SIT 490 Amazons: The Myth
- SIT 490 Mythology and Ideology
- SIT 490 Violence, Catharsis, and the Hero

For more information, please contact:
Dr. Carol Nordstrom Toner, Coordinator Certificate in Maine Studies
Telephone (207) 581-3147 Fax: (207) 581-3141
E-mail: Carol.Toner@umit.maine.edu

CHILD AND FAMILY SERVICES CERTIFICATE

The Child and Family Services Certificate is a 15 credit post-baccalaureate certificate program focusing on the knowledge, values, and skills necessary for practice with children and families. The core curriculum is built around the foundation year courses of The University of Maine Master’s in Social Work program, and utilizes distance education technology and off-site locations to meet the needs of a statewide audience. At least one course per semester (Fall, Spring, Summer) will be offered over the UNE T system via compressed video. Off-site location courses will be offered at the Bangor Department of Human Services office. All courses taken through the Child and Family Services Certificate program are recorded on a transcript and credits earned can be applied towards the MSW degree if the student is accepted into the UM School of Social Work. Enrolling in the Child and Family Services Certificate Program does not guarantee admission into the matriculated MSW program. Please contact School of Social Work, 581-2389 for further information.
ELECTRIC POWER SYSTEMS CERTIFICATE PROGRAM

The Electric Power Systems Certificate Program is a web-based offering of short course modules that includes material from junior/senior level curriculum in electrical engineering. All but the initial fundamental circuits course can be applied toward a degree in Electrical and Computer Engineering at the University of Maine. Students completing twelve modules are awarded an Electric Power Systems Certificate as evidence of self study in electric power systems analysis. The modules can be taken pass/fail for certificate purposes, and an optional exam can be taken if the student wishes to apply the module toward a credit course in the ECE curriculum.

Self-evaluations are given to students entering each module to ascertain that they have the background to successfully complete the module. A full refund is available for one week after the self-evaluation. A one- or two-month window is allowed for each module. The modules may be viewed synchronously (live) or asynchronously (from an archive). Students are required to have the computer and Internet resources needed to play RealAudio files at a minimum of 28.8 kbps. The RealPlayer is available at no charge from Real Networks (www.real.com). A student version of MATLAB will be required for most modules.

Modules include:

- Power-based circuit fundamentals
- Three phase systems
- Electro-magnetics and transformers
- AC and DC rotating machines
- Introduction to Electric Drive Systems
- Programmable logic controllers
- Transmission line modeling
- System modeling (Ybus,Zbus)
- Load flow analysis
- Balanced and unbalanced short circuit analysis
- Power system stability
- Protective relaying

Further information is available at the Continuing Education Division of the University of Maine, 5713 Chadbourne Hall, Orono, ME 04469-5713. Telephone: 207/581-3414. Fax: 207/581-3141.

Division of Lifelong Learning
Robert C. White, Dean

Bureau of Labor Education
John Hanson, Director . . .581-4124

Conference Services
Bruce Stinson, Director . .581-4091

Continuing Education/Summer Session
Robert White, Director . .581-3142

Distance Education
James Toner, Director . . .581-3306

Onward Programs
Gerald Ellis, Director . . .581-2320

Peace Studies
Phyllis Brazee, Director . .581-2609

Women’s Resource Center
Sharon Barker, Director . .581-1508

For further information
call 207-581-3143.
E-Mail: cedss@maine.maine.edu
http://www.ume.maine.edu/ced/
### COURSE NUMBERING GUIDE

Courses numbered 100-299
- Lower level (first year/sophomore) baccalaureate degree courses.

Courses numbered 300-399
- Upper level (junior/senior) baccalaureate degree courses.

Courses numbered 400-499
- Upper level baccalaureate degree courses; with appropriate qualifications and permission, may be taken for graduate credit.

Courses numbered 500-599
- Graduate level courses; with appropriate qualifications and permission, may be taken for undergraduate credit.

Courses numbered 600-699
- Graduate level courses.

### THE UNIVERSITY OF MAINE

**BUILDING DIRECTORY**

- A - Aubert Hall
- ALDS - Alumni Dance Studio
- ARLL - Archery Range
- Lengyel
- B - Bennett Hall
- BD - Beardman Hall
- BW - Barrows Hall
- C - Coburn Hall
- CA - Canadian Center
- College Avenue
- CHD - Chadbourne Hall
- CR - Carnegie Hall
- D - Dade Hall
- DPC - Donald P. Corbett Business Building
- LL - Dance Studio Lengyel
- DD - Dunn Hall
- EA - East Annex
- HM - Honors Center
- HR - Hitech Hall
- J - James Hall
- L - Little Hall
- LL - Lengyel Hall
- M - Murray Hall
- ML - Merrill Hall
- N - Nutting Hall
- NML - Nutting Hall
- R - Rogers Hall
- S - Stevens Hall
- SERC - Sawyer Environment Research Center
- SL - Shibles Hall
- SM - Norman Smith Hall
- SN - Stevens North
- SS - South Stevens
- SWB - Social Work Building
- TELCO - Telecommunications Building
- WHR - Weight Room
- WML - Weight Room
- 1944 - 1944 Hall
- Center for Studies of the Performing Arts

### OFF-CAMPUS COURSES

#### AUGUSTA

| Course Number | Course Code | Course Title | Credits | Days | Time | Room | First
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>35291</td>
<td>PAA 520 O20</td>
<td>Policy Studies</td>
<td>3</td>
<td>M</td>
<td>6:00-8:30 PM</td>
<td>AUGUSTA</td>
<td>9/13</td>
</tr>
<tr>
<td>21078</td>
<td>PAA 540 O20</td>
<td>Public Financial</td>
<td>3</td>
<td>T</td>
<td>6:00-8:30 PM</td>
<td>AUGUSTA</td>
<td>9/9</td>
</tr>
<tr>
<td>35314</td>
<td>PAA 610 O20</td>
<td>Meth Analysis Pub Adm/Adm</td>
<td>3</td>
<td>W</td>
<td>6:00-8:30 PM</td>
<td>AUGUSTA</td>
<td>9/8</td>
</tr>
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#### ELLSWORTH

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>First</th>
</tr>
</thead>
<tbody>
<tr>
<td>37655</td>
<td>JMC 236 865</td>
<td>Writing for Mass Media</td>
<td>3</td>
<td>T</td>
<td>4:00-6:45</td>
<td>ELLSWORTH</td>
<td>9/7</td>
</tr>
<tr>
<td>21632</td>
<td>MLC 190 815</td>
<td>Top MLC &amp; Conversational</td>
<td>3</td>
<td>TBA</td>
<td>TBA</td>
<td>ELLSWORTH</td>
<td>9/7</td>
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### ORONO CAMPUS

#### ANTHROPOLOGY

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Format</th>
<th>Hrs.</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>First</th>
</tr>
</thead>
<tbody>
<tr>
<td>37604</td>
<td>ANT 101 990</td>
<td>Int Anti-Human Origin/Prehist (Videotape/Web)</td>
<td>3</td>
<td>ASYNCHRONOUS</td>
<td>9/7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34296</td>
<td>ANT 470 991</td>
<td>Religion &amp; Politics (Satisfies the General Education Social Contexts &amp; Institutions and Cultural Diversity &amp; International Perspectives Requirements)</td>
<td>3</td>
<td>W</td>
<td>4:00-6:45PM</td>
<td>207 SL</td>
<td>9/8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28639</td>
<td>ANT 490 860</td>
<td>Top Anti-Forensic Anthro (Permission)</td>
<td>3</td>
<td>T</td>
<td>6:00-8:45PM</td>
<td>232A SS</td>
<td>9/7</td>
<td></td>
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</tr>
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#### ART

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Format</th>
<th>Hrs.</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>First</th>
</tr>
</thead>
<tbody>
<tr>
<td>37632</td>
<td>AED 171 860</td>
<td>The Teaching of Art (Junior or Senior Elementary Art Majors or Permission)</td>
<td>3</td>
<td>M</td>
<td>5:00-7:30PM</td>
<td>102 CR</td>
<td>9/13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37610</td>
<td>ARH 361 860</td>
<td>Topics in Art History (The Art &amp; Architecture of Ancient Mesoamerica) (Prerequisite or Permission) (Satisfies the General Education Writing Intensive) (Requirements)</td>
<td>3</td>
<td>T</td>
<td>6:00-8:30PM</td>
<td>202 CR</td>
<td>9/9</td>
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#### BIOSYSTEMS SCIENCE & ENGINEERING

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#### BUSINESS ADMINISTRATION

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**CREDIT COURSE LISTINGS**

**ELECTRICAL & COMPUTER ENGINEERING**

- **COURSE REFERENCE**
- **COURSE CODE**
- **SECTION NUMBER**
- **TITLE**
- **CR. HRS.**
- **DAY**
- **TIME**
- **ROOM**
- **FIRST CLASS**
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ENGLISH

“ITV English Class Provides Creative Opportunities for Students”

“I feel as though I have been receiving gifts from them and it’s almost like Christmas!”, Judy Hakola says of her student projects submitted for ENG 244. Professor Hakola reports her office is crammed with wonderful expressions of student interest and creativity. One such example is the quilt made by Mary Rees-Nutter from Stonington, ME. Mary’s quilt squares illustrate and represent Maine children’s books. Stuart Rogers, who teaches 7th grade at Maranacook Community School in Readfield, worked with his own students to create a Maine writers website. His students e-mailed and wrote to several Maine writers, who very generously provided information about themselves and encouragement for the website. Educational opportunities through technology are indeed far-reaching.
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INTRO TO MARINE MAMMALOGY

KINESIOLOGY & PHYSICAL EDUCATION

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37722 INT 490 990 LIES, DECEPT & HEROIFICATION 3 ASYNCHRONOUS 9/7
(SATISFIES THE GENERAL EDUCATION SOCIAL CONTEXTS &)
(INSTITUTIONS AND CULTURAL DIVERSITY & INTERNATIONAL)
(PERSPECTIVES REQUIREMENTS)
(WEB BASED)
(HTTP://WEBCT.UMAINE.EDU/PUBLIC/CED499/INDEX.HTML)

KINESIOLOGY & PHYSICAL EDUCATION

COURSE REFERENCE CODE SECTION NUMBER TITLE CR. HRS. DAY TIME ROOM FIRST CLASS
24710 KPE 485 860 PSYCHO-SOC ASPECTS OF SPORT 3 W 7:00-9:30PM 126 DU 9/8
KPE 575 860 CURRENT STUDIES IN KPE 3 W 5:00-7:30 TBA 9/8
20307 KPE 588 860 ADV EXERCISE PHYSIOLOGY 3 M 4:10-6:30PM 127 LL 9/13
(PREREQUISITE & PERMISSION)

MARINE SCIENCE, SCHOOL OF

COURSE REFERENCE CODE SECTION NUMBER TITLE CR. HRS. DAY TIME ROOM CLASS
40268 SMS 497 860 TOP MARINE SCIENCE 3 TH 5:30-8:00 101C D 9/9
INTRO TO MARINE MAMMALOGY

MASTER OF LIBERAL STUDIES

COURSE REFERENCE CODE SECTION NUMBER TITLE CR. HRS. DAY TIME ROOM CLASS
37693 LIB 500 981 GRD SEM LIB-ROMANTIC LOVE 3 M 1:00-3:45PM 207 SL 9/13
(INTERACTIVE TELEVISION)
(ROMANTIC LOVE, REVISITED. A SEQUEL: THE MANY SHADES OF LOVE)
(PREREQUISITE & PERMISSION)

BOOKSTORE HOURS

The University Bookstore is located on the lower floor of the Memorial Union. Textbooks will be available for sale on August 23. Our goal at the University Bookstore is to enhance your educational experience with a complete selection of course books, general, trade and reference books, quality academic supplies, imprinted MAINE clothing and gift items, greeting cards, sundries, food and beverages, as well as a wide range of services. Extended hours have been established for students enrolled through the Continuing Education Division.

August 27-23 Mon-Fri 8:00 a.m.-4:30 p.m.
August 30- September 3 Mon-Fri 8:00 a.m.-5:00 p.m.
September 4 Saturday 10:00 a.m.-4:00 p.m.
September 5 Sunday 10:00 a.m.-4:00 p.m.
September 6 Monday 10:00 a.m.-4:00 p.m.
September 7-September 9 Tues-Thurs 8:00 a.m.-7:00 p.m.
September 10 Friday 8:00 a.m.-4:30 p.m.
September 11 Saturday 10:00 a.m.-4:00 p.m.
September 13-September 16 Mon-Thurs 8:00 a.m.-6:00 p.m.
September 17 Fri 8:00 a.m.-4:30 p.m.
September 18 Saturday 10:00 a.m.-4:00 p.m.

TEXTBOOK INFORMATION

Textbooks are ordered by the estimated number expected to enroll in a class. Pre-enrollment insures that the CED office extends a more accurate estimate for the needs of books to the University Bookstore. Should a class be over-enrolled, additional books to cover the over-enrollment will be ordered at once, but please check with the Textbook Information Desk.

TEXTBOOK REFUND POLICY

SAVE YOUR RECEIPTS!!

CONDITIONS:
1. Books must be in the same condition as purchased; no writing, highlighting, bent covers, etc.
2. Cash register receipt is required.
3. Refunds are allowable regardless of reason during the first fifteen (15) days of the semester.

LAST DAY FOR TEXT REFUND IS SEPTEMBER 22, 1999.
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CREDIT COURSE LISTINGS

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You’re invited....

OPEN HOUSE
Wednesday, September 8, 1999, 4-7 p.m.
Continuing Education Division ... Chadbourne Hall
The CED Open House will:
• Answer questions and provide information about attending Maine on a part-time basis
• Describe the various programs offered through CED
• Explain Distance Education opportunities
• Tour the Video Conference Room
• Tour CED Computer Lab

Exhibit by Bangor Art Society
Refreshments will be served.
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(SATISFIES THE GENERAL EDUCATION LAB IN THE BASIC OR APPLIED SCIENCES REQUIREMENT)
($20 COURSE FEE)

### POLITICAL SCIENCE

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(SATISFIES THE GENERAL EDUCATION HUMAN VALUES & SOCIAL CONTEXTS REQUIREMENT)

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(COURSE IN STATISTICS AND/OR RESEARCH METHODS & PERMISSION)
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<td>104 SWB</td>
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<td>14327</td>
<td>SWK 365</td>
<td>860</td>
<td>PROB CHILD ABUSE &amp; NEGLECT</td>
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<td>27482</td>
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<td>102 SWB</td>
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<tr>
<td>37938</td>
<td>SWK 550</td>
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<td>HUMAN BEHAVE/SOC ENV I</td>
<td>3</td>
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<td>4:00-6:45PM</td>
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### SOCIOLOGY

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<td>SOC 316</td>
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<td>SOCIOLOGY OF AGING</td>
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<td>INT 329</td>
<td>990</td>
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### SPATIAL INFORMATION ENGINEERING

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### UNIVERSITY STUDIES

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<tr>
<td>37886</td>
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<tr>
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(Refer to university course listings for detailed information)
### WILDLIFE ECOLOGY

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<td>(LAB IN THE BASIC OR APPLIED SCIENCES REQUIREMENT)</td>
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### WOMEN’S STUDIES

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**Bachelor of University Studies Program Gains National Recognition**

The Bachelor of University Studies Program received national recognition at the Richard A. Harvill Conference on Higher Education held recently at the University of Arizona. Maine's BUS program was one of twelve in the country recognized in the "Best Practices Showcase" at the Conference. Pictured here with the award are Barbara Howard, Assistant Director of Continuing Education and Advisor to the Program and Bob White, Dean of the Division of Lifelong Learning and Director of Continuing Education.
For as long as she can remember, Cindi Jo Boyington yearned to be a University of Maine student. She read and reread the undergraduate catalog and imagined what it was like to take courses. When she drove past campus, she slowed to take in the excitement of students headed to classes.

But after graduating from Old Town High School in 1977, work and family occupied her time.

“As my children got older, I wanted to be a positive role model for them,” says Madden. “When I was in high school, I wanted to be a teacher. My mother encouraged me to go to college but talking about it just wasn’t enough to get me there. I didn’t know how to go about it.”

After eight years as a secretary working with special education teachers and a director who was a speech pathologist for a school union in her hometown of Milford, Madden enrolled at UMaine through the Onward Program in 1994. When she took her first course in communication sciences and disorders, Madden knew her career would not be teaching students but helping those with speech, language or fluency needs succeed in the classroom.

“What I noticed in working with speech pathologists is they have to be really creative,” Madden says. “A lot of problem solving and individualization is needed to see what will work best to meet a person’s needs. It can mean big differences socially for people, especially children, improving their self-esteem, and ability to fit in and learn.”

Madden had her own lessons to learn after being out of the classroom for almost two decades. She learned to relax after the breaking her straight-A streak by getting her first B. And she also learned that collegiate life is more than academics.

“I have made some dear friends through Onward and through my classes in Communication Sciences and Disorders. That’s not something I expected to happen,” says Madden. “I thought of college as books, papers and tests, but I found out it is so much more in terms of personal and professional growth.”

For two and a half years, Madden served as an Onward peer advisor and a Site Leader for Alternative Spring Break. In 1996, she was awarded a $10,000 Clyde Russell Scholarship, based on academic achievement, community involvement and character.

Most recently, she was named the recipient of the UMaine Division of Lifelong Learning Outstanding Achievement Award.

Madden’s daughter, Jessy, is a UMaine sophomore majoring in kinesiology and is the newly named captain of the UMaine women’s swim team. Her son, Nick, 17, is a junior at Old Town High School who spends half his day at the United Technology Center studying automotive technology. He enjoys playing soccer for Old Town and coaches a team that he recently organized for an indoor league.

Madden has been accepted into the UMaine communication sciences and disorders graduate program. Her goal is to be a licensed speech pathologist, working in a clinical setting helping people of all ages with communication needs.
# WINTER SESSION 2000
## January 3, 2000 - January 21, 2000

### ONE WEEK COURSES

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SEC</th>
<th>TITLE</th>
<th>HRS</th>
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<th>DAYS</th>
<th>INSTRUCTOR</th>
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<tr>
<td>PAX 498</td>
<td>880</td>
<td>Fundamentals of Mediation in Conflict Resolution</td>
<td>3</td>
<td>8:30 - 5:00</td>
<td>M - F</td>
<td>P. Charbonneau &amp; W. Galloway</td>
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<tr>
<td>WLE 280</td>
<td>880</td>
<td>Winter Ecology - Course Fee $150.00</td>
<td>1</td>
<td>8:00 - 5:00</td>
<td>M - S</td>
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### TWO WEEK ITV COURSES - JANUARY 3, 2000 - JANUARY 14, 2000

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<td>981</td>
<td>Religions of the World</td>
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<td>ENG 245</td>
<td>981</td>
<td>American Short Fiction</td>
<td>3</td>
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<td>M. Callaway</td>
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<td>ENG 429</td>
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<td>Cult Horror Films</td>
<td>3</td>
<td>12:30 - 4:00 p.m.</td>
<td>M - F</td>
<td>W. Everman</td>
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### THREE WEEK COURSES - JANUARY 3, 2000 - JANUARY 21, 2000

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<td>ART 100</td>
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<td>Drawing I</td>
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<td>Intro to Child Development</td>
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<td>Global Political Economy</td>
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<td>990</td>
<td>Workshop in Elementary Education: On Line Resources</td>
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<td>EDW 472</td>
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<td>Workshop in Secondary Education: On Line Resources</td>
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<td>Intro to Creative Writing</td>
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<td>J. Bishop</td>
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<td>Narrative &amp; Descriptive Writing</td>
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<td>Special Topics in ESL: Conversation and Culture</td>
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<td>IEL 019</td>
<td>200</td>
<td>Special Topics in ESL: English &amp; Executive</td>
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<td>9:00 - 11:50 MTW</td>
<td>TBA</td>
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<td>MLC 190/</td>
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<td>Topics in Modern Lang: American Irish-Mythic Ireland</td>
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<td>9:00 - 12:00 p.m.</td>
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<td>Kay Retzlaff</td>
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<td>NUR 495</td>
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<td>Indp. Study in Nursing: Cultural Issues of Health</td>
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<td>S. Brunner</td>
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<td>POS 241</td>
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<td>Introduction to Comparative Politics</td>
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<td>9:15 - 12:00 p.m.</td>
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<td>S. Dwyer</td>
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</table>

Register now at the Continuing Education Division. Degree students will need an advisor’s signature. Students enrolling in 500 and/or 600 level courses must register with the Graduate School at 2 Winslow Hall.

If you receive financial aid, Winter Session will count towards your Spring 2000 semester award.

Call, fax, send e-mail or walk over to CED at 122 Chadbourne Hall, Orono, Maine 04469-5713.

Tel: 581-3143. Fax: 581-3141. E-mail: [cedss@maine.edu](mailto:cedss@maine.edu) Web Site: [www.ume.maine.edu/ced/winter/](http://www.ume.maine.edu/ced/winter/)
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SPRING BREAK 2000

Ireland  MLC 293/493  Kay Retzlaff, Course Coordinator
Introduction to Irish Culture — This course is based at University College, Galway. Students will attend morning classes on topics including Irish mythology, literature, history and culture taught by Irish experts. In your free time, experience the Irish-their music and other pastimes-while exploring the island. 3 Credits. Please inquire with the department about exact dates and costs. Call 581-3414 to place your name on a mailing list for this and other Travel Study Courses. Visit the Travel Study Website.

Nicaragua  NUR 497  M. Macdonald, Course Coordinator
Projects in Nursing: Community Health in Nicaragua — Prerequisite: complete junior year clinical experience, or be an R.N., or permission. This course offers the opportunity to experience and participate in health care on the Mosquitó Coast of Nicaragua. Students will meet for several seminars prior to departure to learn about culture, as well as health care, political and economic issues of the region. We will visit remote regions, diverse ethnic groups, and health care professionals. Please inquire with the department about exact dates and costs. Call 581-3414 to place your name on a mailing list for this and other Travel Study Courses. Visit the Travel Study Website.

Belize  INT 475  Bill Glanz, Course Coordinator
Field Studies in Ecology: Travel Study to Belize — This course will involve extensive exposure to a variety of ecosystems. Daily field trips will include hiking in rainforests; boat trips in coastal estuaries, reefs and mangrove swamps. Field trips will also include local cultural sites, and snorkeling and scuba driving opportunities. Moderate to intense physical activity is to be expected daily. Daily lectures will be given by local ecologists on tropical ecosystem dynamics and conversation projects. Please inquire with the department about exact dates and costs. Call 581-3414 to place your name on a mailing list for this and other Travel Study Courses. Visit the Travel Study Website.

Europe  CHF 404  Renate Klein, Course Coordinator
Special Topics: Women in Europe — We will tour Frankfurt, Cologne, Utrecht and Amsterdam to study contemporary women’s lives in a vibrant, multicultural setting. Our focus on women will open a special window into the societies we will be visiting as women’s experiences reflect historical, religious, cultural and socioeconomic conditions in unique ways. By combining scholarly reading with “hands-on” experience, you will be able to critically analyze women’s issues in sociocultural context, to appreciate the significance of cultural diversity and to draw informed conclusions about gender relations in a multicultural world. 3 Credits. Please inquire with the department about exact dates and costs. Call 581-3414 to place your name on a mailing list for this and other Travel Study Courses. Visit the Travel Study Website.

France  FRE 298  Raymond J. Pelletier, Course Coordinator
French Immersion: Western France — A two-week intensive, linguistic, and cultural immersion during which regions of western France and its links to colonial North America will be explored. Home base will be Angers and the Loire valley, with possible excursions to Saint-Malo, La Rochelle, and/or Le Mans. Call 581-3414 to place your name on a mailing list for this and other Travel Study Courses. Visit our Travel Study Website.

A $250.00 non-refundable deposit is required at time of registration
To register or obtain additional information,
please contact: Continuing Education Division, UNIVERSITY OF MAINEN
5713 Chadbourne Hall, Room 122, Orono, Maine  04469-5713 - Telephone: 207-581-3142
Our Travel Study Website is www.ume.maine.edu/ced/courses/travel.html
We reserve the right to make changes as they become necessary.
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## Registering for a Course at a Distance

Students may enroll in courses on ITV, Compressed Video, or the WEB. If you are taking a course that originates at the Orono campus and you plan to take the course in Orono, you may register by calling 581-3143. If taking a course at a distance, (not at the Orono campus) you may register with UNET at 1-800-868-7000. The “Help-Line” at 581-3199 is available to assist students.

### Distance Education: Interactive TV

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<td>Religion and Politics</td>
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<td>3</td>
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<td>History of European Civilization II</td>
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<td>Environmental Psychology</td>
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<td>SWK 550 981</td>
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<td>37940</td>
<td>SWK 597 981</td>
<td>Advanced Topics in Social Work: Family Therapy Revisited</td>
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<td>Video Conf.</td>
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### MAINE Degrees and Certificate Programs from a Distance

MAINE students can now earn degrees and complete certificate programs at a distance.

- Bachelor of University Studies
- Master of Arts in Liberal Studies
- Registered Nurse Completion Program
- Certificate in Child & Family Services
- Certificate in Maine Studies
- Certificate in Classical Studies

* May require a student to attend one or more classes on campus.

For more information call the MAINE Continuing Education Division (207) 581-3142 or UNET 1-800-868-7000.
Being an employee at the University of Maine has broadened my opportunities to become a better educated person. My view and perception of an education has changed drastically over the years. I hope to use my education to become a more enlightened human being, and in this pursuit I hope to continue to learn throughout my life. The Bachelor of University Studies Degree will be my first step.

Ellen Manzo
Orono, Maine

The University Studies Program presents to the highly motivated part-time adult student an opportunity to coordinate the offerings of the Continuing Education Division and Summer Session into an individually planned degree program. This program is designed specifically and solely for part-time adult students.

For more information:
University of Maine
Continuing Education Division
The Division of Lifelong Learning
5713 Chadbourne Hall
Orono, Maine 04469-5713
(207) 581-3142
Fax: (207) 581-3141
http://www.ume.maine.edu/~ced/bus

If you would like to view the University Studies video please call 581-3142.
### ANTHROPOLOGY

**ANT 101 Introduction to Anthropology: Human Origins and Prehistory** - A survey course focusing on the evolution of humankind, the development of culture, and the beginnings of civilization. Required for Anthropology majors. (Satisfies the General Education Social Contexts and Institutions and Cultural Diversity and International Perspectives Requirements.) Cr 3. (Videotape/Web) Sorg, M.

**ANT 470 Religion and Politics** - A study of religion and politics in a wide variety of human societies, past and present with particular emphasis on: 1) the interrelationships among religion, culture, and political ideology as systems of belief and value; 2) the relationship between religious and national identity and the role of interests and values in determining political action. (Satisfies the General Education Social Contexts and Institutions Requirement.) Cr 3. Munson, H.

**ANT 490 Topics in Anthropology** - Advanced treatment of specialized problems in anthropology with emphasis on analysis in frontier areas of anthropological research. Topics vary. May be repeated for credit. Prerequisite: permission. Cr 3.

**ANT 490 FORENSIC ANTHROPOLOGY** - Lecture and laboratory course which reviews the application of the theories and methods of physical anthropology to forensic death investigation. Places anthropology within the scope of the other forensic sciences concerned with death investigation, including pathology, odontology, criminalistics, jurisprudence, psychiatry, and toxicology. Reviews anthropological evidence collection and interpretation in relationships to the scene visit, the medicolegal autopsy, documentation, and expert testimony. Focuses particular attention on the examination of the human skeleton for individual identification, estimation of time since death, and for the determination of cause and manner of death. Laboratory and other course activities are designed to familiarize students with the basic anatomy of the human skeleton, including the range of variation due to age, sex, population ancestry, occupational habits, disease, medical history, and trauma associated with death. Prerequisite: ANT101, ANT210, or law enforcement background or permission of instructor (581-1894). Cr 3. Sorg, M.

### ART

**AED 171 The Teaching of Art** - Current approaches, methods and materials for the teaching of art in the elementary grades. Art Education theory and curricula taught in conjunction with general art knowledge and experiences. Prerequisite: Junior or senior elementary education majors or permission. Not open to art education majors. (Satisfies the General Education Artistic and Creative Expression Requirement.) Lect 2, Lab 1. Cr 3. (Videotape/Web) Weisman, E.

**ARH 361 Topics in Art History** - Identifies and develops a particular topic within the field of History of Art not covered by traditional notions of period, geographic identity, or style. Specific topics will vary from semester to semester. May be repeated for credit. (Satisfies the General Education Writing Intensive Requirement.) Prerequisite: ARH 155 or ARH 156 or permission. Lect 3, Cr 3.

**ARH 361, The Art & Architecture of Ancient Mesoamerica** - The course presents a comprehensive examination of the art and architecture of pre-contact Mesoamerica. The course will emphasize the principal urban civilizations of the region, ranging from the Formative to the Post-Classic periods (1200 B.C. – 1520 A.D.) The course structure will emphasize historical context, while assessing the flow of aesthetic fundamentals between the various cultures in Mesoamerica. Case studies of culture-specific artistic production such as the ceramics of West Mexico, the sculpture of Copan, the murals of Teotihuacan, and the painted manuscripts of the Mixtec will augment the course. Cr 3. Shoemaker, D.

**A RT 250 Graphic Design I** - Explores the principles of applied design as used in the production of brochures, catalogues, magazines, newspapers, etc. Exercises in type, layout and issues of technology will be covered. Prerequisite: ART 110 or permission. Lab 6. Cr 3.


### BIOSYSTEMS SCIENCE & ENGINEERING

**AVS 150 History of the Human-Animal Relationship** - An examination of Humankind’s association with domestic animals. Involves an examination of domestication to modern times. Topics include: origin of domestic animals, animals and early Christianity, the animal welfare

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**The University of Maine Came to ME**

“The biggest advantage was that I could stay home instead of going to a campus center,” says Mary Louise Hatch about a web course offered through CED at the University of Maine. Mary Louise’s daughter, Debbie, was also a student in INT 490 Lies Deception and Heroification. Having a mother/daughter combination enrolled in the same class is not that unique anymore here, but the mother in this case took the course from 200 miles away from campus. Debbie is a traditional student on the Orono campus, active in the music department and a staff writer for the Maine Campus newspaper. Her mother is also a busy lady who believes enrolling in this class with her daughter has brought them closer together. “It’s been an awesome experience and I wouldn’t hesitate to take another course with my Mom,” says Debbie.
movement from the 17th to the 20th century and the rise of dogs, cats, and horses as privileged species. (Satisfies the General Education Ethics Requirement.) Lec 3. Cr 3.  Blakshill, J.

BUSINESS ADMINISTRATION

NOTE: Please note that the Maine Business School requires prior approval for all students taking BUA courses.

BUA 201 Principles of Financial Accounting I - An introduction to the use and preparation of financial accounting information. Emphasis is on gaining an understanding of the income statement, balance sheet, statement of cash flows and applying that knowledge to a corporate annual report. Prerequisite: sophomore standing. Cr 3. (WEB-BASED) This course requires a computer with specific multimedia capabilities, available at UNIVERSITY CENTERS ONLY. Also available to students with adequately equipped home computers. Students are required to meet on-site (Orono Or UNET Center's) three times during the semester. Prerequisite: sophomore standing. Orgalla, W

BUA 325 Principles of Management and Organization - Analysis of the internal organizational structure and the process of management in business enterprises both domestic and international. Focus on concepts, methods, and techniques of planning, organizing, directing, and controlling the functions of the modern manager, and the impact of these processes upon effective interpersonal relations. Prerequisites: ECO 120 and ECO 121, junior standing. Cr 3. Gilmore, C.

BUA 400 Introduction to Accounting - Provides pre-MBA students with an introduction to the basic principles underlying the preparation of financial statements and the analysis of financial information. Prerequisites: Pre-MBA students only, permission of the Director of the MBA Program. Cr 3. Vollmes, G.

BUA 649 Management Policy - A study of administrative practice at the higher level of business management. Develops administrative competence in the formulation of business policy at the decision-making level through case study analysis of business functions. Prerequisites: 12 hours in 600 level business courses or permission. Cr 3. Gilmore, C.

BUA 651 Financial Management - A study of management decisions in administration of corporate funds including capital budgeting, inventory control, working capital management, cost of capital. Side effects of taxation, depreciation methods, and earnings retention policies are noted. Prerequisite: BUA 350 or equivalent. Cr 3. Ford, J.

BUA 653 Investment Management - Analysis and valuation procedures to determine the investment quality of specific securities. Sets criteria for formulation of a sound investment policy and selection of investment media to implement it. Develops techniques of portfolio management and periodic reappraisal. Prerequisites: BUA 350 or equivalent and permission. Cr 3. Strong, R.

BUA 678 Marketing Management - Develops the ability to analyze marketing problems in overall business strategy. Emphasis on the building of integrated marketing systems designed to implement long-term objectives of a business organization. Prerequisite: BUA 370 or equivalent, or permission. Cr 3. McKeage, K.

CIVIL & ENVIRONMENTAL ENGINEERING

CIE 566 Retaining Earth Structures - Geotechnical analysis and design for structures which retain earth. Economic, safety and reliability constraints are considered in design decisions. (3.0 E/0.0 ES) Prerequisite: CIE 460. Lec 3. Cr 3. Sanford, T.

COMMUNICATION & JOURNALISM

JMC 236 WRITING FOR MASS MEDIA - Practical introduction to non-fiction writing styles in journalism, broadcasting, advertising and public relations. Intensive study on grammar, spelling, punctuation. W 001 is typed in desktop publishing lab. Prerequisite: ENG 101 with "C" or better. Cr 3. Heldinger, K.

COMMUNICATION SCIENCE & DISORDERS

COS 110 Introduction to Personal Computers Using the Macintosh - Investigates the friendly interface of the Apple Macintosh personal computer. A number of software systems will be explored including spreadsheets in Excel, wordprocessing in MSWORD, Superpaint and MacDraw for graphical operations and authoring in hypercard. Considerable overlap in content with COS 100. Cr 3.

Staff

COS 211 Principles of Data Processing - Presents basic concepts in database management systems using a microcomputer database system and basic theory of database design. Students will construct systems in various application area. Credit does not count toward the computer science major. Cr 3. Shuman, R.

COS 220 Introduction to Computer Science I - Introduces programming logic and techniques with a brief introduction to hardware concepts. Students are assigned programs emphasizing numerical algorithms for implementation in a higher level language. (Satisfies the General Education Mathematics Requirement.) Prerequisite: COS 100 or equivalent and some programming experience. Cr 3. Byther, T.

COS 298 TOPICS IN COMPUTER SCIENCE - Introductory topics in computer science not regularly covered in other courses. Content varies to suit current needs. May be repeated for credit. Prerequisite: COS 220. Cr 1-3.

COS 299 Visual Basic Programming - The course studies Visual Basic 6 programming techniques including an overview of the language, database programming with Access 97, SQL, Active X controls, Windows Common Controls, MDI (Multiple Document Interface), Class design, and program packaging and distribution. Prerequisite: COS 120 or COS 220 or permission. Cr 3. Roberts, C.

DISABILITY STUDIES

DIS 490 Selected Topics in Interdisciplinary Disability Studies - Faculty and students identify and work on selected topics and/or problems related to the area of disability. Focuses on related literature, research, services/supports and materials. Prerequisite: permission. Cr 1-6.

DIS 490 CROSSROADS: RURALITY, DISABILITY & HEALTH CARE - This innovative, interdisciplinary course, offered primarily through computer technology, focuses on disabilities across the life span with particular attention to the culture of disability within rural areas. Students will gain knowledge of current practices utilized by the wide variety of allied health and human service professionals providing services and support to people with disabilities. Course content will include an emphasis on community based services for persons with disabilities, an overview of current practices in the assessment of intervention needs of persons with disabilities. Course assignments will be designed to enhance students' understanding of practice with persons with disabilities in a rural environment. Cr 1-6. (First Class Conferencing) Depoy E./Gitlow L.
DIS 650 Research in Disability Studies - Introduces the student to the spectrum of investigative strategies which can be used to answer questions related to persons with disabilities. An interdisciplinary conceptual framework will be used throughout the course to examine current research in disability studies and to master research skills. Prerequisite: permission. Cr 3.

DIS 650 Outcomes Research in Long Term Care - This course applies empirical research methods to the investigation and evaluation of long term care needs, services, funding and policy. The course will include attention to the relevance and value of qualitative, quantitative and integrated strategies in this domain of inquiry. Cr 3. (Web-based) Staff

DIS 690 Selected Topics in Interdisciplinary Disability Studies - Advanced study of topics and/or problems related to disability studies. Focuses on related literature, research and services/supports. Prerequisite: permission. Cr 1-6.

DIS 690 Disability and Rural Long Term Care Policy - This course focuses on examination, analysis and systems change in rural long term care service and funding policy. Attention is expanded beyond institutional long term care to long term care policy across the life span. Cr 3. (Web-based) Staff

ECONOMICS

ECO 120 Principles of Microeconomics - Principles of microeconomics and their application to economic issues and problems. Analysis of the economic decision-making of individuals and firms; markets and pricing; monopoly power; income distribution; the role of government intervention in markets. (Satisfies the General Education Social Contexts and Institutions Requirement.) Cr 3. Section 860-Dorrer, J. and Section 981-Townsend, R. (IVY)

ECO 121 Principles of Macroeconomics - Principles of macroeconomics and their application to modern economic issues and problems. Analysis of national income and employment; fluctuations in national income; monetary and fiscal policy; control of inflation, unemployment, and growth; and international aspects of macroeconomic performance. (Satisfies the General Education Social Contexts and Institutions Requirement.) Cr 3. McCallie, J.

EDT 525 Telecommunication in K-12 Classrooms - Telecommunications used to support teaching and learning in K-12 classrooms. Exposes students to the basics of networking for designing, building and understanding information about integrating technology in K-12 classrooms. Examines tool applications (ND, DB, SS and Telecommunications), multimedia and categories of software. Explores ways these support learning. Prerequisites: EDT 400 or permission. Cr 3. Chiavacci, J.

EDU 590 Networking Fundamentals for the Classroom - Introduces the device and network protocols that are needed to design, build, test, and maintain computer networks. Covers topologies, media, physical layer, data-link layer, network layer, transport layer, and application layer. May be repeated for credit. Some sections may have prerequisites. Staff

EDU 590 (860) Intervention for Reading Difficulties - Introduces the student to the basics of networking for designing, building and managing a Local Area Network (LAN) in a classroom environment. Cr 3. Chiavacci, J.

ELECTIVE COURSE DESCRIPTIONS

EDU 525 The Teaching/Learning Process with Adults - A critical examination including characteristics of adult learners, needs assessment, methods, group process and resource identification and development. Focus on individual and group instruction. Cr 3. W esley, S.

EDB 221 Educational Psychology - A scientific study of human development, learning, cognition and teaching. Emphasis on theory and research and their application to educational problems. Prerequisite: PSY 100 and sophomore standing. Cr 3. Peevey, P.

EDG 595 Educational Research - Balances selected research in education in relation to the appropriateness of the design to the stated purpose of the study. Students select and present research problem with special attention to design and studies related to it. Prerequisite: EDS 521. Cr 3. Pusey, J.

EDG 596 Educational Research - Examines the organization of education systems. Students develop research questions and a writing style appropriate for doctoral level work. Required for doctoral students in educational administration. Prerequisite: permission. Cr 3. (Video Conferencing) Estler, S.

EDS 520 Educational Measurement - Covers basic measurement theory, construction of test items in achievement and aptitude, evaluation of teacher-made and standardized tests, descriptive statistical techniques used in educational measurement. Cr 3. Staff


EDS 676 (981) Doctoral Seminar in Educational Administration - Examines major theoretical perspectives on the organization of education systems. Students develop research questions and a writing style appropriate for doctoral level work. Required for doctoral students in educational administration. Prerequisite: permission. Cr 3. (Video Conferencing) Estler, S.

EDT 525 Telecommunication in K-12 Classrooms - Telecommunications used to support teaching and learning in K-12 classrooms. Examines tool applications (ND, DB, SS and Telecommunications), multimedia and categories of software. Explores ways these support learning. Prerequisites: EDT 400 or permission. Cr 3. Chiavacci, J.

EDU 590 (860) Intervention for Reading Difficulties - Introduces the student to the basics of networking for designing, building and managing a Local Area Network (LAN) in a classroom environment. Cr 3. Chiavacci, J.
reading difficulties. Topics include theoretical explorations of reading difficulties, approaches to reading intervention techniques for modifying classroom reading programs, and criteria for evaluating the efficacy of reading interventions. Cr. 3.

EDU 590 (862) WRITING PRE-K/GRD 2 - This course builds on existing early literacy and Reading Recovery courses that are disseminated statewide, and it will capitalize on a growing State and National interest in literacy instruction at the early childhood level. Cr. 3.

Bruntaas, M.

EDU 590 (864) WRITING FOR YOUNG CHILDREN - To introduce teachers in grades Pre-K to children's literature suitable for 3-8 years old. Selecting children's literature, leveling tests for linked reading instruction and issues in maintaining a balanced literacy program will be explored. Cr. 3.

Greamy, S.

EDU 590 (865) YOUNG CHILDREN AT RISK AND THEIR FAMILIES: PRE-KINDERGARTEN THROUGH GRADE THREE - This course is designed specifically for early childhood/primary grade educators and offers the opportunity to gain a more in-depth knowledge of the effective educational practices and issues related to young children at risk and their families. In addition, this course offers participants the opportunity to explore issues and trends in “readiness for learning” and considers implications for school improvements aimed at young children entering school for the first time. Cr. 3.

Berntsen, L.

EDU 590 (866) Networking Fundamentals for the Classroom - Exposes students to the basics of networking for designing, building and managing a Local Area Network (LAN) in a classroom environment. Cr 3.

Chiavacci, J.

EDU 590 (867) Production and Application of Educational Video - Examines roles video can play in education. Provides students a basic understanding of the technology behind video as an information medium. Prerequisite: ET 250. Cr. 3.

Chiavacci, J.

EDW 462 Workshop in Elementary Education (Activity) - Designed to increase the competence of the elementary school teacher, supervisor, curriculum director, administrator, and other school personnel. Considers literature, research and materials concerned with a special aspect of elementary education. Cr 1-6.

EDW 462 On-Line Resources - Designed to increase the competence of the elementary school teacher, supervisor, curriculum director, administrator, and other school personnel. Considers literature, research and materials concerned with a special aspect of elementary education. This course is delivered entirely via computer using computer conferencing and World Wide Web resources. Computers are available at sites and centers statewide. Meets State Department of Education certification requirement - Computer Literacy for General Elementary (K-8). Web address: http://webct.umaine.edu/public/EDW462B/index.html Cr.1

Garthwait, W.

EDW 472 Workshop in Secondary Education (Activity) - Designed to increase competence of the teacher, administrator, and other school personnel. Considers literature, research and materials concerned with a special aspect of secondary education. Cr 1-6.

EDW 472 On-Line Resources - Designed to increase the competence of the elementary school teacher, supervisor, curriculum director, administrator, and other school personnel. Considers literature, research and materials concerned with a special aspect of secondary education. This course is delivered entirely via computer using computer conferencing and World Wide Web resources. Computers are available at sites and centers statewide. May be taken for graduate credit. Meets State Department of Education certification requirement - Computer Technology (K-12) and Business Education (K-12). Web address: http://webct.umaine.edu/public/EDW462B/index.html Cr.1

Garthwait, W.

EMA 314 Teaching Mathematics in Elementary School - An introduction to methods and techniques in teaching mathematics, arithmetic readiness program, instructional and evaluation materials. Prerequisite: MMT 107 and PSY 100. Cr. 3.

Godsoe, S.

EDR 313 Teaching of Reading in the Elementary School - Provides the general background including early literacy, relationships between reading and writing, comprehension, word analysis skills, guided reading lessons, literature based reading and writing programs for reading difficulties. Topics include theoretical explorations of reading difficulties, approaches to reading intervention techniques for modifying classroom reading programs, and criteria for evaluating the efficacy of reading interventions. Cr. 3.

Spector, J.
to suit current needs. May be repeated for credit, with departmental permission. Prerequisite: permission. Cr 1-3.

ECE 498 Introduction to Electric Drive Systems - DC machine control; variable frequency operation of induction and synchronous machines; unbalance operation and symmetrical components; scaling laws for electric machines; adjustable speed drives; adjustable torque drives; introduction to a/c machine dynamics. Cr 3. Novotny, Don

ECE 565 Semiconductor Devices I - A study of physical principles underlying device operation. Topics include: elementary excitation in semiconductors such as phonons, photons, conduction holes and electrons, carrier trapping and recombination, effect of high doping contacts. Prerequisite: ECE 463 or equivalent. Lec 3. Cr 3.

Vetelino, J.

CET 124 Construction Safety - An introduction to safety on the construction site to include safety measures, training, responsibility for safety, accident investigation and pertinent regulations (OSHA and state.) Will also look at the effect of safety on worker's compensation, liability, employee behavior and time management. Lec 1. Cr 1. Ward, K.

ENG 101 College Composition - Students practice the ways in which writing serves to expand, clarify, and order experience and knowledge, with particular attention to persuasive writing. Satisfactory completion of the course depends upon quality of weekly writing assignments as well as demonstration of proficiency in college-level writing. Cr 3. (First Class Computer Conferencing) Wilson, J.

ENG 205 An Introduction to Creative Writing - Offers students experience in writing in three major forms: autobiographical narrative, fiction, and poetry. (Satisfies the General Education Artistic and Creative Expression Requirement.) Prerequisite: ENG 101 or equivalent. Cr 3. Ellis, K.

ENG 212 Persuasive and Analytical Writing - Designed for students wanting practice in those forms of expository, analytical, and persuasive prose required in writing answers to essay test questions, term papers, research projects, and extended arguments. (Satisfies the General Education Writing Intensive Requirement.) Prerequisites: ENG 101 and at least sophomore standing. Cr 3. (First Class Computer Conferencing) Section 865-Brucher, R. and Section 990 Wilson, J.

ENG 229 (860) Poetry of Ireland - Students will be introduced to nearly a thousand years of Irish poetry, beginning with the early medieval nature poetry of Ireland and wrapping up with the great Irish poets of the 20th century, Yeats and Heaney, among others. Requirements: three papers, a mid-term and final. Cr 3. Petzlaff, K.

ENG 229 (981) SCIENCE FICTION - Stories resembling what we call "science fiction" have been around for centuries, but science fiction as an established literary form is a relatively recent development. During the first half of this century, science fiction was written for and read by adolescent boys, but, beginning in the 1960's, a New Wave of science fiction writers recreated the genre as a serious body of literature for a more adult and all-inclusive readership. Science fiction is always in the realm of "what if." Often, the science fiction story is set in a near or distant future and shows what might happen if our society continues on its present course. Therefore, science fiction writing is a perfect vehicle for social and political criticism, and contemporary science fiction addresses not only issues of science and technology but of race, gender, and global economics as well. This course will examine various works of science fiction written during the past hundred years—H. G. Wells through the Golden Ages, the New Wave, Cyberpunk, and beyond. We'll be reading these
FOOD SCIENCE & HUMAN NUTRITION

101 Introduction to Food and Nutrition - A survey of food and nutrition principles, including the influence of food patterns on health and physical performance; description of a balanced diet; study of the nutrients, interactions, sources, effects of processing and storage, food safety, facts, controversies. (Satisfies the General Education Applications of Scientific Knowledge Requirement.) Cr 3. (ITV) Cook, R.

FSN 270 World Food and Nutrition - Investigation of the adequacy of world food supplies, and of the contributions to malnutrition made by poverty, government policies, and population growth. (Satisfies the General Education Cultural Diversity and International Perspectives and Population and the Environment Requirements.) Cr 3. (ITV) Musgrove, K.

FOREST ECOSYSTEM SCIENCE

FES 535 Managing Forest Succession - Ecological principles, technologies, methods and sociological issues associated with managing the course and rate of vegetation succession in forest management. Prerequisite: permission. Cr 3. Wagen, R.

FRANCO-AMERICAN STUDIES

FAS 329 Topics in Franco-American Studies - Focuses on themes and issues drawn from, or related to, the history, traditions, and contemporary experience of the Franco-American community of Maine and the northeast region. Prerequisite: FAS 201 or permission. Cr 3.

FAS 329 FRANCO-AMERICAN WOMEN EXPERIENCES - This course will examine the immigration experience and subsequent lifestyles of the present-day Franco-American women and her cultural ancestors. Following their immigration from France to New France, Canada, and across the border into the United States, through reading of literature and discussion, the class participants will become informed of the historical and cultural implications for the women immigrants and the definition they impart to the culture through their contributions from the 1600’s to the present. These women braved the new worlds of the wilderness, farmlands and the industrializing and urbanizing environments of their time. (Satisfies the General Education Western Cultural Tradition, Social Contexts and Institutions and the Cultural Diversity and International Perspectives Requirements.) Cr 3. (Section 990 is Web-Based) Toner, C.

GEOLOGICAL SCIENCES

GES 109 Geology of Maine - An introduction to the minerals, rocks, groundwater, coastline, geomorphology, geological history, and environmental problems of Maine. Three weekend field trips. Prerequisite: GES 101 or GES 102 or permission of instructor. Cr 3. (ITV) Robbins, R.

HISTORY

HTY 106 History of European Civilization II - Political, economic, social, and intellectual developments in Europe from 1715 to the present, emphasizing those features which help to explain our present-day civilization. (Satisfies the General Education Western Cultural Tradition and Social Contexts and Institutions Requirements.) Cr 3. (ITV) Blanken, R.

HTY 202 Medieval Civilization - Investigation of the cultural development of Europe during the Middle Ages, from late Roman times through the 15th century. Develops a broad overview of the distinctively European civilization that emerged during the period. Cr 3. (ITV) Barton, P.

HTY 210 History of Maine - A survey of Maine’s social, economic, and political life, from primitive times to the present. After a brief survey of Native American life preceding white settlement, the periods of colonial, provincial, and state history are covered. (Satisfies the General Education Western Cultural Tradition, Social Contexts and Institutions and the Cultural Diversity and International Perspectives Requirements.) No first-year students. Cr 3. (ITV) Toner, C.

HTY 499 Contemporary Problems in History - In-depth analysis of a selected controversial contemporary historical problem. The specific topic and methodology will be chosen jointly by interested students and an instructor. Prerequisite: permission. Cr 1-3.

HTY 499 THE SWING ERA The years 1935-45 are known as the "Swing Era" in American popular culture. The music of African-American band leaders, Fletcher Henderson, Duke Ellington and Count Basie, became very popular: Benny Goodman became the "King of Swing" largely on the basis of his use of the Henderson "sound". The entire culture was influenced as the Big Bands ruled. During WWII, morale builders called on bandleaders Harry James (the Army), Artie Shaw, (the Navy and Glenn Miller (the Army Air Force) to keep the troops happy. The current interest in "Swing" allows an opportunity to look again at a seminal era, some of whose ideas and visions of a better society have not yet been realized. Cr 3. Jay, B.
**INTERDISCIPLINARY STUDIES**

**INT 329 (REP, SOC) The Individual and the Community - Analysis of the structure and functioning of the community. Emphasis will be on functional relationships which individuals and groups are affected by. Students participate in a community project. (Satisfies the General Education Social Contexts and Institutions Requirement.)** Prerequisite: permission. Rec 3. [http://webct.umaine.edu/public/INT329/index.html](http://webct.umaine.edu/public/INT329/index.html) Cr 3. (Web-based)

**INT 490 (990) Lies, Deception and Hercification - Explores the theme of "Hercification" as it is developed in the 1998 University of Maine Class Book, Lies My Teacher Told Me: Everything Your American History Textbook Got Wrong. In this book, author James Loewen maintains that the creation of sanitized heroic figures in high school history textbooks, social archetypes rather than human beings, creates not only "culture-serving distortion" but boring and inaccurate history. Students will explore how lies in history, education, government, business and society in general create "cultural distortion." Emphasizes history as interpretation, the elusive nature of truth in history, and the dynamic variables contributing to moral and ethical tensions swirling around identity, race, gender, freedom, privacy, censorship, governance, propaganda, sexuality and ethnicity. (Satisfies the General Education Cultural Diversity and International Perspectives and Social Contexts and Institutions Requirements.)** Prerequisite: permission. Rec 3. [http://reppin.asap.umaine.edu:8900/public/CED499/index.html](http://reppin.asap.umaine.edu:8900/public/CED499/index.html) and create a guest account. Please e-mail jim.toner@umit.maine.edu for additional information. Cr 3. (WEB/Computer Conferencing) Toner, J.
MATH & STATISTICS

MAT 105 Topics in Mathematics for Non-Science Majors I - A survey course in mathematical ideas. Content varies with the instructor. Prerequisite: Two years of high school algebra and one year of geometry. (Satisfies the General Education Mathematics Requirement.) Cr 3.

MAT 122 Pre-Calculus - Designed as a transitional course between high school algebra and college mathematics, particularly MAT 126. A quick review of high school algebra is followed by a detailed study of exponential, logarithmic and trigonometric functions, bearing in mind the needs of those who subsequently take calculus. Note: Students in some sections of MAT 122 may be required to purchase a graphing calculator for use in the course. (Satisfies the General Education Mathematics Requirement.) Prerequisite: Adequate performance on a departmental qualifying examination given during summer orientation and the first week of classes. (Note: Students who intend to go on to calculus should opt for MAT 121, Precalculus, instead of MAT 122. A minimum of four credits will be allowed for successful completion of both MAT 121 and MAT 122.) Cr 4.

MAT 126 Calculus I - An introduction to calculus for students in mathematics, engineering, and the sciences. Covers the differential calculus of the algebraic, trigonometric, exponential and logarithmic functions, concluding with the definite integral and the fundamental theorem of calculus. The approach is intuitive and geometric, with emphasis on understanding the basic concepts of function, limit, derivative and integral. (Satisfies the General Education Mathematics Requirement.) Prerequisite: a grade of C or better in MAT 122, or adequate performance on a departmental qualifying examination given during summer orientation and the first week of classes. Note: Because of overlapping subject matter, no more than four (4) degree credits will be allowed for successful completion of more than one of MAT 114, MAT 126 and MAT 151. Cr 4.

MAT 127 Calculus II - Completes the study of single-variable calculus. Topics covered include inverse trigonometric functions, hyperbolic functions, methods of integration, improper integrals, indeterminate forms, parametric equations, polar coordinates and infinite series. (Satisfies the General Education Mathematics Requirement.) Prerequisite: A grade of C or better in MAT 126. Cr 4.

MAT 232 Principles of Statistical Inference - Intended for students who will follow this course by staff

MAT 237 Probability and Statistics - An intermediate level applied statistics course. An introduction to the language and methods of statistical analysis, probability, graphic and numeric descriptive methods and inference from sample data. (Satisfies the General Education Mathematics Requirement.) Prerequisite: Two years of high school math or MAT 111. (Note: because of overlap, MAT 232 and MAT 125 cannot both be taken for degree credit.) Cr 3.

MODERN LANGUAGES & CLASSICS

FRE 101 Elementary French I - A systematic study of the basics of the French language. Equal emphasis is placed on developing reading, comprehension, speaking and writing skills. For students with no previous study of French or fewer than two years in high school. (Satisfies the General Education Cultural Diversity and International Perspectives Requirement.) Cr 3.

FRE 203 Intermediate French I - An integrated approach. Reading texts of a literary and/or cultural nature, and audio-visual materials will be employed to strengthen reading, writing and especially speaking and comprehension skills. Includes a systematic but gradual review of the essentials of French grammar. (Satisfies the General Education Cultural Diversity and International Perspectives Requirement.) Prerequisite: FRE 102 or equivalent. Cr 3.

GRE 101 Elementary Greek I - Fundamentals of the Greek language for students who have had little or no preparation in ancient Greek. Prerequisite: Intermediate language skill in another language or permission of the instructor. Cr 4.
MLC 190 (860) Introduction to the Heroic Myths of Ireland - The class will look closely at the role of the hero in early Ireland, as expressed in the "The Train" and related tales. These early Irish epics are the oldest vernacular literature in Europe. We will discuss the role of mythology in cultural consciousness and identity and in determining the outcome of history. We will focus primarily on the heroic careers of the Ulster champion CúChulainn and Finn MacCumhail and the Fians. Requirements; three papers, a mid-term and final. Plus two oral presentations. Cr 3. Petzlaf E, R.

MLC 465 The Teaching of Modern Languages - Includes analysis of current trends and methods, application of language learning principles to classroom procedures, theory and practice of language methodologies at different learning levels, use of technologies such as video and computers in the instructional process. For students seeking certification in foreign language teaching. Cr 3. (Video Conferencing) Pelletier, P.

MLC 490 Topics in Modern Languages - Specific topics vary from semester to semester. May be repeated for credit. Prerequisite: permission. Cr 3.

MLC 490 (860) Introduction to the Heroic Myths of Ireland - The class will look closely at the role of the hero in early Ireland, as expressed in the "The Train" and related tales. These early Irish epics are the oldest vernacular literature in Europe. We will discuss the role of mythology in cultural consciousness and identity and in determining the outcome of history. We will focus primarily on the heroic careers of the Ulster champion CúChulainn and Finn MacCumhaíl and the Fians. Requirements; three papers, a mid-term and final. Plus two oral presentations. Cr 3. Petzlaf E, R.

MLC 490 (861) The Teaching of ESL - Includes the basic principles underlying ESL pedagogy, current trends in ESL, techniques for the teaching of students at different levels, the teaching of minority students, the use of instructional media including computer assisted language learning (CALL) and an ESL practicum. For students seeking to earn a Maine ESL endorsement or wishing to teach ESL overseas. Cr 3. Mares, C.

MLC 490 (862) Curriculum Development in ESL/EFL Contexts - Develops an understanding of the principles of syllabus and curriculum development, examines various types of syllabi as well as the principles for grading content, tasks, and objectives, also addresses second language literacy skills, curriculum adaptation for language minorities and the reading and writing process within the curriculum. For practicing teachers who seek a Maine ESL endorsement and/or individuals who wish to teach ESL overseas. Also suitable for individuals who are preparing to teach a second language other than English. Prerequisite: IEI 470 or MLC 466 (or equivalent). Cr 3. Mares, C.

MLC 520 Methods of Teaching English as a Second Language - Prepares the student to teach English to speakers of other languages. Emphasis on linguistic theory and language pedagogy, cognitive strategies of language teaching and techniques and procedures of teaching specific skills. Prerequisite: permission. Cr 3. Staff

MLC 598 (860) Curriculum Development in ESL/EFL Contexts - Develops an understanding of the principles of syllabus and curriculum development, examines various types of syllabi as well as the principles for grading content, tasks, and objectives, also addresses second language literacy skills, curriculum adaptation for language minorities and the reading and writing process within the curriculum. For practicing teachers who seek a Maine ESL endorsement and/or individuals who wish to teach ESL overseas. Also suitable for individuals who are preparing to teach a second language other than English. Prerequisite: IEI 470 or MLC 466 (or equivalent). Cr 3. Mares, C.

MLC 598 (861) METHOD FOR LANGUAGE TEACHERS - Includes analysis of current trends and methods, application of language learning principles to classroom procedures, theory and practice of language methodologies at different learning levels, use of technologies such as video and computers in the instructional process. For students seeking certification in foreign language teaching. Cr 3. (Video Conferencing) Pelletier, P.

RUS 102 Elementary Russian II - A continued study of the basics of the Russian language. Equal emphasis is placed on developing reading, comprehension, speaking and writing skills. For students with no previous study of Russian or fewer than two years in high school. Prerequisite: RUS 101 or equivalent. Cr 3. Markowsky, E

S PA 101 Elementary Spanish I - A systematic study of the basics of the Spanish language. Equal emphasis on developing reading, comprehension, speaking and writing skills. For students with no previous study of Spanish or fewer than two years in high school. (Satisfies the General Education Cultural Diversity and International Perspectives Requirement.) Cr 3.

NMD 295 Topics in New Media - Designed as introductions to the various emphases of the new media minor track, the course will explore work in a number of electronic forms: digital imaging, multimedia systems, electronic publishing, electronic imaging, digital music, hardware and software design and digital design. Prerequisite: NMD 206 or permission. Cr 3.

NMD 295 (860) INTRODUCTION TO ELECTRIC DESIGN - Focus will be developing a working knowledge of the art, craft, and technology of graphic design for print media using the Macintosh platform, Quark XPRESS software. Cr 3.

NUR 420 Women's Health - Explores political, economic and social factors influencing women's health from a feminist perspective. Philosophical emphasis on concepts of creativity, humanistic care, the autonomic and unique individuality of each participant, and the growth and development of all participants. (Satisfies the General Education Ethics Requirement.) Prerequisite: Basic Statistics and NUR 200 or by permission. Lee 3. C.

NUR 410 Health Related Research - Presents qualitative and quantitative research methods. Students evaluate research studies and consider the implications of research for nursing practice. (Satisfies the General Education Ethics Requirement.) Prerequisite: Basic Statistics and NUR 200 or by permission. Lee 3. C.

NURSING, SCHOOL OF

PAX 201 Introduction to Peace Studies - Introduces students to various concepts in the field of peace studies. Topics include forms of violence and their relationship to social structure and cultural practices; global militarization and environmental destruction and their impact on human needs; and peace-making and conflict resolution at both micro and macro levels. (Satisfies the General Education Social Contexts and Institutions and Cultural Diversity and International Perspectives Requirements.) Cr 3.

PEACE STUDIES

PAX 201 Introduction to Peace Studies - Introduces students to various concepts in the field of peace studies. Topics include forms of violence and their relationship to social structure and cultural practices; global militarization and environmental destruction and their impact on human needs; and peace-making and conflict resolution at both micro and macro levels. (Satisfies the General Education Social Contexts and Institutions and Cultural Diversity and International Perspectives Requirements.) Cr 3.

PAX 398 Topics in Peace Studies - Explores peace through more in-depth study of specific topics drawn from the introductory course, such as the roles of technology, religion, gender, ethnicity and social stratification in the establishment and maintenance of peace. Cr 3.

PAX 398 (859) Lessons Without Borders: Experiences in Global Development - This course is designed for students interested in the global issues pertaining to administering social and eco-
CREDIT COURSE DESCRIPTIONS

PHILOSOPHY

PHI 240 Social and Political Philosophy - A critical study of major social and political philosophers from Plato to the present in light of their ethical and metaphysical systems. Topics include the problem of justice, the nature of the state and its relationship to other social institutions, and the individual. The primary focus will be on normative rather than descriptive theory. (Satisfies the General Education Ethics, Western Cultural Tradition Requirements.) Prerequisite: no first-year students or permission. Cr 3. Howard, M.

PHI 286 Religions and Philosophies of the East: Hinduism - The religious and philosophical foundations of Hinduism. Readings include the Vedas, the Bhagavad-Gita, the Upanishads, Yoga, and Vedanta. (Satisfies the General Education Cultural Diversity and International Perspectives and Ethics Requirements.) Prerequisite: no first-year students. Cr 3. Allen, D.

POLITICAL SCIENCE

POS 359 Topics in American Government - Offers a detailed examination of a selected topic in American politics, previous of hearings have covered presidential/congressional relations and labor history. Prerequisite: POS 100. Cr 3.

POS 359 (860) American Presidency - Covers the role of the president in a constitutional framework, theories of presidential leadership, the evolution of presidential roles and responsibilities, and the relationship between the presidency and other branches of government. Prerequisite: POS 100. Cr 3.


Mahlman, R.

PHYSICS & ASTRONOMY

PHYSICS & ASTRONOMY


Mars, Stuart

MUS 510 Special Topics in Music - Specific topics and approaches will be chosen jointly by interested students and the staff. This offering is designed to address the undergraduate course issues not covered in regular offerings. 01-Plano Pedagogy and Literature; 06-Seminar in Contemporary Music; 11-Harpischord; Preceptorial Permission. Cr 1-3.

Mars, Stuart


Mars, Stuart

P AX 398 (862) This Sacred Earth: Ecology & Spirituality - This course will be an examination of Eastern and Western views on the environment in terms of spiritual traditions. A major part of the course will address a new approach to the spirituality of nature called Deep Ecology which includes ecocentrism and ecofeminist spirituality. Cr 3.

PAX 398 (863) Building Peach from Cultural Confrontation - Ethnic, racial, and cultural confrontation are shaking the core foundation of the Earth. It seems to be an escalating problem and one we need to understand to combat. This course will look at cultural confrontation from an interdisciplinary perspective to help understand its causes and the means to achieve peace through respecting diversity. Cr 3.

PAX 398 (864) Women Activists: Warriors for Peace and Justice - This course will examine the lives of a diverse group of women who have come to realize the need for social justice, the nature of the state and its relationship to other social institutions, and the individual. The primary focus will be on normative rather than descriptive theory. (Satisfies the General Education Ethics, Western Cultural Tradition Requirements.) Prerequisite: no first-year students or permission. Cr 3. Maxerole, Y.
PSY 100 General Psychology - Lecture discussions of basic psychological processes, including learning, perception, motivation and emotion, higher mental processes, individual differences, personality and additional selected topics. (Satisfies the General Education Social Context and Institutions Requirement.) Cr 3. Farching, G.

PSY 308 Theories of Personality - Examines the chief contemporary approaches to the study of personality including critical issues in personality. Also considers assessment techniques and research methods. Prerequisite: PSY 100. Cr 3. Wacker, M.

PSY 312 Abnormal Psychology - Examines the origin, development, and manifestations of abnormal behavior with emphasis on the biological, social, and psychological determinants of deviant behavior. Prerequisite: PSY 100. Cr 3. Staff

PSY 330 Social Psychology - An introduction to the study of social behavior from a psychological perspective. Representative topics include culture and personality, attitude formation and change, conformity, leadership and prejudice. (Satisfies the General Education Social Contexts and Institutions Requirement.) Prerequisite: PSY 100. Cr 3. (ITV) Yelland, L.

PSY 332 Environmental Psychology - The study of the transactions between people and their physical environments. Representative topics include territoriality, crowding, personal space, privacy, architectural design of space and self-control and development phenomena. Prerequisite: PSY 100. Cr 3. (ITV) Robbins, D.

PSY 341 Statistics in Psychology I - A survey of techniques used to obtain, display, analyze, and interpret data in psychology. The lecture section will emphasize the theoretical bases of the topics, while the section will allow students to focus upon the computational procedures involved in the various statistical techniques. (Satisfies the General Education Mathematics Requirement.) Prerequisite: PSY 100. Lec 3, Rec 2. Cr 4. Dwyer, S.

PSY 351 Psychology of Motivation - A survey of theory, research methodology and experimentally obtained facts related to the activation and direction of behavior. Prerequisite: PSY 100. Cr 3. Yelland, L.

PSY 361 Sensation and Perception - Principles and theories of the ways we make contact with our environment by seeing, hearing, smelling, tasting and feeling. Psychophysics is covered. Prerequisite: PSY 341 or permission. Cr 3. Best, L.

PUBLIC ADMINISTRATION

PAA 200 Public Management - An introduction to fundamental issues that underlie the field of public management. Topics include a history of the discipline, federalism, ethics and public service and public budgeting. (Satisfies the General Education Social Contexts and Institutions and Ethics Requirements.) Cr 3. Grady, M.

PAA 370 Local Government Administration - An analysis of the formation and implementation of policies at the local level. Municipal management concerns with human and financial resources, city and town planning and service delivery. In-depth cases are utilized throughout. Prerequisite: PAA 233 or PAA 200. Cr 3. St. Peter, T.

PAA 520 Policy Studies - Examines approaches to the study of public policy such as public choice theory, implementation analysis, systems analysis, and impact analysis as they are applied to policy areas such as health, welfare, education, and criminal justice. Students participate in seminar discussions and complete a research project. (Not offered every year.) Prerequisite: PAA 200 or permission. Cr 3. Harper, R.

PAA 540 Seminar in Public Financial Management I - Examines governmental financial conditions, revenue collection and spending processes, and specialized topics such as cash management, risk management, debt management and capital budgeting. Special emphasis on financial management in state and local governments. Prerequisite: Graduate student or permission. Cr 3. Robbins, D.

PAA 550 Seminar in Public Personnel Management - Consideration of selected problems in the public personnel management process. Emphasis on empirical theories of motivation, satisfaction, productivity, supervisory patterns, and organizational conditions. Prerequisite: Graduate student or permission. Cr 3. Ball, C.

PAA 560 State Administration - Analysis of the place of the state executive in the politics of the American states. Emphasis on the role of the governor and administration in policy formulation. (Not offered every year.) Prerequisite: PAA 200 or permission. Cr 3. Horan, J.

PAA 600 The Environment of Public Administration - Presents an integrating perspective for approaching American public administration as an academic and professional discipline. The course acquaints students with theoretical, legal, economic and ethical aspects of administrative accountability by reviewing the cultural, ethical, socio-economic and legal environment of public administration. Cr 3. Lewesty, E.

INT 329 (REP, SOC) The Individual and the Community - Analysis of the structure and functioning of the community. Emphasis on ways in which individuals and groups are affected by community dynamics. Students participate in a community project. (Satisfies the General Education Social Contexts and Institutions Requirement.) Prerequisite: permission. Rec 3. http://webct.umaine.edu/public/int329m/index.html Cr 3. (Web-based) Toner, J.

SOCIAL WORK, SCHOOL OF

SWK 330 Contemporary Issues in Diversity and Pluralism - Examines plurality and diversity from a standpoint of differences created by culture, race, social structure, religious affiliation, gender, age, sexual orientation and ability. Issues of prejudice and discrimination examined on an individual and societal level. (Satisfies the General Education Cultural Diversity and International Perspectives Requirement.) Prerequisite: SOC 101. Cr 3. Peppery, B.

SWK 365 Problems of Child Abuse and Neglect: A Multidisciplinary Approach - Examines the roles of the major disciplines, agencies, and professionals involved in child abuse, early detection, assessment, intervention, treatment and management of child abuse and neglect. Focus on victims and their families. (Satisfies the General Education Social Contexts and Institutions Requirement.) Prerequisite: SOC 101 or permission. (Continuing Education Only.) Cr 3. Yardley/Phillips

SWK 397 INDEPENDENT PROJECTS IN SOCIAL WORK I - Permission only. Cr 1-3.

SWK 397 WORKING WITH PEOPLE WITH MENTAL ILLNESS - Social work practice with persons with mental illness. Topics include assessment and intervention in community mental health settings, case management, crisis intervention, and the effects of stigma on the delivery of services to persons with mental illness. Cr 3 SWK 550 Human Behavior and The Social Environment I - Examines normative adult behaviors, values and attitudes as influenced by age, gender, social class, social structures and other environmental factors. Consider implications for social work practice and social welfare policy. Prerequisite: MSW students or by permission. Cr 3. (Video Conferencing) Peters, J.

SWK 597 Advanced Topics in Social Work - Content varies to suit student needs. May be repeated for credit. Prerequisite: Permission. Cr 1-3.

SWK 597 (981) FAMILY THERAPY REVISITED: CHALLENGING FAMILY STORIES - This course examines in-depth emerging models of family therapy for work with the most challenging of family situations such as mental illness, substance abuse, and trauma. Through the use of lectures, discussion, video tapes, and role
CREDIT COURSE DESCRIPTIONS

INT 329 (REP, SOC) The Individual and the Community - Analysis of the structure and functioning of the community. Emphasis on ways in which individuals and groups are affected by community dynamics. Students participate in a community project. (Satisfies the General Education Social Contexts and Institutions Requirement.) Prerequisite: permission. Rec 3. http://webct.umaine.edu/public/INT329/index.html Cr 3. (Web-based)

Toner, J.

SOCIOLOGY

SOC 316 Sociology of Aging - A multidisciplinary exploration of aging from young adulthood to old age. Special emphasis is given to mid-life issues for women and men as well as to the end of life, including research on the near-death experience. Cultural expectations and social policies for the elderly are examined with regard to race, class and gender with specific focus on the state of Maine. (Satisfies the General Education Cultural Diversity and International Perspectives Requirement.) Also satisfies a requirement for the Certificate in Maine Studies. Prerequisite: 6 hours of Sociology or permission. Cr 3. (ITV, Web-based)

Greenwood, S.

GRAY 322 Writing Effective Property Descriptions - Covers principles of interpretation, writing techniques, forms for descriptions and writing of land descriptions. This course is divided into several subsets. Successful completion requires the student take a pretest, read the assignments, perform practical exercises, turn in assignments for grade, and pass an examination. Web based-Lec 0.

Herman, S.

SIE 326 Record Research - Covers the location of property records, general procedure for locating relevant records, differences between title and boundary research, overcoming typical problems in research, the preparation of title abstracts and research reports and the use and limitations of records. Throughout the course, students will be presented with a combination of practical exercises, explanation and discussion. Students who have taken SIE 321 cannot enroll in this course.

Herman, S.

SIE 322 Writing Effective Property Descriptions - Covers principles of interpretation, writing techniques, forms for descriptions and writing of land descriptions. The course is divided into several subsets. Successful completion requires the student take a pretest, read the assignments, perform practical exercises, turn in assignments for grade, and pass an examination. Web based-Lec 0.

Herman, S.

SIE 326 Record Research - Covers the location of property records, general procedure for locating relevant records, differences between title and boundary research, overcoming typical problems in research, the preparation of title abstracts and research reports and the use and limitations of records. Throughout the course, students will be presented with a combination of practical exercises, explanation and discussion. Students who have taken SIE 321 cannot enroll in this course.

Herman, S.

UNIVERSITY STUDIES

UST 100 Introduction to the Bachelor of University Studies - Introduces the student to the nature of higher education as a learning community. Particular emphasis given to academic resources, the learning process, academic skills, developmental advising and career counseling. Students participate in extensive reading and writing assignments relevant to their college transition and degree goals. Prerequisite: B.U.S. majors; others by permission. (Pass/Fail Grade Only.) Cr 1.

Phillips, W.

UST 300 (866) Writing the Textures, Textiles & Tests of our Lives: Finding and Writing Your "Roots" - Untold stories and unrecognized resources lie in the attics and basements of almost every family. In diaries, letters, journals, biographies, photo albums, oral histories, and much more are the makings of a great book. How can you unleash the power of the untold, tell the story of your family and your culture? This creative nonfiction workshop will be a collaborative experience, a "writing inquiry" approach tailored to the students' works-in-progress, their needs and interests. The format includes writing exercises, readings, slide presentations, and the discussion and development of student work. We'll focus on how to recover and analyze traditional and nontraditional data and transform this source material into stories. The instructor will share examples of the research methods she used in developing an award-winning memoir. Readings include: The House on Mango Street by Sandra Cisneros; Silences by Tillie Olsen; and Peyton Place by Grace Metalious.

Cr 3.

Coates, R.

UST 300 (990) COMPUTER MEDIATED SOCIETY - This is an interactive, experiential, paperless, writing intensive course providing hands-on experience with Computer Mediated Communication (CMC) forums and Network Information Retrieval (NIR) tools on the Internet. Students meet with peers on electronic networks and observe gender and democracy in CMC. They visit and join communication forums as well as retrieve information and explore areas specific to personal research interests. Focus is on play and creativity in construction of self and community, global perspectives, and a brief historical review of CMC. Course meets exclusively on World Wide Web and serves student research needs using Internet tools to encourage critical thinking about people, processes, communication, information, and assumptions. Course will not consider technological details, but how used within a culture, with what assumptions, for what purposes, by whom, and within what systems of control. Intensive online tutorial support and online group work through synchronous and asynchronous computer conferencing is provided throughout the course. Course web address is http://rep-plan.asap.umaine.edu:8900/public/UST300/index.html. Create a guest account and explore. E-mail jim.toner@mit.maine.edu for further information. Cr 3. (WEB/Computer Conferencing) (Students may apply this course to the Certificate of Maine Studies) Cr 3.

Toner, J.

UST 300 (991) MAINE LAW - This course is an introduction to the state's legal system and laws. Using World Wide Web resources, we will explore how Maine compares to other states in the areas of criminal and civil law. Specifically, we will review how the State of Maine makes and interprets its laws, how conflicts with federal laws are resolved, and how the State of Maine differs from other states in the areas of criminal rights and procedures, domestic and consumer law, business and banking law and environmental laws. Research into areas of specific interest to the student will be encouraged. This course may be applied to the UM Certificate in Maine Studies. This course is delivered entirely via computer using computer conferencing and the World Wide Web.

Cr 3.

Herman, S.

UST 300 Topics in the Bachelor of University Studies - Provides understanding and insight into a specific area of interest across disciplines. Emphasis on research analysis. Subjects vary by semester. (Satisfies the General Education Writing Intensive Requirement.) Prerequisite: junior standing, B.U.S. major; others by permission.

Cr 3.

Herman, S.

UST 300 Senior Capstone - Interdisciplinary team taught senior seminar. Senior students will use their areas of focus to build on their knowledge and apply it to a specific senior project or internship. Students will integrate program knowledge and demonstrate synthesis, analysis and evaluation of their specific project/internship. (Satisfies the General Education Capstone Experience Requirement.) Prerequisite: senior standing, B.U.S. major. Cr 3.

Staff
WILDLIFE ECOLOGY

WLE 200 Ecology - The relationships between living organisms and their environment. The ecosystem, ecological factors, succession, community distribution, populations and the role of ecology in natural resources. NSF majors only. No first-year students. (Together with WLE 201 Satisfies the General Education Lab in the Basic or Applied Sciences Requirement.) Prerequisite: BIO 100. Rec 3. Cr 3. Servello, F.

WOMEN’S STUDIES

WST 101 Introduction to Women’s Studies - Introduces the perspective and interdisciplinary nature of Women's Studies. Examines women’s positions in Western culture and explores the genesis, development, and impact of our culture’s assumptions about women’s nature and women’s roles. (Satisfies the General Education Ethics, Social Contexts and Institutions and Cultural Diversity and International Perspectives Requirements.) Cr 3.

WST 201 Topics in Women’s Studies - An interdisciplinary, second-level study of topics such as "Women in the Hispanic World," "Women and Aging," "Lesbian Literature." May be taken more than once for credit if the topic differs. Prerequisite: WST 101 or permission. Cr 3.

WST 201 (861) Women & Nature - This course will combine the study of ecofeminist theory and nature writing to explore women's relationship with nature on three frontiers: confrontation, appreciation, and protection. Students will be expected to read and discuss a wide range of nature and feminist writers, keep a journal, and compose a series of essays. Cr 3. Cockrell, S.

WST 201 (861) Women & Music - Women have a rich and varied tradition as composers and performers. Although this tradition has been ignored in the past, it has recently become the focus of much research and scholarship throughout the world. This course will examine the lives and works of notable women composers and performers throughout history, from Hildegard von Bingen (12th century) to the present. Class sessions will include listening to a wide variety of music, both recorded and live. Cr 3. Artesani, L.

WST 301 Intermediate Topics in Women’s Studies - An interdisciplinary, intermediate level study of topics such as "Women and the Legal System" and "Lesbians Through Three Lenses." May be taken more than once if the topics differ. Prerequisite: Sophomore standing or above and WST 101 or permission. Cr 3.

WST 301 (860/990) FRANCO-AMERICAN WOMEN EXPERIENCES - This course will examine the immigration experience and subsequent lifestyles of the present-day Franco-American women and her cultural ancestors. Following their immigration from France to New France, Canada, and across the border into the United States, through reading of literature and discussion, the class participants will become informed of the historical and cultural implications for the women immigrants and the definition they impart to the culture through their contributions from the 1600’s to the present. These women braved the new worlds of the wilderness, farmlands and the industrial settings to help establish the French culture as we know it today on the North American continent. In addition, to the readings, this course will use film, slide presentations, guest lecturers, and music to examine the artifacts, crafts, rituals, folklore and more of the daily lives of the women following their ocean and border crossing as the route to discovering the meaning of their lives. Prerequisite: FAS201 or permission. Web address for WST 301 (990) Http://webct.umaine.edu:8900/SCRIPT/FAS329WST301/scripts/serve_home Cr 3. (Section 990 is Web-Based) Robbins, R.

CAMDEN TECHNOLOGY CONFERENCE

OCTOBER 21 - 24, 1999

POP! TECH

Popular Culture in the Digital Age

Watch for details about a course to be offered this fall including participation in this international conference.

Call 581-3072 after August 15 for further information.
**NON-CREDIT COURSE INDEX**

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**COMMUNITY COURSES**

**ART**

Watercolor Techniques. This watercolor painting course offers lessons in traditional techniques to the beginner or the advanced artist. Taught under a studio-design orientation, Watercolor Techniques helps individuals understand technical effects through personal and direct experiences. The course will feature weekly critiques along with related in- and out-of-class assignments.

Course No.: ART006  4.5 CEU
Roger Clapp Greenhouse
Mondays, 6:00-9:00 PM, September 13-December 6, 1999  12 sessions
Class will not meet October 11th
Fee: $145.00
Instructor: Michael E. Varnette holds a B.F.A. in painting from the Portland School of Art.

**DANCE**

American Ballroom Dancing. Enjoy an exciting night out with your spouse or partner...ballroom dancing! Participants learn the basics to the Foottot, Waltz, and Latin Dance, the three dances which are the foundation for general ballroom dancing. Basics of Swing Dancing will be an added bonus of this course. Students develop poise, confidence, personality and good posture while getting great exercise. No street shoes permitted, only soft sole shoes.

Course No: DAN009
Room 226 Class of 1944 Hall Dance Studio
Fridays, 6:00-7:00 p.m., September 10-October 29  8 sessions
Fee: $90.00/couple
Instructor: David J. Dunning

**FINANCIAL MANAGEMENT**

How to Handle Your Money. This course takes into consideration today's global environment. Students will learn how to invest in global stocks and bonds, how to determine the liquidity and safety of stocks and bonds, and the best way to invest in stocks and bonds. There will also be lively and fun discussions regarding the basics of the U.S. stock and bond markets, what inflation is all about, why people buy tax-exempt bonds, how to select stocks, tax ideas, and many other topics.

Course No.: FIN005  1.6 CEU
123 Barrows Hall
Tuesdays, 7:00-9:00 PM, September 14-November 9  8 sessions

**HATHA YOGA**

Hatha Yoga for Stress Management. This course will appeal to individuals who want to understand the connection between mind and body, especially as it relates to stress management. No experience is necessary. Students will be guided through a gentle progression of asanas, breathing techniques, and meditation techniques. Please bring a Yoga mat or non-plastic exercise mat or rug. Wear warm, comfortable, movable layers. No athletic shoes needed -- bare feet or socks preferable.

Course No.: YOG001  1.0 CEU
Location: Course offering is subject to availability of suitable room.
W wednesdays, 4:00-5:00 PM, October 6-December 15  10 Sessions
Fee: $70.00
Instructor: Barbara Lynn, a certified Yoga instructor, brought Yoga programs to the greater Bangor area in 1978. This CED program was one of the first to sponsor Yoga. Certified by Sivananda International Vedanta Centers in Chicago, Atlanta, Montreal, and Los Angeles, her teaching style evolves and is an eclectic blend of the most appealing types of Yoga which she learned from many master teachers.

**HUMAN RESOURCE MANAGEMENT**

The Certificate in Human Resource Management is designed new human resource managers, for those aspiring to positions in human resource management, and for others who can use HR knowledge and skills to increase their managerial effectiveness.

The Certificate in Human Resource Management may be earned by completing any five courses.

Our Approach to Human Resource Management - This certificate program focuses on the emerging role of the human resource professional in creating an active learning environment. The program offers courses which provide an overview of human resource management; a survey of the laws and regulations affecting personnel policy and procedures designed to help assure compliance and avoid costly or unnecessary litigation; a comprehensive overview of the development, traits, legal implications and complications of employee relations and labor relations; a thorough study of the issues surrounding wage and salary administration; developing partnerships for leadership excellence; a detailed consideration of the recruitment and employment process designed to sharpen professional skills for identifying current and future employment needs; ways for the HR manager to be a strategic partner...
within his or her business/organization; team building skills, conflict resolution, and awareness regarding diversity issues.

The UMaine Certificate in Human Resource Management is frequently used as a preparatory course for the SHRM certification exam. For further information about certification, please consult the Society's webpage at <http://www.shrm.org>.

Selected courses may also be taken individually for the purpose of skill building in a particular area. The fee for each course is $195.00.

**OUR FACULTY:**

Margaret A. Beckman, Personnel Manager, Training and Development Corporation

Martha A. Broderick, Attorney-at-Law, Broderick & Broderick

Paul G. Charbonneau, Principal, Paul G. Charbonneau Associates

Wayne P. Doane, Attorney at Law, Cuddy & Lanham

Robert Gordon, Director of Professional Development Programs, Hurricane Island Outward Bound School

Philip Grant, Ph.D., Management Consultant and Professor of Management, Husson College

John R. Hanson, Director, Bureau of Labor Education, University of Maine

Robert A. Kenney, Ph.D., President, Partners Through Training, Lynchburg, VA

William Murphy, Assistant Director, Bureau of Labor Education, University of Maine

Kenneth T. Winters, Principal, Atlantic Consulting Group and President, Winters Associates, Inc.

Techniques for Success: Human Resource Overview and Team Building MGT601. Friday and Saturday, 9:00 AM-4:00 PM, September 10 and 11, Woolley Room, Doris Twitchell Allen Village.

Instructors: Margaret A. Beckman and Robert A. Gordon. Please dress comfortably the second day and be prepared to go outside, weather permitting.

- Team Building
- Action-reflection learning
- What is human resource management?
- The personnel and human resources function
- The evolution of the personnel and human resources function
- Trends and development of human resources
- Behavioral theories
- Strategic human resource planning
- Comparing public and private sector human resource models

Personnel Law: MGT602. Friday and Saturday, 9:00 AM-4:00 PM, September 24 and 25, Woolley Room, Doris Twitchell Allen Village.

Instructors: Wayne P. Doane and Martha A. Broderick.

- The general legal environment
- Substance abuse and testing
- Fair Labor Standards Act
- Employment testing
- Discrimination laws and EEO/AA
- ADA compliance
- Sexual harassment
- O.S.H.A.
- AIDS
- Workers’ Compensation
- Unemployment Compensation
- At-Will employment
- Maine labor laws
- NLRB Act
- Strikes, picketing and boycotts
- Maine public sector law

Human Resources Managers as Agents of Influence: MGT603. Friday and Saturday, 9:00 AM-4:00 PM, October 15 and 16, Mahogany Room, Wells Conference Center. Instructor: Robert Kenney. HR Managers often find themselves caught in the middle . . . needing to get others to buy into their ideas, with relatively little formal authority to make that happen. Influential HR leaders develop relationships with others that promote compliance with suggestions and requests because employees want to do so, because others see them as “worthy” of influence.

HR Managers often feel like people and responsibilities are pulling them in conflicting directions. In addition, creating the time to accom-

- Explore why some HR leaders are more influential than others
- Assess your own leadership style and learn how to use the power of language to positively influence people and results
- Learn how to strategically plan for and more confidently produce favorable influence situations, by aligning your message with the specific needs of your target audience at any organizational level
- Discover new, more effective sources of personal power to increase others’ commitment to your ideas
- Create personal action plans for accomplishing your objectives and furthering your leadership development
- Develop a focus on your highest priorities; develop an on-going check of your tasks and their importance
- Involve others in helping you better manage your priorities and time
- Eliminate or better manage your biggest time wasters, such as the telephone, drop-in visitors, crises, procrastination, unnecessary meetings, the inability to say “no,” personal disorganization, perfectionism, travel, negative attitudes; and be sure you are not someone else’s time waster

Compensation Concepts: MGT605. Friday and Saturday, 9:00 AM-4:00 PM, October 29 and 30, Woolley Room, Doris Twitchell Allen Village. Instructor: Philip Grant

- Concepts and components
- Legal aspects
- Legislation and implications
- Job design
- Job description creation and evaluation
- Skill level determination
- Market value concepts
- Salary scale determination and job values
- Equity
- Salary review systems
- Merit pay
- Bonus systems
- Cost of Living Allowances (COLAs)
- Performance evaluation systems
- Performance management
- Management by Objectives: pros and cons
- Employee benefits
- Flexible compensation

Recruitment and Employment: MGT604. Friday and Saturday, 9:00 AM-4:00 PM, November 12 and 13, Woolley Room, Doris Twitchell Allen Village. Instructor: Margaret A. Beckman

- Integrated staffing process
- Human resource planning and recruitment
- Recruitment strategies, internal and external
- Publications and procedures
- Building the human resource library
- Screening applications
- Interviewing
- Follow up
- Assessment techniques — evaluation criteria, interviewer reports, references
- Job of HR
- Orientations
- Personnel records
- Equal Employment Opportunity records
- Employment aspects of Affirmative Action
- Training and staff development

Employee and Labor Relations: Two Different Perspectives: MGT603. Friday and Saturday, 9:00 AM-4:00 PM, December 3 and 4, Woolley Room, Doris Twitchell Allen Village. Instructors: John R. Hanson, Bill Murphy, and Kenneth T. Winters

- American labor history
- The nature of unions
- The attraction of unions
- Presentational labor relations programs
- Unionization indicators
- Dynamics of the collective bargaining process
- Representative election procedures
- Contract negotiating and bargaining
- Contract administration
- Grievance and complaint procedures
- Methods of dispute resolution
- Rules of termination and discipline
- Getting it in writing
- Ethics

The public sector

Case studies

Conflict Resolution and Mediation Skills: MGT611 Friday and Saturday, 9:00 AM-4:00 PM, December 10 and 11, Woolley Room, Doris Twitchell Allen Village. Instructor: Paul Charbonneau

In the workplace, conflicts can hurt motivation, productivity and retention. Increasingly, the legal system and the workplace are moving away from confrontational stances and towards finding win/win solutions. Participants will learn to apply these new principles in their environment by acquiring conflict resolution and mediation skills.

SUPERVISION

Certificate in Supervision - The University of Maine Certificate in Supervision provides hands-on training designed for men and women who coordinate, guide, and evaluate the performance of colleagues who report directly to them. Classes cover the topics of greatest interest in today’s workplace - communication, team building, problem solving, motivation, delegation, organization, performance evaluation, diversity, conflict avoidance, and personal development.

The Supervision Certificate program involves a total of 36 training hours, including The Basics of Supervision, 21st Century Supervision plus any four of the other modules.

At the completion of the fourth module, we ask students to inform our office that they expect to complete their certificate at the next session. We will have a framed certificate awaiting at your final class! Participants may also choose to attend any of the supervision modules, independent of the certificate program. The fee for each course is $135.00.

OUR APPROACH TO SUPERVISORIAL SKILL BUILDING

Supervisory skill development requires two kinds of learning. First, it is necessary to develop a cognitive understanding of which behaviors lead to effective results in supervision. Second, one must learn to perform these behaviors. Each of the modules develops supervisory knowledge by converting abstract generalizations to situation-specific behaviors. Each session identifies job-related issues which are then matched up with teachable supervisory skills. Every effort is made to motivate participants to implement what is learned through development of action plans. All sessions are interactive, purposeful, and led by experienced and energized professionals.

CORE REQUIREMENT

The Basics of Supervision (Required course to complete certificate) MGT801, Wednesday, 9:00 AM-4:00 PM, September 1, Mahogany Room, Wells Conference Center. Presenter: Linda Cross Godfrey, President, Atlantic Leadership Institute. Fee: $135.00

This workshop provides the foundation of basic knowledge necessary for effective supervision. It is designed to develop new perspectives and greater proficiency in supervision. The emphasis of the course is on aspects common to all supervisory positions, regardless of technical specialty. It focuses on techniques, concepts and practices useful in the identification of supervisory people in the day-to-day operations of an organization. The course also addresses the supervisor’s role in improving employee productivity and job satisfaction. Since the supervisor accomplishes tasks with the help of others, the human aspects of leadership receive special attention during this course.

Supervisory Role

- The challenge of the supervisory role
- The supervisor’s role within the organization or company
- Audit of critical supervisory skills
- Basic behaviors for supervisory success
- The supervisor’s role in employee productivity and satisfaction

Supervisory Style

- Analyze your supervisory style
- Explore supervisory expectations
- Examine the role of the supervisor as leader, teacher, coach and standard setter

Communication Techniques

- Basic communication skills
- Listening techniques for supervisory success
- Barriers to communication effectiveness
- Closing the communication gap

Motivation Techniques

- The supervisor as motivator and problem solver
- The supervisor’s role in developing a creative, energized and profitable workplace
- Creating an action plan for supervisory development

SUPERVISION MODULES (Certificate students should select 21st Century Supervision plus any four of the other modules)

Team Building, Problem Solving and Leadership Development: MGT806, Wednesday, 9:00 AM-4:00 PM, September 8, Woolley Room, Doris Twitchell Allen Village. Presenter: Robert A. Gordon, Director of Professional Development Programs, Hurricane Island, Outward Bound School. Fee: $135.00

This module utilizes action learning to examine the supervisor’s role in innovative and leading effective teams. By the end of the module, you will: (1) Examine the role of the supervisor as leader, teacher, coach and standard setter; (2) Develop your leadership style; (3) Learn how to lead a team; (4) Learn how to become an effective team member; (5) Learn how to plan, implement, and evaluate team building efforts.

Leadership Development

- Stages of group/team development
- Characteristics of effective vs. ineffective teams
- The team concept
- How to provide direction using a team leadership approach

Team Problem Solving Techniques and their Applications

- Problem identification and idea generation
- Resource identification and solution identification
- Planning, implementation, and evaluation

Your Team at Work

- Become a team for the day
- Develop personal and team goals
- Monitor and enhance your team’s performance through a continuous improvement process

Effective Communication Skills for Supervisors: MGT803, Wednesday, 9:00 AM-4:00 PM, October 6, Woolley Room, Doris Twitchell Allen Village. Presenter: Liz Ashe, M.Ed., Training Director, Affiliated Healthcare Systems of Bangor. Fee: $135.00

This module deals with one of the most important skills for effective supervision - communication. Communication is the exchange of information, facts, ideas and meanings. The ability to communicate effectively requires an understanding of people and situations. The communication process can be used to inform, coordinate and motivate people. Participants leave this workshop understanding their strengths and weaknesses in communicating with others. The development of interpersonal trust and basic communication skills will be addressed.

A Basic Model of Interpersonal Communication

- Why communication skills are important
- The process of communication

Problems in Interpersonal Communication

- Defensiveness
- Inarticulateness
- Evaluative tendencies
- Projection and stereotypes

Techniques for Active Listening

- Maintain attention
- Show empathy
Effective Communication Styles

- Use probes to draw people out
- Synchronize interaction

- Identifying situational communication styles
- Identifying response styles
- Finalizing individual action plans

The Supervisor as an Influential Leader: MGT802, Thursday, 9:00 AM-4:00 PM, October 14, Woolley Room, Doris Twitchell Allen Village.

Presenter: Robert A. Kenney, Ph.D., President, Partners Through Training. Fee: $135.00

- Are you a supervisor whom others see as “worthy” of influence? Influential leaders develop relationships with others that promote compliance with suggestions and requests because employees want to do so, rather than because they think they have to obey.
- Explore why some supervisors are more influential than others
- Assess your own leadership style and learn how to use the power of language to positively influence people and results
- Learn how to strategically plan for and more confidently produce favorable influence situations, by aligning your message with the specific needs of your target audience
- Discover new, more effective sources of personal power to increase others’ buy-in and commitment to your ideas
- Create personal action plans for accomplishing your objectives and furthering your leadership development

The Supervisor’s Role in Conflict Avoidance: MGT811, Wednesday, 9:00 AM-4:00 PM, October 20, Woolley Room, Doris Twitchell Allen Village. Instructor: Paul Charbonneau.

In the workplace, conflicts can hurt motivation, productivity and retention. Increasingly, the legal system and the workplace are moving away from confrontational stances and towards finding win/win solutions. Participants will learn to apply these new principles in their environment by acquiring conflict resolution and mediation skills.

The Supervisor’s Role in Performance Management: MGT804, Thursday, 9:00 AM-4:00 PM, November 4, Woolley Room, Doris Twitchell Allen Village. Presenter: Philip Grant, Ph.D., Management Consultant and Professor of Management, Husson College. Fee: $135.00

This module teaches procedures for developing expectations and monitoring the performance of employees and evaluating the effectiveness of work units. Emphasis is on the techniques used in conducting a positive performance review.

The Performance Appraisal Process
- Why performance appraisal is important
- Why supervisors and employees dislike performance appraisals
- Steps in performance appraisals

Conducting a Performance Appraisal
- Steps in the appraisal interview
- Preparing for the appraisal interview
- Developmental performance interview

Coaching
- Supervisor’s role in employee development
- Principles of coaching
- Employee development through empowerment

Legal Aspects of Performance Appraisal
- Building and keeping discipline
- Taking disciplinary action
- Legal dimensions a supervisor must know
- Finalizing individual action plans

Time and Priority Management in the Role of Supervisor: MGT810, Tuesday, 9:00 AM-4:00 PM, November 16, Woolley Room, Doris Twitchell Allen Village. Presenter: Dawn Bearor, M.B.A, Trainer and Affiliate of The Atlantic Leadership Institute; former department chairperson at the University of Maine and University of Maine at Augusta. Fee: $135.00

Supervisors constantly manage multiple projects, reports and deadlines as well as daily work activity, people, interruptions, the need to be constantly innovating, and developing personally and professionally. This module provides practical tips, tools, and solutions for increasing workplace efficiency and effectiveness; assisting participants with identifying their true priorities, and increasing their organizational skills.

This module will expand the supervisor’s ability to manage time, energy, resources, and outcomes.

Gain Control of the Workday
- Increase thinking and planning skills
- Eliminate the productivity杀手 of procrastination, poor planning, disorganization
- Increase productivity by making simple changes to your work area
- Control paperwork and communications
- Turn priorities into manageable goals
- Keep interruptions from sabotaging activity

Empower People Around You for Greater Results
- Confront those who slow you down
- Help others become more productive

Work on the Right Challenges
- It’s far more than just working harder, faster, and smarter
- Identify priorities and create a plan to become more personally and professionally productive

21st Century Supervision: Ways to Maximize Performance: (Required module to complete certificate) MGT807, Wednesday, 9:00 AM-4:00 PM, December 1, Woolley Room, Doris Twitchell Allen Village.

Presenter: Linda Cross Godfrey, President, Atlantic Leadership Institute. Fee: $135.00

This module is a capstone course covering the most important human factors that a supervisor faces — employee satisfaction, leadership, work teams and performance. Through an active learning process, participants understand the key to being future-oriented; the simple secret of getting workers to want to perform with excellence; and the crucial success factors when leading work teams. This course will look to the future and explore what is needed to succeed.

Leadership
- The traits needed for successful leadership in the future
- The supervisor’s role in a changing culture
- Selecting and developing leaders that energize workers

Creating Innovative Work Teams
- Inspiring excellence in the workplace
- Innovation as a key to success
- Valuing diversity within the work team
- Building character and Commitment

Creating a Positive and Productive Work Environment
- Mentoring and leading others
- Seeing the big picture
- Preparing to succeed
- Designing a personal and professional plan

Contract Training

It may be most efficient and cost effective for the Division of Lifelong Learning to work with your company to design a series of courses which meet your company’s specific needs, or offer the entire Certificate in Supervision program at your location.

We will be happy to meet with you for a free consultation to learn about your training needs and assist you in customizing programs to match your company’s goals.

“The trainers from the UMaine Division of Lifelong Learning are true educators! They gently guided training participants through an intense supervisory program, introduced some practical skills that our supervisors put to good use, and kept them actively involved in their own professional growth. I was very impressed with how the UMaine Lifelong Learning Team focused on meeting our needs rather than just delivering the program; they are a real "class act!"”

Lee Anne Lynds, Cianbro Corporation

Please call Linda Cross Godfrey, Program Specialist at 581-3414
Fall Semester 1999
September 7, 1999 - January 23, 1999

Regular Hours*

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<th>Day</th>
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<tr>
<td>Monday — Thursday</td>
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Exceptions:
Labor Day, September 6 - CLOSED
Fall Break, October 8 — 12 - CLOSED
Fall Break, October 8 8:00 a.m. — 5:00 p.m.
Saturday-Sunday, October 9-10 10:00 a.m. — 5:00 p.m.
Monday, October 11 8:00 a.m. — 5:00 p.m.
Tuesday, October 12 8:00 a.m. — Midnight
Thanksgiving Break, November 24 — November 28
Wednesday, November 24 8:00 a.m. — 5:00 p.m.
Thursday-Friday, November 25-26 Closed
Saturday, November 27 10:00 a.m. — 5:00 p.m.
Sunday, November 28 10:00 a.m. — Midnight

Semester Break, December 23 — January 23
Thursday, December 23 8:00 a.m. — 6:00 p.m.
Friday-Saturday, December 24-25 Closed
Sunday, December 26 10:00 a.m. — 5:00 p.m.
Monday-Thursday,
December 27-30 8:00 a.m. — 5:00 p.m.
Friday-Saturday,
December 31-January 1 Closed
Sunday, January 2 10:00 a.m. — 5:00 p.m.
Monday-Friday, January 3-7 8:00 a.m. — 5:00 p.m.
Saturday-Sunday, January 8-9 10:00 a.m. — 5:00 p.m.
Monday-Friday, January 10-14 8:00 a.m. — 5:00 p.m.
Saturday-Sunday, January 15-16 10:00 a.m. — 5:00 p.m.
Monday-Friday, January 17-21 8:00 a.m. — 5:00 p.m.
Saturday-Sunday, January 22-23 10:00 a.m. — 5:00 p.m.

*Hours are for the building only, some services are not available all hours the building is open. Hours are subject to change, please call Library Hours, 581-1664.

SCHEDULE OF TOURS
Monday, September 13
Tuesday, September 14
Wednesday, September 15
Thursday, September 16
Meet at Reference Desk, 5:30 p.m.
DEGREE STUDENTS

Degree students are those who have been accepted by the Office of Admission into a specific degree program. Undergraduate students who wish degree status must apply to the Director of Admission, 115 Chadbourne Hall and graduate students must apply to the Graduate School, 2 Winslow Hall.

NON-DEGREE STUDENTS

Non-degree students are those who have not made formal application for degree status but are interested in registering for courses through the Continuing Education Division. These students must satisfy prerequisites for any course in which they enroll.

Many non-degree students have the long-range objective of earning a degree. Others have short-range objectives and enroll in courses that offer personal, vocational or cultural interests.

Students planning a degree program are encouraged to arrange an appointment with a CED advisor to formulate future academic plans. Students whose objectives are more short-range are also strongly urged to arrange an appointment at the CED office.

TRANSFER CANDIDATES

 Candidates who desire to transfer to The University of Maine from another college or university are encouraged to file application with the Office of Admission by November 1 for Spring semester and March 1 for Fall semester. Applications received after the recommended deadline dates are reviewed based on available openings within academic colleges and the capability of university departments to complete work with required documents in a timely manner.

Applications must include a statement of the names and addresses of all schools and colleges previously attended. Transfer candidates who have successfully completed a minimum of one year of transferable college course work commence with the intended academic field of study at The University of Maine are not required to take the SAT test. If examinations were completed, SAT or ACT scores should be included on the high school transcript.

Applicants must arrange for official college transcripts to be forwarded from previously attended colleges and universities to the Office of Admission, The University of Maine, 5713 Chadbourne Hall, Orono, ME 04469-5713. Student copies of academic transcripts are not accepted as official documents.

INTERNATIONAL CANDIDATES

Non-citizens with a valid visa who are interested in taking courses at The University of Maine may apply to the Office of International Programs, 100 Winslow Hall, 207-581-2905, to discuss the application and registration process.

MAINE TEACHER CERTIFICATION

Students seeking initial teacher certification need to be enrolled in either an undergraduate or graduate degree program. For students with liberal arts bachelors degrees, the College of Education and Human Development offers a full time 13 month Masters in the Art of Teaching (MAT) graduate program. Students in the elementary/middle level or secondary cohort begin course work in June each year. MAT applicants are due in the Graduate office on February 1 and review of applicants will continue until the cohorts are full. Those interested in this program should take courses to fulfill the academic requirements of the teacher endorsement sort. The academic requirements can be obtained from the Division of Certification, Maine Department of Education. For additional information, call 207-581-2412, or visit Cindy Lane in 130 Shibles Hall. Graduate full-time and part-time M.Ed programs are also available. For information call 207-581-2444, or visit L5 Shibles Hall.

PRIOR APPROVAL BY ADVISOR

All degree candidates must obtain their academic advisor's signature prior to registering for classes. Graduate students must register in person at the Graduate School, 2 Winslow Hall. Call 207-581-3218 for further information.

DISTRIBUTED STUDENT INFORMATION SYSTEM (DSIS)

WHAT IT IS AND HOW TO USE IT

DSIS is a computer application that allows students access to their academic information. Some of the things you can do with DSIS are:

• View or print your semester schedule.
• View or print your semester grades.
• Check to be sure course add/drops were processed.
• Verify permanent, local and billing addresses.
• View or print your UMAINE academic history.
• Verify your academic program and/or advisor.

DSIS is available in the Continuing Education Division, 122 Chadbourne Hall, in the computer clusters at Folger Library and the Memorial Union, and at Student Records in 100 Wingate Hall. Look for the DSIS icon under Microsoft Windows on the DOS computer.

If you've never used DSIS before, here's how:

• Double click on the DSIS icon.
• Enter your ID# (SSN) and PIN. (Your PIN is initially your date of birth in mmddyy format, e.g. 042674).
• Click on Connect.
• Follow the instructions on the screen.
• Web DSIS is now available for students. Web DSIS requires Netscape 3.0 or higher running on a Windows or Mac PC. To access Web DSIS point your web browser at: https://www.maine.edu/admin/dsis. Access to Web DSIS requires a student id and pin (the same as used in DSIS or the IR MAIN-line). Course registration is not available on Web DSIS.

GRADE REPORTS

Final grades are available as they are received and processed after exams. Students may access grades through DSIS or by calling 207-581-MAIN (6246) and follow the IVR menu to the “print” option.

Considerable care is taken to ensure that all grades entered on a student’s permanent record are accurate. Any student who suspects an error in a grade should contact the instructor without delay. Records are considered to be correct if a student does not report errors to the Office of Student Records within six months of the completion of a course.

TRANSCRIPTS

Requests for academic transcripts should be directed to the Office of Student Records, 5781 Wingate Hall, Room 100, Orono, ME 04469-5781. All requests must be in writing and signed by the student. There is no fee for an official transcript. Transcript requests may be required to have grades sent to state department of education, school superintendents or employers. Call 207-581-1299 for more information.

GRADING SYSTEM

Symbols on grade reports and transcripts are as follows:

A - Excellent
B - Good
C - Satisfactory
D - Low level passing (below average required for graduation)
F - Failed
W - Withdrawn passing (formerly “WP”)
MG - Missing Grade (no grade submitted by instructor)
P - Passed (for pass/fail course)
S - Satisfactory (graduate thesis only)
R - Deferred (undergraduate thesis only)
W - Withdrawn Failing (formerly “WF”)

ADD/DROP POLICY

Students must attend the first or second class. Adding and dropping can be accomplished continuously through the end of the add/drop period by using the telephone registration system (IVR). In some instances students may need to contact the Office of Continuing Education to Add-Drop a course. The system will only allow adding courses that are “open.” If special permission or waivers are necessary to gain entrance to a course, the student will still have to negotiate those in person or by telephone with the department responsible for the course.

Addition of a course, change of a course section, or a change in credit status can be made to a student’s schedule through the first five weeks of classes each semester. A course must be dropped by the 10th day class day to receive a refund.

Registrations are not automatically canceled when a student fails to attend and does not officially notify the CED office. Inertiaing faculty are urged not to drop a course as it is not an official withdrawal. The date a course is dropped dictates both academic and financial penalties. During the first third of the semester, a student may withdraw from a course if the student’s advisor and dean approve. Courses dropped will show on the student’s academic record with a grade of “W.” The grade will not be computed into the semester average. During the final third of a semester, any courses dropped will normally carry a grade of “WE” unless extenuating circumstances prevail. The grade will show on the student’s academic record and will be computed into the semester GPA.
Grade-Point Computation
Quality point values for authorized grades are shown below:

- A = 4.00
- A- = 3.67
- B+ = 3.33
- B = 3.00
- B- = 2.67
- C+ = 2.33
- C = 2.00
- C- = 1.67
- D+ = 1.33
- D = 1.00
- D- = 0.67
- E = 0.00

The number of semester hours completed with a grade of A is multiplied by 4, B+ by 3.33, C- by 1.67, etc. This computation is carried to two decimal places for each course. These results are added and the total is divided by the total number of semester hours (including courses with a grade of E). The result will show the semester average which is carried to two decimal places.

AUDIT POLICY
A regularly enrolled student who wishes to audit a course lists the course on the registration form and indicates AUDIT in the grading option space provided. Normally, an audit registration means no exams or papers are required by the instructor. Tuition is charged for audited courses at the usual hourly rate. Grades, quality points and course credit are not assigned when courses are audited. After the regular Add-Drop period, an audited course cannot be changed to a credit status. A course taken for credit may be changed to audit during the first one-third of the semester. During the second third of the semester, a student may change to audit provided the student’s advisor and dean approve.

ACADEMIC INFORMATION

WEATHER RELATED
CLASS CANCELLATIONS
Each year there is some confusion whether classes will be held during inclement weather. The general rule is that classes are not canceled because of storms. “No School” announcements, by elementary or secondary schools do not pertain to The University of Maine. Students should decide for themselves whether travel is advisable. If classes are officially canceled by The University of Maine, a public announcement will be made on local radio stations or students can call 1-800-581-SNOW.

COURSE CANCELLATIONS
The Continuing Education Division reserves the right to cancel undergraduate classes with fewer than 12 enrollments and graduate classes with fewer than 6 enrollments.

ADVANCED STANDING CLEP
(College Level Examination Program)
CLEP is a national program of credit-by-examination that offers the adult student the opportunity to obtain recognition for college level achievement. Information on the policy of granting credit for CLEP examination is available from the Student Academic Services Center at 207-581-1808.

ACADEMIC COUNSELING
Students who show evidence of advanced knowledge may be exempt from certain courses and requirements if they pass examinations especially developed by the academic department. A student who successfully passes such an examination earns credits as well as exemption from the course. Students interested in credit by examination should contact the department chairperson.

ATTENDANCE
Individual faculty members determine what consideration to make with respect to class absences. Students are reminded that one class absence in a CED course is the equivalent of missing one full week of a traditional schedule.

CAMPUS SERVICES

CENTER FOR STUDENTS AND COMMUNITY LIFE
The Center for Students and Community Life provides a network of student-oriented programs and services which address a variety of student needs at The University of Maine. Not only does the Center advocate for students, helping them solve personal, academic, and social issues and concerns they may have, but the Center also endorses to enhance the life skills required of students in the communities of the next century; communication, leadership, and problem-solving. The staff at the Center for Student and Community Life works with students, faculty and others to create a caring environment that is distinguished by its focus on individual and community development. Drop into the Center on the third Floor of the Memorial Union or call 207-581-1406.

STUDENT SERVICES ON-LINE
The Center for Student and Community Life is on-line! Visit us at our Website: www.ume.maine.edu/~cscl or on First Class.

MULTICULTURAL STUDENT AFFAIRS
The Office of Multicultural Student Affairs provides support services to underrepresented groups through advocacy and programming, and collaborates with administrative and academic offices to promote and enhance a pluralistic community. The office strives to assist students achieve their academic, career, and personal objectives, advising students and acting as a liaison to support multicultural student organizations and campus committees, addressing multicultural student concerns. The office also works with the University community-at-large to promote an appreciation and celebration of diversity. In addition, the office provides educational and referral resources related to diversity and multicultural issues - this includes videos; books; literature, and information on grants; scholarships; and other opportunities for diverse students. Contact the office on the second floor of the Memorial Union or call 207-581-1405.

MEMORIAL UNION
The Memorial Union is more than just a building. It is the center for social, cultural, recreational and informal educational needs of The University of Maine community. Services include lounges, meeting rooms, food services, Bookstore, Information Center, Post Office, Newscounter, Computer Cluster and Recreation Center. Throughout the academic year the Union is host to hundreds of programs and events. The Union is open during the academic year Monday through Saturday, 7:00 a.m. to midnight and Sundays 7:00 a.m. to 11:00 p.m. The phrase, “Meet me at the Union” will be heard often while you are at MAINE. *Please note: Due to building expansion and construction some services and amenities may not be available.

INFORMATION CENTER
The Information Center is located in the main lobby of the Memorial Union and is open Monday through Friday 8:00 a.m. to 7:00 p.m., during the academic year. Services include campus and local area information including bus, class, athletic and performance schedules; off-campus housing listings; lost and found center; FAX center; advertisement cards; mail drop; campus publications. The Memorial Union staff assists with room reservations and events planning, 207-581-1740.

MAINE BOUND
The Maine Bound program offers many opportunities for the University in outdoor adventure and education. Addressing issues of outdoor education, recreation, critical thinking, group development and environmental awareness, Maine Bound provides a unique experience for its students.

“The outdoors is our classroom.” Maine Bound offers courses in various wilderness and recreational skills on all levels: rock climbing, ice climbing, white water kayaking, canoeing, wilderness medicine, backpacking, winter skills, wilderness survival, and more.
CAMPUS SERVICES

mountaineering, youth programs, ropes courses, academic courses and wilderness leadership.
Instructors use an experiential teaching style; student participation is a major component to all courses. Hands-on lessons and the development of functional/wilderness knowledge are primary goals. All courses employ the philosophy of challenge by choice, providing students with the freedom to try new, difficult or frightening tasks in a supportive environment.

In addition to adventure education, Maine Bound administers an outdoor equipment rental center, serves as a community resource, and manages a billiards room and games arcade in the Memorial Union. Stop by our office on the ground floor on the union and say hello, or call 581-1974 for more information.

COMMUTER AND NON-TRADITIONAL STUDENT SERVICES OFFICE

This office provides a variety of services and programs to students who commute to campus and to those students older than the traditional college age (18–23). The office provides the following services: emergency locator, off-campus housing listings, COMMUTER AND NON-TRADITIONAL STUDENT SERVICES OFFICE http://www.asap.um.maine.edu/off-campus/ car pooling information, has schedules, a lounge facility, spouse/partner/dependent activity cards, study skills resources and child care information. The office also provides programs designed specifically for non-traditional students such as support groups, student topics series and non-traditional student scholarships. Located on the second floor of the Union, the office is open 8:00 a.m. to 4:30 p.m., Monday through Friday. For more information about these and other programs sponsored by this office, contact 207-581-1420.

THE CAREER CENTER

The Career Center offers assistance to students as they explore their academic interests and the relationship between majors and career opportunities. Staff members provide individual career counseling to help students explore career options, set career goals, and devise strategies for reaching these goals. A career library with hundreds of current resources about careers and two computerized career guidance programs, CHOICES and FOCUS II, provide additional support for students making career decisions. Participation in internships, cooperative education, and volunteering for campus or community service is encouraged as part of the career planning process, and extensive listings for internships, co-op, and volunteer opportunities can be found in the Self-Help Career Lab. Meetings with alumni mentors are encouraged through use of the Maine Mentor Program.

Assistant with job-seeking skills and full-time employment is provided through a variety of services, including job listings, resume critiques, resume referrals to employers and on- and off-campus recruiting programs. An annual Career Fair brings over 75 employers to campus to meet with students and help them make career connections.

Use of the Internet has become an integral part of the service offerings by the Career Center. Students may access jobs via Internet on a networked computer in the Career Lab of the Career Center. The Career Center also has developed a homepage on the World Wide Web (http://www.ume.main.edu/career) that gives students immediate access to career services and job listings nationwide.

The Career Center serves all matriculated undergraduate and graduate students of the University, as well as fee-paying alumni. It is located on the third floor of Chadbourne Hall and is open Monday–Friday, 8:00am-4:30pm. For additional information and assistance, call 581-1359.

Cooperative Education/Field Experience Students at the University of Maine may participate in a program of Cooperative Education, Internships, or Field Experience for academic credit on a full-time basis during the semester or summer, or on a part-time basis while taking courses on campus. All programs are sponsored by faculty coordinators in the department of the student’s academic major, but may be designed by the student or offered by participating employers. Students should plan well in advance and seek assistance at the Career Center, Third Floor, Chadbourne Hall. For additional information, call 581-1359.

Peace Corps Campus Recruiting Office The Peace Corps sponsors a UMaine campus recruiting representative, with an office located in the Career Center, Chadbourne Hall. The Peace Corps offers graduating students the opportunity to make a difference in another part of the world while gaining valuable personal and professional experience. There are volunteer career opportunities in a wide variety of fields, and while the Peace Corps may be "the toughest job you’ll ever love", nine out of ten Returned Peace Corps Volunteers say they would do it again. For more information, call the UMaine Peace Corps Office at 581-1366.

OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs, 100 W Islow Hall, provides support for international students, including personal and academic advising, immigration assistance, student orientation, and cultural outings. There is an active international student association.

The Office is also responsible for the University’s Study Abroad programs. Students may study at locations in over 40 countries, at many places in English, through the University’s exchange programs and consortial memberships. Exchange opportunities allow MAINE students to pay MAINE tuition, fees and board while studying in another country. Visit the Study Abroad Resource Room, third floor of the Maples (207-581-3426) or call the CIP at 581-1509 for more information.

CUTLER HEALTH CENTER

Cutter Health Center is an ambulatory care center supported, in part, by the comprehensive fee. A wide variety of services are offered to students at the health center including acute care for illness and injuries, women’s health services, speciality clinics (orthopedics, podiatry, physical therapy, pharmacy and rehab), X-ray and lab. Services are provided from September until spring graduation with the option of purchasing services during the months of August and May. For more information on our services please call 207-581-4000.

IMMUNIZATION

Maine State Law (220 MRSA §6359) requires all students born after 1956 in a degree program or registered full-time to furnish proof of the following immunizations:

1. Diphtheria and Tetanus (DT) within the last 10 years. (If a tetanus only was given, it must have been administered within the last 5 years.)
2. Measles, Mumps and Rubella (MMR) after the first birthday. Live vaccine must have been used. If immunized prior to 1973, a re-vaccination is recommended. Your immunization record must be a photocopy of the original medical record including the date and type of immunization, and the signature of the individual providing the Immunization. Send this record to Immunization Office, 5721 Outler Health Center, Orono, ME, 04469-5721 or FAX to 581-4005.

Immunization records are stored in electronic format and may be released with a verbal request to the student or another medical or educational institution as a summary statement. For questions or special options, please call 207-581-4010 http://www.ume.maine.edu

INSURANCE

A Student Health Insurance Plan is available to all students enrolled at MAINE. This is a 12 month policy. Optional major medical supplement is offered by Maine Blue Cross Blue Shield and is also a 12 month policy. Dependent coverage for both plans is available. For further information, pricing, and enrollment times please call 581-4185.

THE COUNSELING CENTER

Located on the Gannett Hall side of Outler Health Center, offers individual counseling to undergraduate students enrolled for nine or more credit hours and graduate students enrolled for six or more credit hours. Appointments are made between 8:00 a.m. to 5:00 p.m., Monday through Friday. Evening outreach programs and late afternoon counseling groups are available during the academic year to any student who wishes to attend. Call 581-1392 for more information about Counseling Center programs or services.

YOUR GUIDE TO DINING SERVICES

Dining Services offers students a wide variety of dining options in restaurant facilities campus-wide. Staff are dedicated to providing healthy and nutritious meals that range from familiar home favorites to gourmet and international dishes. Exploring the unique specialties offered by each of the dining facilities lets you choose the atmosphere and advantages that make your personal dining experience enjoyable.
CAMPUS SERVICES

HILLTOP AND SOUTHSIDE MARKETS

For those of you who would like to have a snack, munchies or a full meal, Dining Services has the Hilltop Market located in Hilltop Commons and SouthSide Market, located in Stodder Commons. South Side Market offers a grab and go breakfast. Fresh vegetables, fresh fruit and fresh homemade breads and rolls are available, also. You can shop conveniently using your MaineCard Dining Funds, MaineCard Staff Funds, and/or MaineCard Campus Funds. You may also use cash.

Hours of operation:

Hilltop Market:
- Monday - Friday: 10:30 a.m. - 8:00 p.m.
- Saturday: 11:00 a.m. - 8:00 p.m.

SouthSide Market:
- Monday - Friday: 11:00 a.m. - 7:00 p.m.
- Saturday: 10:00 a.m. - 6:00 p.m.

VEGETARIAN PROGRAM

The University of Maine Dining Services vegetarian program, “Beans & Greens: The Vegetarian Alternative” has moved. This program will now be located in Stodder Commons, still under the direction of Sandy Dohske, Dining Service Manager. The program offers three meals a day, five (5) days a week, Monday – Friday, for a total of fifteen (15) vegetarian meals. This program offers 32 feet of salad bar, with specialty vegetarian condiments, along with two vegetarian entrees per meal with a goal of at least one veggie entrée. A do-it-yourself stir fry station is provided at every meal. There are pasta and sauce selections that change daily, full grill – offering veggie burgers and grilled cheese sandwiches. The program is dedicated to serving an expanded menu of meatless and nutritious menu selections and to be comprehensive and attractive to practicing vegetarians and individuals who rely on a vegetarian lifestyle. Customers have the option of paying cash, using the traditional meal plans or one of the commuter meal plans to gain entry in the vegetarian program. For further information, please call 581-4616.

COMMUTER MEAL PLAN

For those students who live off campus and don’t want to cook for themselves, Dining Services has meal plan options for you that are as flexible and of cost savings that can be achieved by prepaying for a meal plan. Along with considerable cost savings, these meal plans can be charged to a valid student account. We offer a combination meal plan and MaineCard Dining Funds. Your MaineCard Dining Funds are a declining dollar amount and anytime that you want to know your remaining balance, ask the cashier. You can use your Board Meals in the following dining commons: Hilltop Commons, Stewatt Commons, Stodder Commons and York Commons. Dining Funds can be used in any of the 4 dining commons plus in the Bear’s Den, Damn Yankee, the Union Coffee Shop (all located in the Memorial Union Building) and M. C. Fernald’s (located in Fernald Hall). Students with Dining Funds receive a 5% discount plus you have the added bonus of being sales tax exempt. To learn more about the meal plans, please contact the Administrative Office of Dining Services at 101 Hilltop Commons, or call 581-4706 and the information will be sent to you.

STUDENTS AND TEACHING FACULTY

As a student or employee of The University of Maine, how would you like to save money? You can be tax exempt and get a 5% discount on food items that you purchase in any of the Dining Services eateries on campus by getting yourself a MaineCard and put money on that card. You can purchase Dining Funds, Staff Funds or Campus Funds. These are funds that are electronically put on your MaineCard. When you go to one of the Dining Services facilities, whether it be one of the dining commons or cash operations, like the Bear’s Den, Damn Yankee, Coffee Shop, M. C. Fernald’s, SouthSide Market or Hilltop Market, just present your MaineCard for payment and you automatically receive your 5% discount.

If you have any questions concerning any of the meal plans or want more information, please call 581-4706.

MAINECARD

The MaineCard Office is located on the second floor of the Memorial Union Building. The MaineCard is the official ID of the University of Maine. All MaineCard services can be taken care of in this location. The office hours are 7:30 a.m. - 5:00 p.m., Monday through Friday. Services include obtaining a new MaineCard, replacing a damaged or lost card, changing a meal plan (on campus students only), purchasing a commuter meal plan, purchasing Campus Funds, Staff Funds, or Dining Funds. The office accepts the following in payment: cash, check, Discover Card, MasterCard or Visa. Remember, by purchasing Campus Funds, Dining Funds or Staff Funds, you save 5% on all your food purchases.

The minimum deposit for Campus Funds and Staff Funds is $5 and additional funds can be purchased in increments of $5. Dining Funds minimum deposit is $25. If you have any questions or want more information, call the MaineCard Office, 581-CARD.
TUITION & FEES

TUITION
*Tuition and fees are estimated subject to Board of Trustees approval.

Maine Residents
Undergraduate $122.00 per credit hour
Graduate $198.00 per credit hour

Non-Maine Residents
Undergraduate $375.00 per credit hour
Graduate $562.00 per credit hour

New England Regional
Undergraduate $198.00 per credit hour
Graduate $297.00 per credit hour

All course work taken by an undergraduate student is billed at the undergraduate rate. All course work taken by a graduate student is billed at the graduate rate. This includes prerequisites and electives.

A statement (bill) reflecting tuition and fees will be mailed to students shortly following their registration. A $75 late fee is applied after the due date specified on the bill.

Questions concerning financial obligations to the University should be directed to the Bursars Office located in Alumni Hall, Telephone 207-581-1521.

FINANCIAL PENALTIES FOR DROPPING A COURSE
Students will be billed 100% of the tuition and/or textbook costs should an application for admission or registration be cancelled, or if a student withdraws from any course prior to the due date on his/her bill in order to avoid the late fee.

STUDENT FEES
*Tuition and fees are estimated subject to Board of Trustees approval.

Activity Fee
The Activity Fee funds are used by student government associations, (graduate and undergraduate) to support their various activities. This fee is assessed in the following manner:

- 1-6 hours $10.00
- 1-5 hours no fee assessed

Recreation Fee
The Recreation Fee supports student use of athletic facilities and recreational sports and is assessed in the following manner:

- 7 or more hours $15.00
- 1-6 hours no fee assessed

Technology Fee
The Technology Fee funds are used to increase the quality of and access to microcomputers on campus. The charge is 56 cents per credit hour.

Comprehensive Fee
The Comprehensive Fee is designed to support a wide selection of University programs and to enhance each student’s education. The fee applies to all students, graduate and undergraduate, and is assessed in the following manner:

- 12 or more hours $213.00 per semester
- 7-11 hours $160.50 per semester
- 1-6 hours no fee assessed

Key program areas funded with Comprehensive Fee monies include:
- Student Services such as health care, counseling and career planning.
- Student activities including athletics, Memorial Union programming and Maine Center for the Arts events.
- Special programs of offered through academic departments such as theater, dance and music events.
- Students who enroll in graduate courses (500 level and above) and who have not been formally accepted to a specific graduate degree program must complete a non-degree application. An application fee of $25 is assessed to all non-degree applicants.

GRADUATE SCHOOL NON-DEGREE APPLICATION FEE
Students who enroll in graduate courses (500 level and above) and who have not been formally accepted to a specific graduate degree program must complete a non-degree application. An application fee of $25 is assessed to all non-degree applicants.

CREDIT CARD
The University of Maine accepts VISA, MasterCard and Discover credit cards for payment of tuition and fees. To expedite this process, add your credit card number to the registration form.

DEFERRED PAYMENT PLAN
When tuition exceeds $387.00, the student may take advantage of the installment plan. The installment plan must be arranged prior to the due date on the bill to avoid the late fee. Call Academic Management Services at 1-800-635-0120 to receive an application.

TUITION PAID BY EMPLOYER
Students whose employer has agreed to pay directly to the University part or all of the student’s tuition and/or textbook costs should furnish the Bursars Office with a purchase order or letter guaranteeing the costs will be paid by the employer, prior to the due date on the bill. In cases where partial payment is to be made by the employer, the student must pay the balance due on the due date.

VETERANS
To receive V.A. educational benefits, eligible veterans must enroll in a University degree program. For information about available degree programs and the proper procedures for making application to a program, please contact the Veterans Office at 1-800-635-0120.

STUDENT FINANCIAL AID
Students who have been accepted, by letter from the Director of Admissions, into a degree program are eligible to apply for federal grants, loans and work study programs, as well as for University assistance. The eligibility for such programs is contingent upon the applicant meeting established tests for financial need. Students must register for six credit hours or more to be eligible for most financial aid programs.

Financial assistance may be limited unless the student’s aid application is received at the financial processing center by March 1 prior to the academic year in which the student will enroll in coursework. Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA).

ADJUSTMENTS TO CHARGES AND EXPENSES
The financial requirements of the University’s charging costs, state and legislative action and other matters may require an adjustment of these charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses, as may from time to time be necessary in the opinion of the Board of Trustees, up to the date of final registration for a given academic term. The applicant acknowledges this reservation by the submission of an application for admission or registration.

MAINE’S RIGHT TO REVISE
The University of Maine reserves the right to revise, amend or change items set forth in this supplement from time to time. Accordingly, readers of this supplement should inquire as to whether any such revisions, amendments or changes have been made since the date of publication. The University reserves the right to cancel course offerings, set minimum and maximum size of classes, change designated instructors in courses and make decisions affecting the academic standing of anyone participating in a course or program of study offered by MAINE.

PARKING
All vehicles parked on campus must display a valid parking decal. A decal specifically for OCE students, valid for evenings and weekends, is available for $20. Those who occasionally visit or utilize the campus between daytime hours of 6:00 a.m. and 4:00 p.m. may obtain a temporary parking permit at no charge, valid for up to three days.

Any parking area may be used Saturdays and Sundays and between the evening hours of 4:00 p.m. and 6:00 a.m. on weekdays except during snow season. Snow season is the period from November 1 to May 1 when parking is prohibited in all Faculty, Staff and Commuter lots, between the hours of 12:01 a.m. and 6:00 a.m.

Parking in any area not posted and lined for parking (loading zones, crosswalks, zebra stripes, etc.) is prohibited. Parking is prohibited on all roads, fire lanes, in violation of decal designations and on the turf. Parking in spaces that provide access for the handicapped (including adjacent striping) is illegal and will result in an immediate tow.

Details, permits, rules and parking maps are available at the Parking Coordinator’s Office, Public Safety Building, 166 College Avenue. For the convenience of evening students, the Parking Office will be open Saturday and Sunday September 4 & 5, from 9:00 a.m. to 2:00 p.m.; and Monday, September 6 through Thursday, September 9 from 7:00 a.m. to 6:00 p.m., during the first week of classes.

Failure to comply with University Parking and Motor Vehicle Rules will result in the vehicle being ticketed and towed at the owner’s expense. Please help Public Safety help you by observing the rules. If in doubt, please call us at 207-581-4047, during the weekday and the Public Safety Dispatch Office at 207-581-4040 at night and on weekends.
6 EASY WAYS TO REGISTER

Academic Advising Services

Confused about where to get information?
Want to begin your education or take a course?
Need some advice?

• Information Services for Continuing Education Students
• Registration Assistance and Course Selection
• Academic and Education Counseling
• Tutoring Information
• Study Skills
• Time Management Tips
• Academic Referrals

Stop by or call:

Chadbourn Hall, Room 122
207-581-3142

1 (IVR) INTERACTIVE VOICE RESPONSE

CREDIT COURSES ONLY

Dial 207-581-6246. Interactive Voice Registration is available 24-hours per day, 7-days per week. Write out all necessary course information i.e., CRN, Course, Credits and grade option before placing your call. You will need to enter your:
• Student ID number
• Date of birth
• Degree students: Enter your Registration Authorization Number (RAN)

Follow the instructions by listening to the complete menu each time. If you have problems, contact the Continuing Education Division office during regular business hours at 207-581-3143. IVR is a readily available way to REGISTER EARLY and ensure a place in the course(s) you want. You can also use the IVR system at the end of the semester to hear your grades or request a printed grade report.

2 MAIL-IN REGISTRATION

Use the convenient registration form on page 50 to register by mail. If you plan to charge your total bill, simply add your credit card identification number to your registration form.

Payment for non-credit courses must accompany registration form.

3 FAX-IN REGISTRATION

Use the convenient form on page 50 to FAX your registration directly to the Continuing Education Division. The CED FAX number is 207-581-3141. This method of registration allows you to register at any time, including hours when the CED office is not open. To expedite your registration, be sure you complete all appropriate sections of the registration form. For Graduate Courses fax registration to 207-581-3232.

Non-credit registration forms may be faxed when paying with credit card

4 WALK-IN REGISTRATION

You may register in person at 122 Chadbourne Hall.

5 PHONE-IN REGISTRATION

Non-degree students can register by calling 207-581-3143. CED staff takes calls from 8:00 a.m. to 7:30 p.m., Monday through Thursday and 8:00 a.m. to 4:30 p.m. Friday.

6 WEBSITE REGISTRATION


Students taking graduate courses must contact the Graduate School at 2 Winslow Hall, 207-581-3219.
Fall 1999 Registration Form  
CONTINUING EDUCATION DIVISION  
Credit and Non-Credit Courses

Print  
Name: _______________________________________________________________________  
Date ______________________  
Last First Middle  
Social Security #: ______________________________________  
Date of Birth: ___________________  
Sex: M _______ F ________  
Mailing Address: _________________________________________________________________________  
E-Mail ____________  
Street & Number  City  State  Zip  
Billing Address: ______________________________________________________________________________________________  
[ ] Change my address as indicated  
Telephone: _________________ (home) _______________ (daytime)  
Location of Course (Town) ____________________  
How long have you lived in the State of Maine? _____ years _____ months.  
Are you a High School Student?_____ Yes_____ No

CREDIT COURSES
For Graduate Students Only  
Dean of the Graduate School  
Signature:______________________________________________________Date:_________________

Have you previously taken courses at U Maine? ___ Yes ___ No  
Last semester of attendance? ______________________________

Students enrolling in 500 and/or 600 Level courses must register with the Graduate School at 2 Winslow Hall.

For Degree Candidates Only  
For Maine Business School Courses
Advisor’s Signature: ___________________________ Date: ___________  
Permission: _______________ Date: ____________

Do not send tuition payment with your registration for credit courses.
An invoice will be mailed to you once your registration has been processed. If you plan to charge your tuition and fees, please complete the following:
Card No:____________________ Visa __________________________ Discover____________________
Exp Date:_______________________________

NON-CREDIT COURSES (Payment due when registering)  
(Additional courses may be added on a separate sheet)

All non-credit courses require payment with this registration form.  
Please make checks payable to The University of Maine. If you plan to charge your registration fees, please complete the following:
Card No:____________________ Visa __________________________ Discover____________________
Exp Date:_______________________________

Purchase Order #________________________ Company Name and Address: ________________________________________
Billing Address: ____________________________________________________________________________________________

Return this completed registration form to: Continuing Education Division, University of Maine, 5713 Chadbourne Hall, Orono, ME 04469-5713, Tel: 207/581-3143 (credit courses), 207/581-3141 (non-credit courses), FAX: 207/581-3141.  
E-mail: cedss@maine.maine.edu. Web Address: http://www.ume.maine.edu/~ced/lifelongtop.html.

If you wish to receive a transcript for non-credit courses, please check here.
If you wish to receive a confirmation of your course registration, please check here.
If you are a person with a disability who needs any accommodations, please check here and a representative from the Continuing Education Division will contact you to discuss your accommodation needs.

Phone access for the Hearing Impaired  1-955-3323 (TDD users in Maine)  1-800-437-1220 (TDD users not in Maine)
1-955-3777 (Voice users in Maine)  1-800-457-1220 (Voice users not in Maine).

In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, The University of Maine shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University.
Lessons in Leadership Conference
Bangor and Augusta
November 17, 1999

New Certificate Program
Electric Power Systems

POP! TECH
October 21 - 24, 1999
Popular Culture in the Digital Age

For information about Continuing Education Division Programs call 207-581-3142