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Academic Calendar — Summer Odyssey ’81

Mail registration ..................................................... Present time until 2nd class meeting
Walk-in Registration .................................................. Present time until 2nd class meeting

Gorham-Graduate Education Courses
Portland-All other courses

| Session 1 begins | May 4 |
| Session 2 begins | May 4 |
| Session 2 ends | May 29 |
| Session 3 begins | June 1 |
| Session 3 ends | June 26 |
| Session 4 begins | June 29 |
| Session 4 ends | July 24 |
| Session 5 begins | July 27 |
| Session 5 ends | August 21 |
| Session 6 begins | August 21 |
| Session 6 ends | August 21 |

Session 1 (May 4-June 26)  Session 4 (June 29-Aug. 21)
Session 2 (May 4-May 29)  Session 5 (June 29-July 24)
Session 3 (June 1-June 26)  Session 6 (July 27-Aug. 21)

Session 7 — Miscellaneous starting and ending dates
(classes will not be held Memorial Day, May 25, 1981)
Administrative Officers

Robert L. Woodbury ................. President
Edward J. Kormondy ................. Provost
Gordon S. Bigelow ................. Dean for Educational Services
Richard H. Sturgeon ................. Director, Advising and Information Department
John N. Farrar ................. Coordinator of Academic Counseling Services
Cyrus E. Hendren ................. Coordinator of Information Services
Lawrence E. Braziel ................. Registrar
William U. Small ................. Associate Registrar
Helen L. Greenwood ................. Coordinator, Summer Session

Academic Officers

John W. Bay ................. Dean, School of Business, Economics and Management
Audrey J. Conley ................. Dean, School of Nursing
George P. Connick ................. Director, College of Education
Loren W. Downey ................. Dean, College of Arts and Sciences
Robert J. Hatala ................. Dean, School of Law
L. Kinvin Wroth ................. Dean, School of Law

Office Hours

(Portland Campus)

Advising and Information Department
All offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday, April 6-August 21. Limited service will also be provided from 4:30 p.m. to 9:00 p.m., Monday through Thursday, and on Saturday 9:00 a.m. to 12:00 noon.

Registrar
April 6-May 1
8:00 a.m.-4:15 p.m. (Mon-Fri)
May 4-May 8
8:00 a.m.-8:00 p.m. (Mon-Thurs)
8:00 a.m.-4:15 p.m. (Fri)
May 11-June 26
8:00 a.m.-4:15 p.m. (Mon-Fri)
June 29-July 3
8:00 a.m.-8:00 p.m. (Mon-Thurs)
8:00 a.m.-4:15 p.m. (Fri)
July 6-August 21
8:00 a.m.-4:15 p.m. (Mon-Fri)

Business Office
April 6-August 21
8:00 a.m.-4:15 p.m. (Mon-Fri)

(Gorham Campus)

Registrar
April 6-May 1
8:00 a.m.-4:15 p.m. (Mon-Fri)
May 4-May 8
8:00 a.m.-7:00 p.m. (Mon-Thurs)
8:00 a.m.-4:15 p.m. (Fri)
May 11-August 21
8:00 a.m.-4:15 p.m. (Mon-Fri)

Business Office
April 6-August 21
8:00 a.m.-4:15 p.m. (Mon-Fri)

Phone Numbers

and Addresses

Advising and Information Department
96 Falmouth Street
Portland, Maine 04103
Phone: 780-4600
1-800-492-0748

Registrar
96 Falmouth Street
Portland, Maine 04103
Phone: 780-6056

and
37 College Avenue
Gorham, Maine 04038
Phone: 780-5200

Business Office
96 Falmouth Street
Portland, Maine 04103
Phone: 780-4020

Business Office
37 College Avenue
Gorham, Maine 04038
Phone: 780-5200

Summer School Office
228 Deering Avenue
Portland, Maine 04102
Phone: 780-4076

University Operator
780-4141
Undergraduate Degree Candidates
Degree candidates are applicants who satisfy admission standards of the University. Undergraduate students who wish degree status must apply to the Director of Admissions, University of Southern Maine. By definition, degree candidates are those who have been accepted by the Committee on Admissions.

Graduate Study
Application for admission to a program of graduate study should be made to: Director, Division of Advanced Studies, College of Education; or Dean, School of Business, Economics and Management. To be admitted to a graduate program, an applicant must have received a baccalaureate degree from an accredited college or university and, as judged by previous scholastic record or otherwise, must show promise of ability to pursue advanced study and research.

All applications, except those for the M.B.A. program, are required to provide the results of their performance on either the Graduate Record Examination, or Miller Analogy Test. In the case of the GRE, the results should include the scores obtained on the general aptitude portion of the examination and on the appropriate advanced test. Applications for the Master of Business Administration program should present scores from the Graduate Management Admission Test in lieu of GRE scores or MAT scores.

An application is not considered complete until all the required transcripts, appropriate test scores, and letters of recommendation are on file. All material sent in support of an application for admission becomes the property of USM and will not be returned to the student.

Matriculated graduate students have first priority on all graduate courses.

Graduate Registration
Registration for USM matriculated graduate students includes all of the following in this order:
1. Meeting course prerequisites.
2. Securing the signature of your advisor or program coordinator.
3. Submitting completed registration forms to the Registrar’s Office with accompanying signatures.
4. Paying tuition and fees at time of registration.

Please remember that classes are filled on a first-come, first-served basis, and that the student is enrolled in a class only after all of the above steps have been completed.

*A USM matriculated graduate student is one who has applied and has been accepted for admission to a graduate program. Matriculated graduate students are given first preference for enrollment in graduate courses.

NOTE: Graduate Education registrations, add/drops and withdrawals must be completed on the Gorham Campus, whereas, Graduate Business registrations, add/drops and withdrawals must be completed on the Portland campus.

Independent Study
All courses entitled “Independent Study” require the use of a special advanced approval form, which may be obtained upon request from the Registrar’s Office. This form must be completed in advance of registration.

The University of Southern Maine does not discriminate on the basis of race, color, creed, sex, age, marital status, national origin or handicap, in the recruitment and employment of faculty and staff, or in the operation of, and access to, any of its programs and activities, as specified by Federal and State Laws and regulations. The designated coordinator for the University compliance with these laws is the Director of Equal Employment Opportunity.
Registration Procedures

Registration for summer classes should be completed as early as possible and no later than the second class meeting. If space is still available, late registration is permitted only when the student has attended at least one of the first two classes.

Mail Registration

Complete and return the Registration Form and Tuition and Fees Computation Form found in this publication. Fill in all applicable information and return it with proper payment to:

1. Undergraduate Courses and Graduate Arts and Science Courses
   University of Southern Maine
   Advising and Information Department
   96 Falmouth Street
   Portland, Maine 04103

2. Graduate Education Courses
   University of Southern Maine
   Director
   Office of Graduate Studies
   409 Bailey Hall
   Gorham, Maine 04038

3. Graduate Business Courses
   University of Southern Maine
   Dean’s Office
   School of Business, Economics and Management
   228 Deering Avenue
   Portland, Maine 04103

Walk-In Registration

All students taking undergraduate courses may register in person at the Advising and Information Department in Payson Smith Hall on the Portland campus through the second class meeting. Although advisor’s approval is not required for registration, it is highly recommended. Students taking courses with the intent of meeting degree requirements are urged to see their advisors. See special section for graduate registration procedures.

Late Registration

Students in attendance at the first and/or second class meeting must complete registration forms not later than the second class meeting or a late fee of $25 will be charged. A late fee is also assessed when a student fails to satisfy his or her financial obligation with the business office when due and payable.

Registration Changes

Students may not add a new course after the second class has met. Changes to or from pass-fail, audit, and repeat must be done at the Registrar’s Office before the second class meeting.

To add or drop a course or make other changes after registration is completed, an undergraduate student must complete the proper forms at the Registrar’s Office on the Portland campus.

Graduate students should see Graduate Registration section for special instructions.

Important: Failure to Withdraw Penalty

Failure to submit notice of withdrawal may result in a failing grade. Discussion with faculty members is not proper notification of change. In the case of a student withdrawal after completion of 1/3 of the course, the student will receive a grade designation to be determined by the instructor.

Audit Registration

Students who are not interested in securing credits to use at the University of Maine or elsewhere, may register for courses on a non-credit basis. With a non-credit registration, the student may participate in class work, the same way as a credit student, but he or she is not required to take examinations. A non-credit registrant should be warned, however, that State Departments of Education do not accept for certification or other purposes, any courses taken on a non-credit basis. An audit registrant is required to pay the regular tuition charge.

Multiple Campus Registration

Students who wish to register for courses at other University of Maine campuses in addition to courses at USM should contact the Registrar’s Office to complete the proper forms before registering with the Advising and Information Department.

Course Cancellation

The University reserves the right to cancel courses in the case of low enrollment.
TUITION AND FEES

Payment
Payment of tuition and/or fees in full is required at the time of registration. Checks should be made payable to the University of Maine (foreign students should send payment in U.S. currency). Other payment plans are available include Master Card and Visa. Contact the University of Southern Maine Business Office for details.

Payment By Employer Or Agency
A student whose employer or, federal and/or state agency has agreed to pay directly to the University, part or all of the student’s tuition or text cost, should furnish the USM Business Office with a purchase order or a letter in duplicate covering the costs to be underwritten by the employer or agency, or in the case of military personnel, an approved request for tuition assistance.

Tuition Waiver For Senior Citizens
The Board of Trustees of the University of Maine has authorized a waiver of tuition for persons age 65 or over with proof of age. This waiver is available for non-credit courses at any campus of the University of Maine. Permission to enroll will be granted on an individual basis if there is space available in the course.

Persons age 65 or over who wish to request permission for a waiver of tuition should contact the Registrar’s Office or the Department of Conferences and Special Programs for non-credit courses. Senior citizens must state their age at the time of registration. All requests for credit courses will be processed during the three working days immediately preceding the start of the session in which the desired courses are offered.

Veterans’ Benefits
Continuing students eligible for Veterans Administration Education Benefits will only be required to complete the request for certification form in addition to other required registration material. Students not previously certified should contact the Veterans Coordinator in the Advising and Information Department for information on certification requirements. The Veterans Coordinator and the Advising and Information Department in Payson Smith Hall are available to work with veterans on any problems they may have.

Refund Policy

Tuition
To assure uniformity and fairness to all, the following refund policy has been established, both in regard to tuition and also in regard to room and board, in case a student withdraws from classes and/or dormitory arrangements before or during a session.

A total refund may be granted only when the withdrawal and/or application for refund is made before the start of a given session. In cases where a partial refund is called for, the following refund rates will apply:

<table>
<thead>
<tr>
<th>Time of withdrawal</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>75%</td>
</tr>
<tr>
<td>2nd Week</td>
<td>50%</td>
</tr>
<tr>
<td>3rd Week</td>
<td>25%</td>
</tr>
<tr>
<td>(No refunds granted after third week of class)</td>
<td></td>
</tr>
</tbody>
</table>

University Fees are not refundable.

Four and Eight week courses

<table>
<thead>
<tr>
<th>Time of withdrawal</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>75%</td>
</tr>
<tr>
<td>2nd Week</td>
<td>50%</td>
</tr>
<tr>
<td>3rd Week</td>
<td>25%</td>
</tr>
<tr>
<td>(No refunds granted after third week of class)</td>
<td></td>
</tr>
</tbody>
</table>

Adjustment of Tuition and Fees
The financial requirements of the University, changing costs, state and legislative action and other matters may require an adjustment of 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. The applicant acknowledges this reservation by the submission of any application for admission or by registration.

Tuition and Fees Computation Form

I. Complete for courses in Sessions 1, 2 & 3 ONLY:

A. If you are taking Less Than 12 Credit Hours:
   Undergraduate student (Total credits) x $37 = $
   Graduate student (Total credits) x $39 = $

B. If you are taking 12 or More Credit Hours:
   Undergraduate student - enter $495 $
   Graduate student - enter $570 $

II. Complete for courses in Sessions 4, 5 & 6 ONLY:

A. If you are taking Less Than 12 Credit Hours:
   Undergraduate student (Total credits) x $37 = $
   Graduate student (Total credits) x $39 = $

B. If you are taking 12 or More Credit Hours:
   Undergraduate student - enter $495 $
   Graduate student - enter $570 $

Registration Fee
$6.00

Please remit computed total
# REGISTRATION FORM

**UNIVERSITY OF MAINE**

**REGISTRATION FORM**

**NAME**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

**HOME ADDRESS**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**BUSINESS OR LOCAL ADDRESS**

<table>
<thead>
<tr>
<th>Organization or Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**STUDENT ID NUMBER**

| 1 | 2 | 3 |

**DATE**

| 1 | 2 | 3 |

**Summer**

---

**Course Information**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Sec.</th>
<th>Course Title</th>
<th>Location</th>
<th>Session Number</th>
<th>No. Weeks</th>
<th>Cr. Hours</th>
</tr>
</thead>
</table>

**Advisor's Approval**

X

**Total Cr.**

If more than 15 hours Dean's Signature required

**Dean's Signature**

---

**School**

| 1 | 2 | 3 |

**Major**

| 1 | 2 | 3 | 4 |

**Level**

| 1 | 2 |

---

**METHOD OF PAYMENT (Please refer to previous page)**

- Check or Money Order — Enclosed is $__
- Charge to my: □ Master Card □ Visa

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Expiration date of card</th>
<th>Credit card signature</th>
</tr>
</thead>
</table>

**PLEASE NOTE:** Registrations not accompanied by payment for the correct amount will be returned. If you have any questions, please call the Central Billing Office in Gorham at (207) 780-5200.

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The Family Rights and Privacy Act of 1974 (The Buckley Amendment) intends to protect the privacy of students with regard to access to and release of their records and personal data maintained by the University. Full details of the Act may be obtained from the Registrar's Office on either campus. The University of Southern Maine will maintain student’s name, class, major, home and local address, in a directory for release unless the student completes a Public Directory Exclusion form in the Registrar’s Office. The student must be aware, however, that the Registrar will suppress this information from all inquiries, including family, prospective employers, and friends of those opting exclusion from the directory. Only those university personnel with an educational need to know and others outlined in the Family Rights and Privacy Act will be permitted access to the information. The only exception to this would be an emergency situation.
Cultural and Leisure-Time Activities

There are many cultural and leisure-time activities awaiting you in the Portland-Gorham area. Music lovers can attend concerts, some of which are free, like those of the famous Kotzschmar Memorial Organ in the Portland City Hall Auditorium. Drama lovers can attend plays and musical comedies in many summer theaters such as the Ogunquit Playhouse, where world famous stars take leading roles throughout the summer. History buffs may explore various blockhouses and forts scattered along the coast, climb the stairs of Portland Head Light, one of the few remaining lighthouses dating back to the presidency of George Washington, visit the sites of the very early attempts at settlement at Pemaquid and Popham, and study the architecture of a host of Colonial and Federal period mansions, including those of Wiscasset, a village which has experienced little change since the War of 1812. Antiques? You bet. You'll find literally hundreds of antique shops in the area and also have the opportunity to bid on them at the country auctions which are common throughout the summer season in the older communities of Maine.

For the more adventurous, there's horse racing at Scarborough Downs, and stock car racing at several nearby tracks. The entire area is dotted with golf courses, including the excellent Portland Municipal Golf Course and the somewhat more famous golf course at Poland Spring. Tennis is another popular sport for summer students. Most of the nearby ski areas offer summer opportunities for mountain climbing and several of the major ski resorts operate their aerial tramways throughout the summer for the benefit of sightseers.

Campus Health Facilities

To provide adequate student health services, Portland and Gorham campuses maintain an infirmary with full-time registered nurses and a physician on call who are available for consultation, first aid, and temporary emergency care.

Campus Activities and Recreation

The Student Union buildings at Portland and the Student Center at Gorham are available for recreational activities such as chess and checkers, playing cards, backgammon and pool. Magazines of general interest are available in the lounges.

The gymnasiums on both campuses are available for basketball, handball, squash and physical conditioning. Tennis courts on the Gorham campus and at Deering Oaks Park in Portland, may also be used by Summer Session students.

The Portland and Gorham campuses will present a number of plays, concerts, poetry readings, films, planetarium shows, and field trips during the month of July. Students are encouraged to enjoy these events which are without charge or at a reduced fee. Please see the USM Activities calendar for days and times.

Every summer the Department of Police and Safety experiences problems with people bringing pets on campus.

Every year we experience death or severe injury to pets that are left in vehicles. We have also experienced problems with people who leave their pets attached to vehicles with ropes or chains, and finally people who let their pets roam free in violation of the leash law.

Therefore, it is imperative that you do not bring your pets with you while attending classes at the University.

Parking Stickers

Due to increased cost to the University for parking and facilities, it has become necessary to institute a $1.00 vehicle registration fee. Students will be required to register their vehicles for on-campus parking during Summer Session. Permit forms may be obtained at the Business Office on the Portland campus, and at the Registrar's Office on the Gorham Campus.

It is university policy that the first violation is considered a warning; subsequent violations are chargeable.

Possession of motor vehicle permit does not guarantee the registrant a place to park. Its purpose is to indicate that the vehicle is authorized to be on campus.

Grades and Transcripts

Grade reports will be mailed to students at their home address of record by the University Registrar twice for the Summer Session. Grade reports represent the only notification to students of their performance in given courses.

Students desiring official documentation of work completed during Summer Sessions must complete a Transcript Request Form at the Office of the Registrar.
scripts will be updated with Summer Session work during the second week of September. Formal requests for transcripts needed before this date will be handled on an individual basis. The fee for a transcript to be used outside the University of Maine system is $2 for a single copy plus $1 for additional copies ordered at the same time. There is no charge for transcripts sent within the University of Maine system.

Living Accommodations
University housing is available at the Gorham campus; also, the Counseling and Career Development Office in Payson Smith Hall on the Portland campus and the Residence Life Office in Upton Hall on the Gorham campus maintain lists of privately owned rooms, apartments and houses available for rental by those studying at the University. The Maine Publicity Bureau, 3 S. John Street, Portland, maintains a list of summer cottages for rent.

Gorham campus living accommodations for Summer Session are available between June 1 and August 31 and include a seven day room and five day board package plan at a cost of $80.25 per week (single $90.75). Rooms are also available without board and linens at the rate of $4.30 double and $6.00 single per night. Students who desire accommodations at the Gorham campus should submit the Housing Application form as soon as possible. Payment may accompany the application which may be obtained by returning the form below.

Residence hall rooms will be ready for occupancy on Sunday, May 21 at 3:00 p.m. Only those who are registered for University courses, workshops, seminars or special programs are eligible for residence hall accommodations.

Pets may not be kept in the residence hall. Fire safety requirements prohibit cooking preparation of meals in the residence halls; however, coffee pots and toasters which are UL approved and include self-contained thermally controlled elements may be used.

Facilities available to residents include coin-operated laundry, mail desk, reception area, TV-recreation lounges and study lounges. Linen service is not provided.

Applications and other information can be secured at the Residence Life Office, Upton Hall, and the Registrar’s Office, Corsebell Hall on the Gorham campus.

Degree Applications
Students who expect to complete either associate or baccalaureate degree requirements this summer should submit an application for Degree card. Degree Application cards are available at the office of the Registrar.

Certificate for Teachers
Certificates for teaching in Maine are issued, upon completion of the necessary requirements in elementary or secondary education and the special fields, by the State Department of Education, Augusta, Maine. Contact the State Department of Education prior to registration to determine the appropriate selection of courses fulfilling such needs. It is important that each registrant know the grade and level of his or her current certificate.

USM Bookstore Hours
Summer 1981

Portland and Gorham Campuses
Regular daytime hours, Monday through Friday, April 27 to August 14, 8:30 a.m. to 3:00 p.m. August 17 to August 23, 8:30 a.m. to 4:00 p.m.

Holiday closing: May 25 (Memorial Day). Inventory closings: June 29 and 30.

Extended hours: Portland and Gorham, Monday through Thursday, May 4 to May 7, 8:30 a.m. to 7:00 p.m. Portland only — July 1 and July 2, 8:30 a.m. to 7:00 p.m.

We will mail textbooks to any student who is unable to obtain textbooks within our regular business hours. There is a small handling charge for this service. Please call the bookstore (780-4079, Portland or 780-4576, Gorham), to obtain the correct price, tax, and shipping fee, so that you may mail a prepaid check before USM bookstores ship the textbooks.

Please note: textbooks for a Gorham campus course are located ONLY in the Gorham Bookcellar, and the Portland-located coursebooks are ONLY in the University Store there.

Books purchased at the University Bookstores may be returned if course dropped only within 10 days from date of purchase, and upon presentation of register receipt. Books must be in new salable condition — i.e. not written in.

Library Hours
May 4-August 21:
Monday-Thursday — 8:00 a.m.-8:00 p.m.
Friday — 8:00 a.m.-4:30 p.m.
Saturday — Closed
Sunday — 1:00 p.m.-5:00 p.m.
Closed Monday, May 25th (Memorial Day)

Exceptions: Gorham Campus (only)
July 27-August 21:
Monday-Friday — 8:00 a.m.-4:30 p.m.
Saturday — Closed
Sunday — 1:00 p.m.-5:00 p.m.

Transportation
Students living at the Gorham campus but taking one or more courses at the Portland campus must provide their own transportation. The campuses are ten miles apart and Route 25, which connects the two campuses, is subject to periods of relatively heavy traffic. Adequate time should therefore be allowed for commuting.

Gas Savers Special
The summer course schedule was especially designed to enable students to drive to the campus, stay over one or two nights in dormitory on the Gorham campus (see Living Accommodations), and enjoy campus activities and use of the Library.

Requests for Housing Application Summer Odyssey '81
After completing this form, mail to:
University of Southern Maine
Residence Life Office
Upton Hall
Gorham, Maine 04038

Please send Housing Application to:
Name
Address
City
State Zip
General Requirements
For All Baccalaureate Candidates
The General Education Requirement of the University consists of four 6-hour groups of courses, each group either interdisciplinary or chosen from a different one of four areas of (1) Humanities (2) Fine and Applied Art, (3) Science and Mathematics, and (4) Social Sciences. The prefix-codes of acceptable course selections are listed below. The remaining six hours designated Area-S General, shall be selected from one, or a combination of the three academic groupings, CAS designation, or when school or college requirements permit, PE and RLS Activity courses. With the exception of K-P or GE majors, department courses in the student’s major may not be applied toward fulfillment of the General Education Requirement.

Area 1:
Humansities — 6 Credits
From:
CLS (Classics)
OPEN (Comparative Literature)
ENG (English)
FRE (French)
GERM (German)
GRK (Greek)
LAT (Latin)
PLY (Philosophy)
SPN (Spanish)

Area 2:
Fine and Applied Arts — 6 Credits
From:
ARTH (Art History and App.)
ARTS (Art Studio Courses)
DANCE (Dance)
MUS (Music)
THE (Theatre)

Area 3:
Science & Mathematics — 6 Credits
From:
ASTR (Astronomy)
BIO (Biology)
CHEM (Chemistry)
CS (Computer Science)
MS (Mathematics)
OCN (Oceanography)
PHYS (Physics)
PSCI (Physical Science)
ESCI (Earth Science)
GEOL (Geology)
GSCI (General Science)
MET (Meteorology)

Area 4:
Social Sciences — 6 Credits
From:
ANY (Anthropology)
CJ (Criminal Justice)
COM (Communication)
ECON (Economics)
PSY (Psychology)
SOC (Sociology)
GEOG (Geography)
HIST (History)
POL (Political Science)
SWE (Social Welfare)

Area 5:
General — 6 Credits
From:
Any courses from the above academic groupings: College of Arts and Sciences (CAS) courses, Physical Education (PE) or Recreation (RLS) courses.

The College of Arts and Sciences and the School of Nursing require no physical education courses but accept optional PE or RLS credits in Area 5. The School of Nursing accepts no more than 3 PE or RLS credits in Area 5.

The College of Education requires a year of Physical Education but accepts no PE credits as applicable to Area 5.

Variable Credit Courses
Students wishing to register for variable credit courses must complete a Variable Credit Approval Form in the Registrar’s Office, obtain proper approval, and specify the credit hours for which they will register.

University of Maine
School of Law
1981 Summer Session
The University of Maine School of Law will offer the following courses for academic credit:

- Commercial Paper (2 credits)
- Evidence (3 credits)
- Trial Advocacy (3 credits)
- Land Transactions (3 credits)
- Public Sector Labor Law (2 credits)
- Administrative Law (3 credits)

The Summer Session will run from June 8 to July 31, 1981.

Persons who are not enrolled candidates for the J.D. degree at this or another law school may be admitted to these courses in certain circumstances with the permission of the Law School Summer Session Director.

Address all inquiries to:
University of Maine School of Law
Office of the Registrar
246 Deering Avenue
Portland, Maine 04102
Maine Studies

ENG 389 Writers of Maine
GEOL 199 Geology of Maine (Also GEOL 599)
HIST 321 History of Maine
MUS 199 Maine Music and Musicians
HIST 394 Introduction to Shaker Studies
POL 103 Government and Politics of Maine
ANY 299 Archaeology Field School

Fine and Applied Arts

MUS 399 Chamber Music Institute
MUS 110 Fundamentals of Music
THE 199 Summer Theater Production
MUS 199 Introduction to Jazz
ARTS 151 Fundamentals of Drawing
ARTS 271 Photography
ARTS 231 Ceramics
ARTH 101 Introduction to Art
ARTS 429 Haystack Teacher Crafts Institute
ARTH 111 History of Art
MUS 100 Music Appreciation

Human Behavior and Communication

COM 102 Introduction to Communication
COM 171 Interpersonal Communication
CAS 306 Topics in Human Sexuality
COM 290 Small Group Communication
PLY 101 Human Alienation
PLY 150 Law, Politics and Society
PLY 290 Death and Dying
PSY 101 General Psychology
PSY 330 Social Psychology
SOC 100 Introduction to Sociology
SOC 371 Sociology of Minority Groups
THE 170 Public Speaking
PSY 361 Sensation and Perception
SWE 331 Human Services and Consumer
FRE 101 Beginning French

Understanding Children and Teenagers

PSY 223 Child Development
COM 190 Media and Children
SWE 264 Substance Abuse
PSY 224 Adolescent Development
EDU 200 Foundations of Education
EDPY 333 Human Growth and Development
EDU 336 Children's Literature
EDU 363 Emotional Problems of Exceptional Children
NSG 299 Issues in Adolescent Health Care
SOC 337 Juvenile Justice

Women Studies

ENG 295 Women Writers
PSY 235 Psychology of Women
SWE 265 Women in Social Change

Writing

ENG 100 College Writing
ENG 201 Creative Writing
ENG 202 Fiction Writing
ENG 203 Poetry Writing
ENG 209 Business and Report Writing
ENG 210 Newswriting

Stone Coast Writers’ Workshop

ENG 503 Poetry Workshop (also ENG 303)
ENG 502 Fiction Workshop (also ENG 302)
ENG 505 Professional Writing (also ENG 305)

Special Graduate Courses

COM 599 Language Disabilities
June 22–June 26
HIST 527 Civil War and Reconstruction
May 6–June 25
4:00–8:30 Wed., Thur.
ENG 599 American Writers and the Civil War
May 6–June 25
7:00–9:30 Wed., Thur.
BUS 570 Managerial Marketing
July 1–August 20
7:00–9:30 Wed., Thur.
SCED 599 Human Genetics
Section 1 July 13–17
8:00–4:30 M–F
MUED 521 Workshop in Music Education
August 3–7
9:00–4:00 M–F
EDUW 578 Robert A. Taft Institute of Government Seminars
July 9–17 (Pending Funds)
EDUI 532 English as a Second Language Institute M–F
9:00–4:00
June 29–July 24

Dr. Elizabeth Wiig
Boston University
Dr. Draper Hunt
USM
Dr. William Slavick
USM
Dr. Myron Gable
Shippensburg State College
Foundation for Blood Research
Scarborough, ME
Dale Hopper
Western Illinois University
3 Cr.
4 Cr.
Julia Goodwin
USM
## Key To Graduate Courses

The course number indicates the level of the course denoted below.

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<td>500-599</td>
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## Key to Course Listings

Classes will meet in the room, and building indicated in the class schedule. However, students should check University bulletin boards for changes in room schedules.

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### UNDERGRADUATE

#### GEOGRAPHY & ANTHRO

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BUS 490 INDEPENDENT READINGS AND RESEARCH IN BUSINESS: Selected topics in the various areas of accounting, finance, management, and marketing may be studied and researched on an independent basis with the approval of the instructor and chairman of the department. Cr. 1-6.

CAS 306 TOPICS IN HUMAN SEXUALITY: This course will present a comprehensive approach to human sexual response and its socio-cultural context, including anatomy, physiology, sexual arousal, fertility, types and functions of contraceptive methods, sexual orientation, and homosexuality. Senior standing and permission of the instructor and chairman is required. Cr. 1-3.

CHEM 113 PREREQUISITES FOR COLLEGE CHEMISTRY: This is a remedial, non-credit course, designed to aid students who do not have the necessary background for CHEM 113 because they have never had high school chemistry. The course will provide an introduction to doing college-level chemistry. At the molecular level, chemical equations, gases and kinetic theory, atomic structure, ionic bonds, oxides, and the periodic table will be introduced. In addition, a portion of the course will be devoted to a review of the basic mathematical techniques used in college chemistry. Since CHEM 113 is offered in the Fall Semester, a student who completes CHEM 110 in the Summer would be able to start freshman chemistry work the following Fall. This course has no prerequisites and carries no college credit toward the major or minor in Chemistry.

COM 102 INTRODUCTION TO COMMUNICATION: A lecture-discussion course designed to provide students with a conceptual framework of the basic elements of communication. Topics discussed will include communication theory, self-concept, language and perception, small group communication, and nonverbal behavior. Cr. 3.

COM 150 BUSINESS COMMUNICATION: A lecture-discussion course in business communication, emphasizing verbal, industrial, managerial, and labor communication. Investigation of theory, models, networks, barrières to communication, and other factors, including the business methods and techniques of internal business communication. Cr. 3.

COM 171 INTERPERSONAL COMMUNICATION: A discussion-activity course designed to acquaint the student with the elements of interpersonal communication, its basic nature and function. The course involves a study of the potential of human communication; with applications to the problems of misunderstanding and their remedy. Cr. 3.

COM 190 MEDIA AND CHILDREN: This course will examine the role of the media in the world of the child audience. The class will view the wide spectrum of children's media, and examine its potential and its potential perilous and antisocial effects. The readings and discussions will cover various theories and research methodology that address these themes, ultimately discussing the impact of media on the young audience. Cr. 3.

COM 200 SMALL GROUP COMMUNICATION: A discussion-participation course designed to familiarize students with the theories and techniques of small group communication. Students will examine role behavior, group norms, conflict, group development, problem solving, communication flow, and other relevant variables in actual small-group interactions. Cr. 3.

COM 320 COMMUNICATION INTERNET/ONLINE: An in-depth study of and experiences in various areas of communication conducted in the field. Students will focus their efforts in an area related to their chosen career, major, or personal interest (i.e., Organizational Communication, Mass Communication, Interpersonal Communication). Prerequisite: A precise definition of the project, and advisor's consent. Cr. 3.

EDP 323 HUMAN GROWTH AND DEVELOPMENT: A study of significant elements in early childhood, social, and moral make-up of children as they develop from infancy to adolescence. Selected case-studies and projects on the application of basic principles of growth and development to problems of adjustment to school, home, and community. Special attention is given to the developmental tasks of school-age children. Cr. 3.

EDU 230 STUDIES IN EDUCATIONAL FOUNDATIONS: This course provides an introduction to the history of American education. Problems and issues in contemporary education are examined from several perspectives, including the social, historical, and philosophical. Cr. 3.

EDU 252 PRIMARY READING: This course introduces and analyzes the basic components of the developmental primary reading program. Students are encouraged to formulate instructional goals which must be considered in planning balance, level, and sequential activities. The topics include: individual differences in reading readiness, word recognition and vocabulary development, reading interests, the student's role in the reading process, developing programmed reading, diverifying comprehension requirements, and diagnosis of reading comprehension. Prerequisite: EDP 311, EDP 323, and EDP 301. Cr. 3.

EDU 303 METHODS OF TEACHING ELEMENTARY SCHOOL MATHEMATICS: The content of this course will focus on the student's role in teaching mathematics to elementary grade pupils. The course will be conducted mainly in the setting of a mathematics resource center featuring manipulative devices appropriate to teaching mathematics concepts. Prerequisite: EDP 303, MS 131, EDPY 20, and EDPY 21. Cr. 3.

EDU 306 SCIENCE FOR CHILDREN: An alternative to EDP 307. This course is conducted in a University science resource center and provides opportunities for students to apply learning theory by exploring current science curricula. Emphasis is placed on the use of the scientific method and on implementation in public classrooms. A field experience is included where possible. Recommended prerequisite: EDP 307, Interdisciplinary Science 307, or Permission of Instructor.

EDU 318 ACADEMIC DISABILITIES: This course is designed to serve as an introduction to the reasons why some children have difficulty in school. In pursuit of this goal, it will survey the field of exceptionality in general, and will focus specifically on origins, detection, and strategies of intervention for disabilities in the information processing model. Cr. 3.

EDU 352 REMEDIAL READING: An empirical approach, relating class discussion and activities to the factors which influence the process of remediation. Prerequisite: Permission of instructor. Cr. 3.

EDU 320 READING DISABILITIES: This course is designed to serve as an introduction to the reasons why some children have difficulty in school. In pursuit of this goal, it will survey the field of exceptionality in general, and will focus specifically on origins, detection, and strategies of intervention for disabilities in the information processing model. Cr. 3.

EDU 325 INDEPENDENT STUDY IN EDUCATION: To provide juniors and seniors opportunities to pursue a project independently, charting a course in an area of interest within their major field, bearing upon it previous course experiences and emerging with an intellectually sound, coherent synthesis, or an artistic or technical creation reflecting a high caliber of performance. May not be used as a substitute for currently described courses. Cr. Var.

ENG 303 CHILDREN'S LITERATURE: This course emphasizes a creative, interdisciplinary approach to children's books, exploring different perspectives and developmental tasks of the child, and, by precept and example, methods of individuals to the project. The student will be expected to read selected books widely and in depth. Cr. 3.

ENG 382 WRITING BUSINESS COMMUNICATIONS: Training in clear, explicit writing of formal reports, business communications, and related material. Cr. 3.

FAC 100 COMPOSITION: Students will meet regularly in a lab setting to analyze professional writing. The course focuses on sharpening their awareness of how to use language effectively. The writing assignments are organized to permit the students to manage their writing progress on an individual basis and use the instructor as a resource, not a grade source. Recommended for students in two-year programs. Prerequisite: ENG 609 or satisfactory completion of an approved test. Cr. 3.

ENG 350 WRITTEN BUSINESS COMMUNICATIONS: Training in clear, explicit writing of formal reports, business communications, and related material. Cr. 3.

ENG 100 COLLEGE WRITING: Classes of fifteen students will meet regularly to analyze professional and student writing as a way of sharpening awareness of how to use language effectively. The writing assignments are organized to permit the students to manage their writing progress on an individual basis and use the instructor as a resource, not a grade source. Recommended for students in two-year programs. Students may not take both ENG 100 and 101 for credit. This course cannot be used to satisfy a humanities requirement. Prerequisite: writing proficiency. Cr. 3.

ENG 120 INTRODUCTION TO LITERATURE: A general introduction to the various literary genres - poetry, the short story, drama, which will include a study of the elements of form, characterization, and style, and a survey of critical methods. The selection will be made from experience in the medium of story. Cr. 3.

ENG 122 FICTION WRITING: An introduction to writing fiction, with emphasis on the short story. Emphasis will be placed on the development of experience into the medium of story. Cr. 3.

ENG 124 POETRY WRITING: Focus on methods of poets in different periods of the history of English poetry. Students will aim toward developing creative writ-
PHYS I: ELEMENTS OF PHYSICS
An introduction to the fundamental concepts of mechanics, sound and heat. This course will provide students with a foundation in physical principles, including general problems of metaphysics, epistemology, a specialized area, etc. Prerequisite: any PLY 100-level course.

PHYS II: ELECTRICITY AND MAGNETISM
This course will focus on the properties of electricity and magnetism. Prerequisite: PHYS I.

PHYS III: MODERN PHYSICS
An introduction to the physics of quantum mechanics and the behavior of matter at the atomic and subatomic levels. Prerequisite: PHYS II.

MUS 100: MUSIC APPRECIATION AND HISTORY
A survey of music from the Gregorian Chant to the modern times. The course will cover the development of music in different historical periods, including the Baroque, Classical, Romantic, and Contemporary periods. Representative works will be studied by the outstanding composers of each period. Open to all students. Cr. 3.

MUS 110: FOUNDATIONS OF MUSIC
A background study of concepts and skills essential to an intelligent reading of music. The development of natural music abilities through participating in singing, rhythmic activities, and instrumental work. An appreciation of music through awareness of basic structures. Open to all students. Cr. 3.

MUS 199: MUSIC AND MUSICIANS OF MAINE
Maine enjoys a uniquely rich musical heritage. Town bands, church choirs and other musical activities have been a part of the life of every community. The larger cities have supported symphony orchestras and choral societies as well as concert halls and recitals by world-famous performers. During the last half of the 19th century the state produced several musical composers who achieved international recognition, and a level of musical activity was maintained that has only been rivaled in the past twenty years. This course will survey the history of music in Maine with an emphasis on native composers and performers. Opportunity will exist for independent research in areas of a student's special interest. Cr. 3.

MUS 399: CHAMBER MUSIC INSTITUTE
This Institute, designed for young professional and advanced college students, will offer a concentrated three-week Chamber Music Program in piano, strings, and woodwinds. The Institute will be taught by the New England Piano Quartet (Frank Glazer, Werner Torkanowsky, Francis Tursi, George Sopkin). See Professor Ronald Cole, Music Department for details. Cr. 3.

NSG 299: ISSUES ON ADOLESCENT HEALTH CARE
This course is designed to examine current issues in the health care of adolescents based on adolescent growth and development. The issues will include runaways, substance abuse, mental health, family planning, pregnancy. Prerequisite: Growth and Development or equivalent. Cr. 3.

OCC 100: INTRODUCTION TO OCEANOGRAPHY
Origin and extent of the ocean floor, nature of the sea bottom, and the role of currents and tides, chemical and physical properties of sea water, and animal and plant life in the sea. Three hours lecture and three hours laboratory. Each semester. Cr. 3.

PHYS 009: PREREQUISITE COLLEGE PHYSICS
A high school level course which introduces the general concepts of physics. Cr. 0.
SELECTED GRADUATE DESCRIPTIONS

BUS 550 MANAGERIAL ECONOMICS: The application of economic analysis to the management of business enterprises. Designed to develop the student's ability to understand some of the important economic concepts, tools, and techniques for making decisions within a business firm. Particular attention is given to the use of interest and cost gradient tables, annual cost and present worth analysis, rate of return analysis, economic life, replacement economy cost minimization, and the impact of taxes upon a decision. Prerequisite: nine semester hours in economics and a course in introductory calculus. Cr. 3.

BUS 570 MARKETING MANAGEMENT: This course is organized to give the graduate student an opportunity to develop and test through the case method, a number of marketing policies and strategies. Furthermore, the student will read and discuss the current literature in the field of marketing. Current marketing practices and predictions for the balance of the century. Prerequisite: marketing practices and predictions for the balance of the century. Cr. 3.

COUNSELING SKILLS: This course will focus on the understanding of basic principles of group development and the recognition of the dynamics of group interaction. It will also focus on the improvement of personal interaction processes and their application to other group settings. Cr. 3.

EDP 581 THE FAMILY: IMPLICATIONS FOR EDUCATORS: This course is designed to provide an overview of the areas of family relations and child development that are relevant to educators. Consideration will be given to such topics as dating, sexual intimacy, marital relationships, divorce, adult-child relationships and home-school relationships. The course will provide an overview of the issues and current research in the field. Cr. 3.

EDP 582 PSYCHOLOGICAL MEASUREMENT AND EVALUATION: This course focuses on the design and evaluation of measurement techniques. The course content will include a review of the history of testing, the development of standardization techniques for understanding and evaluating tests; selected aptitude, intelligence, achievement, interest and personality evaluation measures will be reviewed. Cr. 3.

EDP 584 FIELD EXPERIENCE: This course will provide an opportunity for the student to integrate theoretical knowledge with on-the-job experience in selected behavioral institutions. The course may be taken for credit and be a part of a student's experience. Prerequisite: permission of the supervising professor. Cr. 3.

INDIVIDUAL COUNSELING PRACTICUM: This course is an intensive supervised experience in applying professional knowledge and skills to the practice of counseling with individuals. Role playing, video tapes, audio tapes and demonstration analysis are used in helping each student develop an integrated counseling style. Prerequisite: site approval of the supervising professor. Cr. 3.

EDP 590 INDEPENDENT STUDY: To provide students the opportunity to pursue a project independently, planning and exploring an area of interest within the field of educational psychology. Students will be intellectually sound, coherent synthesis reflecting a high caliber of performance. The specific content and outcomes will be determined in conjunction with the instructor. Cr. 3.

EDU 500 PHILOSOPHY AND THE TEACHER: During this course, several educational philosophies will be examined and the individual will analyze the function of the teacher within those frameworks. Problems in education and schooling from the perspective of the philosophies studied so as to promote understanding of educational thought and practice. Cr. 3.

EDU 583 ANALYSIS OF TEACHING: This course provides opportunity for individuals to view teaching from the perspective of selected conceptual frameworks and research findings in the theory and practice of teaching. Analysis of individual teaching behaviors is an important aspect of this course. Cr. 3.

EDU 585 PREPARATION OF CLASSROOM MATERIALS: A course designed to assist the student in the development of instructional materials. The course deals with non-commercial newer educational media software. The lecture-demonstration method of instruction is employed throughout the course; each lecture-demonstration is followed immediately by a laboratory session in which the student actually produces materials appropriate to their needs. The course is intended primarily for service teachers, to the end of facilitating learning through the application of media. Class limited to 18. No prerequisite. Cr. 3.

EDU 512 FOUNDATIONS OF ELEMENTARY SCHOOL: The characteristics of the developmental elementary reading program are examined. Topics have been derived from the major areas of reading progress and include: early reading correlates, reading readiness, initial reading, opportunities for independent reading, wide reading including: vocabulary development, comprehension, study skills, and reading in the content areas. Methods for diagnosing and prescribing for reading will relate through case studies of students reading at different stages of reading. Cr. 3.

EDU 514 TEACHING READING IN CONTENT AREAS: Methods and techniques by which middle school and content area teachers may develop greater competence in incorporating reading within their subject areas are emphasized. The rationale and selection of reading in the upper grades, the fusing of reading/study skills with content and study skills is a focal point. Content areas such as social studies, mathematics and the sciences will be areas of concentration. Cr. 3.

EDU 512 TEACHING READING TO CHILDREN WITH SPECIAL NEEDS: Designed for special education and resource room teachers and may be taken in conjunction with EDU 513, Remediation, for certification purposes only. Basic diagnostic and progress monitoring techniques in reading, appropriate for children who need special program adaptations, are stressed through use of case studies and literature review. Emphasis is on the application of methods. Cr. 3.

EDU 524 SUPERVISED PRACTICUM IN READING DIFFICULTIES: Clinical experiences given in conjunction with the Reading Clinic or the University Reading Academy. Working under supervision, students will use selected assessment instruments in the evaluation of reading difficulties. Testing sessions will be unique and geared to specific diagnostic needs presented by individual students. The student will participate in a follow-up meeting with members of a diagnostic team. This course may not be substituted for EDU 529, Clinical Practicum in Reading. Prerequisite: EDU 512 or the equivalent. Cr. 3.

EDU 525 CLINICAL EXPERIENCES: Clinical experiences require the utilization of diagnostic and prescriptive methods for planning and implementing reading programs for students at different stages of reading progress. Tutoring experiences are augmented and related to the professional literature and research through frequent opportunities to observe and defend observations in seminars. Extensive reading from basic texts, current references and Periodicals is stressed. Emphasis is on the appropriate application of research-validated teaching and diagnostic techniques in supervised settings. Prerequisites: EDU 512 and EDU 515 or equivalents. Permission of Program Coordinator. Summer session only. Cr. 3.

EDU 530 SPECIAL APPLICATIONS OF READING METHODS: Independent study, opportunities to apply course experience to field based situations are encouraged. Considerable latitude is possible in pursuing options of professional interest in consultation and approval of advisor. Examples of activities include: writing projects (meeting standards of professional journals), intensive clinical experiences, educational consultation and research. Independent options must be approved in writing by the Program Coordinator. Variable credit and times. Cr. 3.

EDU 540 LEARNING DISABILITIES: This course is designed for classroom teachers, administrators and specialists who wish to familiarize themselves with current theories about the learning disabled child; diagnostic procedures and techniques; and a multi-disciplinary approach to remediation of learning disabilities. Specifically, the course centers about the cognitive, psychomotor, behavioral and physiological traits of the learning disabled child. Emphasis is placed upon identification and interpretation of learning disabilities. Cr. 3.

EDU 541 PRACTICUM IN EXCEPTIONALITY: A supervised course designed to offer experience in teaching exceptional children. The student may elect to work with either learning disabled, mentally retarded, emotionally disturbed or gifted children. The course emphasizes diagnosis, teaching and development of appropriate strategies for teaching exceptional children. Prerequisite: an introductory course and a basic background of knowledge in the area to which the student elects to work. Cr. 3.

EDU 549 PHOTOGRAPHY FOR THE CLASSROOM TEACHER: Principles and techniques of the photographic process and its use for the teacher in the classroom. Class limited to 18. $15 laboratory fee. Cr. 3.

EDU 550 RESEARCH METHODS AND TECHNIQUES IN PROFESSIONAL EDUCATION: A study of concepts, principles and techniques of educational research with emphasis on scientific inquiry and problem solving, designed for both the producer and consumer of educational research. Individual research proposals and reports are completed. Required sit for all Master's degree candidates within first nine hours of study. Cr. 3.

EDU 561 ORGANIZATIONAL BEHAVIOR: A systems approach to understanding and predicting human behavior within organizations. The course will emphasize analytical means to 1) reveal forces which affect organizational behavior and learning, and 2) identify implications for managerial functions. Basic concepts such as hierarchy, influence, motivation, communication, feedback, pattern recognition, and tension management will be discussed and applied. Cr. 3.

EDU 563 CONCEPTUAL BASIS FOR GROUP AND INDIVIDUAL DEVELOPMENT: This course is foundational in nature. It is intended for the administrator
concerned with improving the quality of human-existence, and organizational development that reflects the importance of human beings as they interact with other human beings in purposeful settings will be emphasized. The primary focus will be on the rich literature concerned with the human condition. Cr. 3.

EDU 590 SCHOOL LAW: The purpose of this course is to acquaint students with general principles of school laws as found in the interpretation of constitutional and statutory provisions by the higher courts. Laws governing pupil, teaching personnel, and boards of education will be stressed with particular emphasis on Maine School Law. Cr. 3.

EDU 591 EVALUATION AND SUPERVISION OF SCHOOL PERSONNEL: The course considers the underlying concepts and principles of evaluating school personnel. Readings, lectures, discussions, and simulated activities focus on a variety of evaluation models and strategies which facilitate the appraisal. A plan for the teachers and supporting staff. Attention is directed to how personnel evaluation effects, evaluation program evaluation, and underlying assumptions of selected programs and by relating these findings to the teacher field. Cr. 3.

EDU 527 INTRODUCTION TO ADULT AND CONTINUING EDUCATION: A survey course designed to explore the scope and significance of Adult Education and its contribution to society, by means of systematic inquiry into its historical development, purposes, underlying assumptions of selected programs and by relating these findings to the teacher field. Cr. 3.

EDU 525 PSYCHOLOGY OF ADULT LEARNING: A course designed to develop a theory of teaching based upon an understanding of the cognitive, emotional, and social characteristics of the adult population served. The understanding will be obtained by means of a systematic inquiry into sociological and psychological factors that are influencing a selected adult learner and a comparison of his/her learning needs and processes with that of adult learners in general. Cr. 3.

EDU 530 MANAGEMENT OF ADULT AND CONTINUING EDUCATION: The purposes of this course are to acquaint students with administrative skills necessary for the execution of an adult education program based on assessed evaluation. The areas of concern include: a) goal setting, b) coordination of human and physical resources, including enrollment techniques, planning in-service needs, and devising linkage systems, c) federal and state project development; and d) public relations management. Cr. 3.

EDU 540 INternship in adult education: Designed to provide professional experience in the student's selected area of interest. The internship is presented for approval to the student's advisor. On approval, the intern continues to work with the advisor and the student's advisor, for the supervision of the student's internship. Cr. 3.

EDU 553 ROLE OF THE INSTRUCTOR IN HEALTH EDUCATION: This course covers the study of a definition of teaching competence, analysis of a criterion-based performance assessment instrument, and training in the following: observation, recording and data recording, data collection, and assessment of teaching assignments not otherwise observable in a learning environment. Development on improving instructional capabilities will be provided. Cr. 3.

EDU 559 INDEPENDENT STUDY IN ADULT EDUCATION: Designed to encourage students to study actual problems and issues in Adult Education. Program planning and assessment are additional focal areas. A plan for study is arranged through the student's advisor. Cr. 3.

EDU 501 REFERENCE SERVICES IN MEDIA: An opportunity to explore information retrieval and bibliographic techniques for all forms of media. The course will include techniques of information retrieval and problem service. Linda Lachance, Utah State University. Cr. 3.

EDU 522 AUTOMATION APPLICATIONS IN INSTRUCTION: An introduction to automated systems and their application to education. Computer applications in education are emphasized including a survey of applications and experience with computer programming and hardware. Linda Lachance, Utah State University. Cr. 3.

EDU 532 ENGLISH AS A SECOND LANGUAGE INSTITUTE: This course will explore various language development patterns and underlying assumptions of selected programs for teaching children who are limited English proficient. Tutoring and critiquing will be done on the basis of this foundation. Daily seminars will address specific methods and techniques, federal laws, civil rights, as well as cultural sensitivity and training. Methods and techniques learned will be applicable to any non-English speaking student. Julia Goodwin and Stan Vanquick. Cr. 3.

EDU 546-01 INSTITUTE IN METHODS AND MATERIALS FOR TEACHING GIFTED: This institute will focus on current instructional strategies for providing qualitatively differentiated education for culturally identified children. The course will emphasize differentiated curricular, materials, individualized and group program models, models of cognitive and affective development and models of learning and instruction. Prerequisite: EDU 545. Phyllis Maul, Consultant. Academically Gifted/Talented Program, Kalamazoo, Michigan. Cr. 3.

EDU 563 INSTITUTE IN GROUP LEADERSHIP: This course is an extension of the goals of this course. The course is primarily organized around the characteristics of the adult population served. The understanding will be obtained by means of a systematic inquiry into sociological and psychological factors that are influencing a selected adult learner and a comparison of his/her learning needs and processes with that of adult learners in general. Cr. 3.

EDU 565-01 INSTITUTE IN GROUP LEADERSHIP: This course is an extension of the goals of this course. The course is primarily organized around the characteristics of the adult population served. The understanding will be obtained by means of a systematic inquiry into sociological and psychological factors that are influencing a selected adult learner and a comparison of his/her learning needs and processes with that of adult learners in general. Cr. 3.

EDU 522 AUTOMATION APPLICATIONS IN INSTRUCTION: An introduction to automated systems and their application to education. Computer applications in education are emphasized including a survey of applications and experience with computer programming and hardware. Linda Lachance, Utah State University. Cr. 3.

EDU 532 ENGLISH AS A SECOND LANGUAGE INSTITUTE: This course will explore various language development patterns and underlying assumptions of selected programs for teaching children who are limited English proficient. Tutoring and critiquing will be done on the basis of this foundation. Daily seminars will address specific methods and techniques, federal laws, civil rights, as well as cultural sensitivity and training. Methods and techniques learned will be applicable to any non-English speaking student. Julia Goodwin and Stan Vanquick. Cr. 3.

EDU 546-01 INSTITUTE IN METHODS AND MATERIALS FOR TEACHING GIFTED: This institute will focus on current instructional strategies for providing qualitatively differentiated education for culturally identified children. The course will emphasize differentiated curricular, materials, individualized and group program models, models of cognitive and affective development and models of learning and instruction. Prerequisite: EDU 545. Phyllis Maul, Consultant. Academically Gifted/Talented Program, Kalamazoo, Michigan. Cr. 3.

EDU 563 INSTITUTE IN GROUP LEADERSHIP: This course is an extension of the goals of this course. The course is primarily organized around the characteristics of the adult population served. The understanding will be obtained by means of a systematic inquiry into sociological and psychological factors that are influencing a selected adult learner and a comparison of his/her learning needs and processes with that of adult learners in general. Cr. 3.

EDU 565-01 INSTITUTE IN GROUP LEADERSHIP: This course is an extension of the goals of this course. The course is primarily organized around the characteristics of the adult population served. The understanding will be obtained by means of a systematic inquiry into sociological and psychological factors that are influencing a selected adult learner and a comparison of his/her learning needs and processes with that of adult learners in general. Cr. 3.
of the Civil War; and the challenges and ultimate failure of reconstruction after 1865. Prerequisite: HIST 131 or 133. Cr. 3.

HIST 534 MAINE HISTORY AND TRAVEL: This course provides an opportunity to pursue independent study in Maine history (especially Southern Maine) since 1820. There will be discussions, oral reports and field trips. Historic sites to be visited will include: Shaker Village, Victoria Mansion, Tate House, Wadsworth-Longfellow House, First Parish Church, the Observatory, Eastern Cemetery, Bath Marine Museum and others within easy range of the University. Cr. 3.

MS 502 NUMBER SYSTEMS: An intuitive approach to the number systems with the aid of manipulative materials. Topics included: sets and relations; systems of whole numbers; integers, rationals and reals; numeration systems; elementary number theory; and related topics. Cr. 3.

MS 509 TOPICS IN THE HISTORY OF MATHEMATICS: The history of certain topics in arithmetic, geometry, number theory, and algebra. Cr. 3.

MS 545 ABSTRACT ALGEBRA: Algebraic properties of number systems; introduction to groups, rings, integral domains, ideals and fields. Cr. 3.

MS 549 SELECTED TOPICS IN MATHEMATICS: A course designed to provide enrichment topics for the elementary teacher. Cr. 3.

MUED 521 WORKSHOP IN MUSIC EDUCATION: This course will cover the basic fundamentals of Corps style marching, the various methods of drill movement, and the process involved in designing an innovative drill show. The related areas of flags, rifle, and percussion will be discussed. The focus of the course will be centered on the development of a complete Corps style drill program. Dale Hopper, Director of Bands, Western Illinois University. Cr. 3.

MUED 523-49 SEMINAR IN MUSIC EDUCATION ADVANCED CHORAL CONDUCTING: The purpose of the course will be to teach the essential concepts of choral methodology and to demonstrate these concepts in a "live" choral situation. The course will focus on essential choral concepts and will deal with effective rehearsal procedures to achieve these basic concepts. Specifically, the course will examine creative vocal procedures designed to address the problems of choral blend, balance, intonation, diction, and rhythmic vitality. These five problems will be addressed through the procedures of choral vocalise and through actual study and performance of choral music. Cr. 3.

SCED 599 HUMAN GENETICS: This one week course will include a discussion of the basic genetics, prenatal diagnosis of genetic disorders, cytogenetics, screening for genetic disorders, genetic counseling and genetic engineering. Cr. 3. Foundation for Blood Research.
Department of Conferences & Special Programs
Administrative Officers

William G. Mortensen ............................................... Director, the Division of Public Service
Joanne K. Spear .......................................................... Associate Director of Special Programs
Kevin Russell ............................................................. Associate Director of Conferences
Jan Schwartz ............................................................. Program Specialist
Lucille Sheppard ........................................................ Administrative Staff Assoc.
Mary Ann Rost .......................................................... Director of Continuing Education for Nursing and Health Professions

(Summer 1981 Non-Credit Offerings)

Conferences

Beginning Leisure Activities: Golf and Tennis
Swish Basketball Camp
Elderhostel
Southern Maine Music Camp
Soccer School

Special Programs

1981 Sailing Institute
Introduction to Canoeing
Arts Education Institute for Elementary Teachers
Ambootness Training for Teachers
Estates, Wills and Trusts
Litigation
1981 Non-Profit Management Courses
Basic Principles of Technical Writing
Sped Reading
Becoming a Travel Agent
Preparing Work for the Printer
Basic Sign Language
Remodeling Your Home
How to Play the Piano ... Despite Years of Lessons
Italic Calligraphy & Handwriting
Encountering Antiques
The World of Photography
Single Living
Folk Dancing: Traditional Ethnic Dances
Introduction to Ballet
Ballet 1
Introduction to Jazz
Ballroom Dancing: The Essentials
Natural Face Lifting by Exercise Yoga
Crib Gymnastics for 18-24 Months
Creative Movement for the 2-4 Year Old

An Introduction to Conferences

The primary goal of the Department of Conferences is to bring together groups of participants with qualified resource people to share information, develop ideas, upgrade professional skills, and develop a greater understanding of current problems. The Department will provide specialized services to governmental agencies, professional organizations, private business and community groups in the areas of program design, planning and development.

Conference Planning Service

Department of Conferences and Special Programs offers a total conference planning service. The conference office staff will help in planning a program and its content. It can assist in selecting the following facilities and services:

- University residence/dining halls
- University recreation facilities
- Cultural resources such as art galleries, summer theater, and concerts in the Greater Portland area.
- Classroom, auditorium facilities
- Referral to local models for housing during academic year
- Area tourist facilities
- CEU's and certificates

The conference planner will also assist in:
- Promotion and publicity
- Meeting facilities
- Registration services
- Special arrangements, including the selection for resource people
- Post conference evaluations, reports and financial statements.

Conference fees are determined by the Department of Conferences and Special Programs with the assistance of the conference sponsor's planning committee. Program costs will vary with the number of participants, length of program, and special requirements. The staff will prepare a budget to include cost of service desired and will be responsible for collection of fees and payment of expenses. Preparation of a financial statement at the successful completion of the conference.

Beginning Leisure Activities: Golf and Tennis

Every Tuesday, Wednesday and Thursday for 3 weeks beginning May 5, from 10:00 a.m. to 12:00 noon.

Tuition: $16.00; Instructor: Nancy L. Willard.

Learn the basics of golf and tennis, two of the country's more popular summer sports; a way to enjoy your leisure time and stay physically fit. The course is designed to provide beginners with the fundamental skills of golf and tennis through group and individualized instruction. We will also cover the rules and scoring methods, as well as discussions and demonstration of playing strategies. The instruction will take place on the tennis court, and golf course and driving range.

At the end of the 3-week course you will have the foundations of lifetime leisure sports that you can continue to build upon.

USM Swish Basketball Camp

There will be two, one-week sessions of the University of Southern Maine SWISH Basketball Camp.

Girls' Week ... June 21-26
Boys' Week ... August 27

Tuition: Commuting - $115.00
Boarding - $140.00

Location: University of Southern Maine, Gorham Campus

The 1981 Swish Basketball Camp will again be under the direction of Bob Brown, Head Basketball Coach at South Portland High School. Coach Brown is an outstanding clinician and speaker, bringing a great amount of experience working with and motivating young players. Coach Brown will be joined by a number of outstanding lecturers and clinicians from throughout the country including USM Head Coach Joey Bonnard, Head Coach Brian Hammel of Bentley College, Head Coach Fred Barakat of Fairfield University, Head Coach Jean Ballhazer of the University of Connecticut, Head Coach Donna Devlin of Wescot State College, Pro-Red Shooting Specialist George Lehmann, Head Coach Cecelia Demaree of University of New Hampshire, and Head Coach Cathy Coakley of Fordham.

The Swish Camp experience seeks to provide the best possible instruction in all phases of basketball to boys and girls entering grades 6 to 12. Each camper will receive individual, team and group instruction and will be involved with each camp coach. The camp also features training concepts and programs, discussion on the prevention and reduction of basketball injuries, team concepts, modern facilities, vision of competition, and a positive approach to the world of SWISH!

There will be two one-week sessions of the Swish Camp this year. Girls' week is June 21st to June 26th and Boys' week will be August 2nd to the 7th. Registration is limited to 150 swish campers per session.

The Swish Camp registration fee for either session is $160.00 for boarding campers and $155.00 for commuting campers. The boarding fee includes tuition, room and board, a "SWISH" shirt and accident insurance. The commuting fee does not include room or breakfast but does include a noon and evening meal.

To register for one of the USM Swish Basketball Camp sessions please send the name, address, age, sex and session desired to:

USM Swish Basketball Camp
Department of Conferences and Special Programs
University of Southern Maine
96 Falmouth Street
Portland, ME 04102

A $25.00 deposit must accompany your registration. Registrations are accepted on a first-come, first-served basis.

USM Soccer School

There will be three, one-week sessions of the University of Southern Maine Soccer School. The Day Camp will be held in Portland and the two Boarding Camp sessions will be on the Gorham Campus.

- Day Camp ................... $ 95.00
  July 21 to July 24, 1981
  (ages 9-11; boys & girls)

- Boarding Camp ................... $ 155.00
  July 22 to July 31, 1981
  (ages 9-11; boys & girls)

  August 2 to August 7, 1981
  (ages 12-17; boys only)

The purpose of the Soccer School is to provide progressive instruction in the basic soccer skills for young players. It is a techniques and tactics program and not a recreational program. All sessions will be organized and demonstrated by licensed United States Soccer Federation teachers, under the direction of Dr. Harold "Chappy" Menninger, former Head Soccer Coach at USM.

Each year the demand for this camp grows, but we will continue to limit enrollment to 100 campers per session. This limit enables us to provide the high-quality individualized instruction for which the Soccer Camp is well known.

The fee includes registration, tuition, accident insurance, facilities, a copy of the USSF Rules Guide, and a Soccer School jersey. The Day Camp fee includes lunch each day, while the Boarding Camp fee includes lunch and board at the USM Gorham Campus.

Each person must have a soccer ball. You may bring your own or purchase one at the camp for $15.00.

To register please send name, address, age, sex, and session desired, together with a $25.00 deposit to:

USM Soccer School
Department of Conferences and Special Programs
University of Southern Maine
96 Falmouth Street
Portland, ME 04102

Registrations are accepted on a first-come, first-served basis.
Elderhostel

Week I: July 5-11, 1981
Week II: July 12-18, 1981
Tuition: $140.00 for boarding Elderhostelers
$ 60.00 for commuting Elderhostelers

Location: University of Southern Maine, Gorham campus

Elderhostel, a network of over 400 colleges, universities and other schools, combines the best tradition of education and hosting. The USM Elderhostel offers week-long academic programs to people over 60 or to those whose spouse or companion qualifies.

The University of Southern Maine will offer two weeks of Elderhostel this summer: July 5th through 11th and July 12th through 18th. The courses being offered in this summer's Elderhostel are both challenging and exciting. The courses are non-credit, taught by regular faculty members of USM. There are no exams, no grades, no required homework, and in general do not presuppose previous knowledge of the subject. Lack of formal education is not a barrier. Whether you've finished grade school or earned a Ph.D., if you have an adventurous spirit, you're perfect for Elderhostel.

The course offerings for each of the Elderhostel weeks are listed below:

**July 5-11**

**MUSIC APPRECIATION**

An overview of musical history from medieval times to the present. One masterpiece, representative of each period, will be considered in detail. An understanding of their history and construction is the intent of this course.

**HISTORY AND CULTURE OF MAINE**

This course will discuss the political, economic, social, diplomatic and military highlights of nineteenth and twentieth century Maine. Visits are planned to local historic sites.

**MAN AND MYTH: THE ODYSSEY OF HOMER**

Homer's Odyssey is commonly considered to be one of the western world's greatest poetic achievements. The story is woven of many strands, and deals with issues basic to human existence. We shall read the Odyssey and discuss problems raised by the poem.

**July 12-18**

**INFECTIOUS DISEASES AND HISTORY**

This course will study the influence of select infectious diseases in shaping the events of human history, and the potential impact of infectious diseases on the future world.

**IT'S YOUR FUTURE!**

In this course we will discuss the exciting new book The Third Wave by Alvin Toffler, author of Future Shock. Toffler shows you how the new wonders of the future will be related to the old values before big business.

**THE PLAY'S THE THING**

Assuming that a play is meant to be seen as well as studied, the course will begin with intensive study of the structure, form and style of a Shakespearean play, followed by attendance at an actual performance by Monmouth Shakespeare Company.

The registration fee for one week of Elderhostel at USM is $140.00. This includes tuition, room and board for the week (Sunday through Saturday) and the various extracurricular activities available to hostelers. For local Elderhostelers who do not wish to live on campus, the registration fee is $60.00. The program will be held on the USM Gorham Campus.

To register please send your name, address, age, and social security number, along with the Elderhostel week which you want to attend to USM Elderhostel Department of Conferences & Special Programs University of Southern Maine 96 Falmouth Street Portland, ME 04103

Please include a $25.00 deposit with your registration. Enrollment is limited to 40 people and registrations are accepted on a first come, first-served basis.

**SOUTHERN MAINE MUSIC CAMP**

Date: July 5-18, 1981
Tuition: Commuting $125.00
Boarding $275.00

Location: University of Southern Maine, Gorham Campus

The Southern Maine Music Camp is a two-week concentrated musical experience for high school age students. Major ensembles being offered this summer include concert band, jazz band and choir. In addition, campers will be involved in chamber music and will study basic music theory and music history. Presented during the two-week camp will be several faculty recitals, and the closing concert on July 18 will provide an exciting climax to the camp.

The three major ensemble conductors will be Peter Martin, concert band; Bill Street, jazz band; and Bob Russell, choir. These conductors will be joined by other instructors and guest lecturers throughout the two-weeks in areas such as voice, percussion, piano, brass, woodwind, theory and history. The Music Camp is under the general program direction of Dr. David Maxwell of USM.

Students can register as either a resident or a commuting camper. The fee for commuting campers is $125.00 which includes tuition and registration fees, scores, and lunch daily. The resident camper fee is $275.00 which includes tuition and registration fees, scores, and room and board for the two weeks.

The Music Camp begins on July 5 and continues through July 18. The program starts at 8:00 a.m. and ends at 5:00 p.m. each day. Individual lessons are available and can be arranged prior to the Camp opening or when students arrive. Individual practice time and various extracurricular activities have also been planned for the two weeks.

To register for the Southern Maine Music Camp please send your name, address, age, sex, instrument and choice of resident or commuting status to:

Southern Maine Music Camp
Department of Conferences & Special Programs
University of Southern Maine
96 Falmouth Street
Portland, ME 04103

An audition or tape is required prior to final acceptance, at which time a $25.00 deposit is required. Information regarding auditions should be directed to Dr. David Maxwell, USM Music Department, 37 College Avenue, Gorham Maine 04038, Phone: 780-5825.

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**INTRODUCTION TO SPECIAL PROGRAMS**

**Community Service Courses**

The Department of Conferences & Special Programs offers Community Service Courses in response to the growing educational needs of the people of Southern Maine. These courses provide personal and professional growth in a wide variety of areas, ranging from paraprofessional training programs to fun courses.

If you would like to learn more about the exciting educational opportunities available through our department, simply clip and return the coupon below and this August we'll send you our attractive new Fall Program Guide.

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**Department of Conferences & Special Programs Certificate Programs**

The following Certificate Programs are available through the Department of Conferences & Special Programs:

- Small Business Management
- Quality Control
- Management
- Chartered Life Underwriters
- Practicing Secretaries
- Legal Assistants

If you would like further information about any of these programs, please contact our office at 780-4043 between 8:00 a.m. to 5:00 p.m. on weekdays or return the coupon provided above.
### 1981 Summer Offerings:

Have you ever planned a lazy summer only to find you are bored after a few idle days? Why not plan to do something special this summer. Check out one of the hundreds of courses designed in the area. From photography, calligraphy, piano. Sharpen your reading and writing skills. Learn the secrets of collecting antiques, or enjoy fun and exercise in a dance class of your choice.

Department of Conferences & Special Programs is offering you a variety of courses designed for your interests. Infor- mative and just sheer fun. Daytime, evening and young peoples classes are available in a relaxed atmosphere. Come, join us and do something really special.

### 1981 Sailing Institute

This summer for the first time the University of Southern Maine and Portland Harbor Sailing Center are joining forces to offer a truly unique opportunity — a one week intensive Sailing Institute. This comprehensive program presents the beginning sailor with an opportunity to spend a challenging and exciting vacation on the water while mastering the fundamentals of sailing.

Maine offers hundreds of miles of strikingly beautiful coastline, but most of us are able to get to the sea only from the shore. Now there is a better way — this summer you could be enjoying Maine’s natural splendor at the helm of an Ocean Class sailboat.

The three sessions will be held:

- **Wk 1:** June 28-July 3
- **Wk 2:** July 27-July 31
- **Wk 3:** August 17-August 21

Each week-long institute will include:

**Basic Sailing Course**

A comprehensive 20 hour course comprised of five hours of classroom instruction and 15 hours of instruction on the water. Completion of this course will give the student a working understanding of:

- rigging and sails, points of sail, nautical terms, sail trim, use of knots, getting underway, docking and mooring, heading, boat balance, basic coastal navigation, boat maintenance, safety awareness, wind and weather rules, rudderless sailing, spinnaker techniques, man overboard drills, stopping a sailboat, theory of the mechanisms of wind.

**Introduction to Night Navigation**

One hour classroom experience and four hours on the water giving the student a basic introduction to identification of night navigation signals and the fundamentals of dead-reckoning navigation.

**Introduction to Canoeing**

Classroom Orientation plus four hours of instruction on the water. Water 101 will be taught to most of the group. The course is designed to help the student understand safety, and teach them the basics of canoeing.

### EDIS 071-51

**Assessment Training for Teachers**

August 27-28 and September 19 (11 sessions). Complete the following modules:

- Module 1: Introduction to Assessment
- Module 2: Assessment Strategies
- Module 3: Assessment Instruments
- Module 4: Assessment in Practice

Tuition: $120.00

**ESL Basic Strategies Training**, **EDIS 071-52**

**SAILING INSTITUTE**

Department of Conferences & Special Programs

96 Falmouth Street

Portland ME 04103

**Introduction to Canoeing**

This two-day seminar to be held on Saturday, June 27 and Sunday, June 28, is designed to acquaint you with the fundamentals of canoeing, while providing a fun-filled weekend of outdoor activity. Learn how to paddle and move safely in a canoe, remove water and perform rescues. Then enjoy the splendor of the Saco River in a full day excursion from the New Hampshire State line.

**Your weekend will include:**

**Day One:**

- Spend a day on beautiful Sebago Lake learning canoeing fundamentals, basics of paddling in the sun and enjoying a relaxing but invigorating day.

**Day Two:**

- Paddle down the Saco River from Saco Bound Canoe Rental just north of Fryeburg, Maine in New Hampshire.

**Learn:**

- Care and paddle terminology, the bow string, the stern, J-curve, and S-curve, sweeps and draws, the bow and cross bow rudder, sailing, stones of canoe rescue and safety procedures.

**PREREQUISITE:** Must be over age 18 and able to swim 100 feet.

**Tuition:** $65.00.

Included in the tuition fee are:

- Canoe, paddle, life jacket, bag lunch each day and transportation to and from canoeing sites on both days.
- Overnight accommodations available upon request, but not included in tuition.

**EDIS 071-51 Assessment Training for Teachers**

August 17-18 and September 19 (11 sessions), from 9:00 a.m. to 12:00 p.m., in the Student Union Lounge, 92 Bedford Street, Portland Campus. Tuition: $60.00 plus a $5.00 registration fee. Instructor: Rosalie Hall. (4.5 CEU’s)

This course is designed for the classroom teacher or aide who wants to learn more about evaluation, conflict at all levels — personal, interpersonal and organizational.

In this workshop you will examine your belief systems about teaching, learning, discipline, responsibility and conflict. You will also analyze your own management style as you interact with others and through role-playing explore how you can better understand the conflict resolution practice. Practicing new WAYS OF COMMUNICATING will assist you in handling unacceptable behavior while helping to maintain a child’s self-esteem, and a focus on individual needs will enable you to identify and reduce stress.

The workshop will also include time to translate learning into an implementation plan for your classroom including a follow-up session for sharing and evaluating outcomes. Rosalie Hall’s AFFECTIVE EDUCATION Guidebook has been an important aid to teachers all across the country. (approved for recertification)

**CSLA 18-51 Estates, Wills and Trusts**

**Tuesdays and Thursdays evenings (ten sessions)** beginning May 6, from 7:00 p.m. to 9:00 p.m., in Room 402 Luther Bonney Hall, Portland Campus. Tuition: $80.00 plus a $5.00 registration fee. Instructor: Richard Carraas, Esq. (2.0 CEU’s)

**DRAFTING wills and trusts necessary for typical family situations, basic components of documents and interviewing the client; study of estate administration from probate of will through distribution of assets to beneficiaries.**

**CSLA 19-51 Litigation**

**Tuesday and Thursday evenings (ten sessions)** beginning July 7, from 7:00 p.m. to 9:00 p.m., in Room 402 Luther Bonney Hall, Portland Campus. Tuition: $80.00 plus a $5.00 registration fee. Instructor: Mark Horton, Esq. (2.0 CEU’s)

**Basic steps in lawsuits, complaints, answers, motions, practice, discovery procedures, trials, post-trial proceedings including appeals and enforcement of judgment.**

**1981 Non-Profit Management Courses**

Designed to benefit:

- ADMINISTRATORS in Non-Profit organizations
- NON-PAID LEADERS of Boards or volunteer service programs
- HUMAN SERVICE PROFESSIONALS who wish to develop expertise
- MEN AND WOMEN interested in entering the field of non-profit management

For further information contact the Department of Conferences & Special Programs at 798-4043.

**CSNP 10-51 Finding Funds**

Thursday, June 4 and Friday, June 5, from 9:00 a.m. to 4:00 p.m., in Room 302, Center for Research and Advanced Study, Portland Campus. Fee $75.00 plus a $5.00 registration fee for 2 day program. Program Leader: Betty Daniel. Guest speaker: Janet Brysh. (1.2 CEU’s)

This four part program concentrates on the field of resource development. It consists of four workshops designed to give an overview of the many sources of program, agency and individual support. The two day workshop is designed to assist you in understanding and dealing with the many funding sources and fund raising techniques used to help you gain insight into methods of becoming self-sufficient.

**CSNP 15-51 Fundamentals of Accounting and Financial Reporting for Non-Profit Organizations**

Thursday, May 7 and Friday, May 8, from 9:00 a.m. to 4:00 p.m., in Room 249 Payson Smith Hall, Portland Campus. Fee $75.00 plus a $5.00 registration fee. Program Leader: Dr. Philip Jagoliner. (1.2 CEU’s)

With limited financial resources available to all non-profit and private non-profit organizations, it is the responsibility of managers to develop a basic understanding of budgets and underlying documentation in order to make informed decisions regarding resource allocation. In addition, external board members, volunteers and interested citizens may all have a need to understand how and why and what they mean. This seminar is designed to provide insights and techniques to meet these needs and to help you converse sensibly and clearly in the language of accounting even though your trucking has not been in that area.

**CSQ 20-51 Basic Principles of Technical Writing**

Eight Thursday evenings beginning May 7, from 7:00 p.m. to 9:00 p.m., in Room 302 Luther Bonney Hall, Portland Campus. Tuition: $50.00 plus a $5.00 registration fee. Instructor: Les Cohen. (1.6 CEU’s)

This course is designed for engineers, inspectors, contract administrators or people required to write technical documents such as letters, reports, memos or instructions. The course will cover some of the most common errors such as the use of jargon, verbosity and lack of clarity.
Emphasis will be given to student's work experiences and actual examples of technical communications will be reviewed.

CSSR 10-51  
**Speed Reading**

Tuesday and Thursday evenings (twelve sessions) beginning June 9, from 7:00 p.m. to 9:00 p.m., in Room 410 Luther Bonney Hall, Portland Campus. Tuition: $55.00 plus a $5.00 registration fee. Instructor: Janice Ryder. (2.4 CEU's)

This course is designed for those who wish to increase reading speed and improve comprehension. Specialized techniques will be utilized to help students develop more efficient and effective approaches to reading. Both materials and methods are individualized so that participants will be able to realize their goals in the most efficient manner.

CSTA 10-51  
**Becoming a Travel Agent**

Eight Thursday evening beginning June 11, from 7:00 p.m. to 9:00 p.m., in Room 202 Payson Smith Hall, Portland Campus. Tuition: $55.00 plus a $5.00 registration fee. Instructor: Thomas Wilson. (1.6 CEU's)

This eight week course is designed for all those wishing to explore or prepare for a career as a travel agent. The course will present a general overview of the travel agencies-including the role and functions of a travel agent and the skills required. Included will be domestic and international air fares and tariffs; utilization of basic travel agency reference materials, domestic vacation-packages and cruises. Independent activity, into the role of a travel agent, you will become aware of the many rewards, the recurring problems, and the varied possibilities you can expect to find should you choose a career as a travel agent.

CSSB 20-51  
**Preparing Work for the Printer**

Eight Thursday evening beginning June 11, from 7:00 p.m. to 9:00 p.m., in Room 105 Science Building, Portland Campus. Tuition: $55.00 plus a $5.00 registration fee. Instructor: Bonnie Spiegel. (1.6 CEU's)

Have you ever wanted to have material printed but felt unable to communicate your ideas to the printer or to your printer and wish to go to the printer borders on speaking English in a foreign country? This course will de-mystify the printing process. You'll learn to speak the printer's language and prepare your own work for the printer, translating your original ideas into a finished product. Included will be design, layout, paste-up, typefaces, type-setting, paper and ink selection, getting estimates and choosing a printer. And participants will discover the importance of an engaged consumer, both a practical and creative skill. It lifts the mundane and commonplace and turns it into a satisfying process.

CSCH 10-51  
**Italic Calligraphy and Handwriting**

Ten Tuesday evenings beginning June 9, from 7:00 p.m. to 9:00 p.m., in Room 105 Science Building, Portland Campus. Tuition: $60.00 plus a $2.50 registration fee. Instructor: Bonnie Spiegel. (2.0 CEU's)

Calligraphy or the art of handwriting is both a practical and creative skill. It lifts the ordinary task of writing out of the commonplace and turns it into a satisfying experience. This workshop will introduce Italic Calligraphy, teach the basic skills, and demonstrate how calligraphy can be used as a means in handwriting or more formal lettering. Basic design and composition will be stressed throughout the course, and students will utilize their skills to execute a calligraphic design project. No previous art experience or training is required the same throughout the world. Each class will include warm-up stretches and simple calligraphy exercises to develop calligraphic skills such as basic turns and jumps.

Introduction to Ballet  
Eight Mondays beginning June 8, from 9:30 a.m. to 11:00 a.m., in the Multi-Purpose Room, Portland Campus Gym. Tuition: $40.00. Instructor: Nancy Salmon.

Introduction to Ballet is designed for the person with no previous ballet training, or for those who have not danced in some time. The class is intended to introduce the basics of ballet dancing and leg position, placement, flexibility and strength. Each class will include warm-up stretches and simple calligraphy exercises to develop calligraphic skills such as basic turns and jumps.

Ballet I  
Eight Thursday evenings June 11, from 7:00 p.m. to 8:30 p.m., in Room 318 Bailey Union Lounge, Gorham Campus. Tuition: $50.00. Instructor: George Mical.

This course is designed to help you learn how to collect and enjoy antiques of all types and also acquire the knowledge necessary to successfully identify antique furniture, glass, ceramics, metals and art. Your instructor will introduce you to appropriate antiques from his famous collection and also utilize slide presentations to familiarize you with the varied response course. George Michael, Auctioneer, who is known as Mr. Antique throughout the country will once again conduct this popular course. The textbook used is the course. Basic Book of Antiques is required and can be purchased from Mr. Mic in the classroom.

The World of Photography  
Six Monday evenings beginning June 15, from 7:00 p.m. to 9:00 p.m., in Room 206 Payson Smith Hall, Portland Campus. Tuition: $50.00. Instructor: Jere DeWaters.

This course has been designed to present and demonstrate many basic, practical and important areas of photography. Equipment, techniques, process and variations will be covered. Personal approaches and viewpoints will be encouraged and discussed. Although a darkroom is not available for use, black and white, color developing and printing will be introduced. A list of derivations and manipulations discussed.

Single Living  
Six Thursday evenings beginning May 7, from 6:30 p.m. to 9:30 p.m., in the Student Union Lounge, 92 Bedford Street, Portland Campus. Tuition: $55.00. Instructor: Rhonda Mitchell and Richard Kungel.

A six week program designed for single men and women of all ages. T e informal atmosphere of this class will help you meet and get to know other singles while you're learning about yourself and how to get your needs met. The experienced group leaders will help you to feel comfortable while they are guiding you through this challenging experience. Personal and social growth will be encouraged by clarifying values, feelings, and needs, and by practicing assertiveness at work or in social relationships that count. Throughout the course, an open and accepting climate will be maintained to discuss freely such issues as love, sex, myths about single life, and various levels of involvement.

Folk Dancing: Traditional Ethnic Dances  
Six Tuesday evenings beginning June 9, from 7:00 p.m. to 8:30 p.m., in the Multi-Purpose Room, Portland Campus Gym. Tuition: $30.00. Instructor: Solange Kel- lerterman.

The Middle East and Eastern Europe have introduced some of the most beautiful folk dances. The class will pace itself to progress from the basics to the more challenging. Come alone or with a partner to spend an enjoyable evening learning these lively ethnic dances.

Introduction to Jazz  
Eight Tuesdays beginning June 9, from 7:30 p.m. to 9:00 p.m., in the Multi-Purpose Room, Portland Campus Gym. Tuition: $40.00. Instructor: Sheila Bellefeu.

• T e course is structured for the beginning dancer who wants to move. Music will include jazz classics, blues, disco and rock. Exercises will be designed to ncr ease co-ordination, flexibility and rhythmical sense. T is should be a fun class for those who want to learn t e fundamentals of jazz while learning new moves with rhythm and style. Good feeling, loose fitting or stretchable clothing is recommended.

Ballroom Dancing: The Essentials  
Six Wednesday evenings beginning June 10, from 7:00 p.m. to 9:00 p.m., in the Multi-Purpose Room, Portland Campus Gym. Tuition: $50.00. Instructor: Virginia DeKovens.

Social dancing today is one of the most popular pastimes in the world, it's enjoyed...
by people of all ages. Dancing is good exercise — it’s healthful and it’s fun. We invite you to learn the popular ballroom dances of today so you can take part in one of the great pleasures that belong to us all.

You’ll learn the romantic waltz, the classic fox trot, the exciting jitterbug, the festive cha-cha, and any other ballroom dance voted for by the class, such as the new country and western two-step polka, disco, or any of the Latin rhythms-samba, rumba, merengue or tango.

**Natural Face Lifting by Exercise**

Six Monday evenings beginning June 8, from 6:00 p.m. to 7:30 p.m., in Room 208 Luther Bonney Hall, Portland Campus. Tuition: $35.00. Instructor: Hildegarde Covens.

What is loose, aging, flabby skin really? Merely stretched-out muscles that the years have caused to lose their ability to hold themselves tight and firm. It is not the skin, but the firmness or looseness of the muscle flesh beneath that skin that really portrays a man’s or woman’s age. Between the ages of 21 and 40, the upper cheek muscles start to sag-fullness and flabbiness in the lower cheeks, pouches from the mouth to the chin, folds above the laugh line, dropping mouth corners, and jowls may develop as the years pass by. The muscles of the upper eyelids and the laugh line, drooping mouth corners, the tiny muscles constituting our lower way to slow this process is to shorten the

**Crib Gymnastics for 18-24 Months (with adult)**

Six Wednesdays beginning June 10, from 9:30 a.m. to 10:15 a.m., in the Multi-Purpose Room, Portland Campus Gym. Tuition: $35.00. Instructor: Susan Charles Nelson.

This delightful class is for little ones age 18 to 24 months accompanied by a parent or willing adult to participate together in creative movement activities and strengthening exercises for both partners. Motor skills will be introduced and practiced sometimes to the beating of a drum, musical accompaniment and/or hand clapping. These skills, such as the locomotor steps walking, running, and galloping will be practiced depending on the development and capabilities of each child. The exploration of a variety of movements, bouncing skills, and development of general body awareness will be some of the achievements for the individual child and his/her partner.

Lots of song and dance will be encouraged as well as free play to conclude each session. Please wear light, stretchy clothing.

**Creative Movement for the 2-4 Year Old* (with an adult)**

Six Wednesdays beginning June 10, from 10:30 a.m. to 11:15 a.m., in the Multi-Purpose Room, Portland Campus Gym. Tuition: $30.00. Instructor: Danuta Fishman.

This exciting class provides an opportunity for the very young child accompanied by a parent or willing adult, to participate together and separately in creative movement activities and muscle strengthening exercises for both partners. Some of the educational activities will purposely motivate and encourage the children to move independently of their adult partner. Children will discover that moving to music, rhythms of percussion instruments and sound of singing voices can be as inspiration to improve on their own. Lots of song and dance conclude each session with time for socialization and free play!

*No Children Under 2 Years Will Be Accepted.*

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**Registration Form and/or Request for Information**

/ / Please send further information on the following course(s) or program(s):

/ / Please register me in the following course(s) or program(s):

Early registration is encouraged. Unless otherwise stated refunds, less a $5 processing fee, can be granted when cancellation is received 24 hours prior to beginning of the course.

Name _____________________________

Address __________________________

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96 Falmouth Street

Portland, ME 04103

Community service courses are designed to be financially self-supporting and, as such, create no financial burden on the University. The right is reserved to withdraw a course because of insufficient enrollment.

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**DEPARTMENT OF CONTINUING EDUCATION FOR NURSING**

The Department of Continuing Education for Nursing and Health Professions offers continuing education programs for nurses, pharmacists, dietitians, physical therapists, occupational therapists and others on a statewide basis. Programs are offered by a variety of formats: workshops, seminars, evening courses and by telelecture, known in Maine as Telelecture.

Telelecture is a private interactive audio system that links 30 health care agencies throughout the State with the Department. It is available for use 24 hours a day, 7 days a week. Health professionals are able to participate without traveling great distances often in inclement weather with experts in the field who may be anywhere in the country or in Canada. Each course is supplemented with a comprehensive syllabus that guides the participants’ learning. Telelecture is also used to conduct meetings, economically and efficiently, with persons at several or all of the sites.

Summer courses are: Writing for Publication — June 9 & 10, 1981

Nurse Manager and the Law — June 18 & 19, 1981

For more information on course offerings or to rent the telelecture network for educational programs or meetings, please contact:

Mary Ann Rost, Director

Department of Continuing Education

for Nursing and Health Professions

University of Southern Maine

96 Falmouth Street

Portland, ME 04103

Writing for Publication

June 9 and 10, from 8:00 a.m. to 4:30 p.m., in Portland. Fee: to be announced. (1.2 CEU’s)

This practical activity workshop will show you how to write for professional public publications. It will answer such questions as “What do I have to say?” “How do I get started?” “How can I find time to write?” Suggested audience is nurses, dietitians, pharmacists, social workers, and other health professionals with or without writing experience.

The Nurse Manager and the Law

June 18 and 19, from 8:00 a.m. to 4:30 p.m., in Bangor. Fee: $85 which includes break, lunch and course materials. (1.2 CEU’s)

This two-day workshop will help nurse managers to reassess their supervision practices and update their knowledge base concerning legal implications of their practice.
• Accessible buildings provide entrances (indicated by dots) and elevators adequate for all handicapped persons. Parking areas for the handicapped are shown by shaded areas.

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10. Facilities Management
11. University College of Education, 24 College Avenue
12. Maine Children's Resource Center, 19 College Avenue
13. Tennis Courts
14. Robie Hall
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16. The "Academy"
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19. Hastings Hall
20. Upton Hall
21. Dining Center
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PORTLAND CAMPUS
29. Payson Smith Hall
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32. Portland Gymnasium
33. Central Heating Plant
34. Luther Bonney Hall and Library
35. Student Union Buildings, 92 and 94 Bedford Street
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37. Faculty Offices, 3 Washburn Avenue
38. Faculty Offices, 25 Washburn Avenue
39. Faculty Offices, 38 Chamberlain Avenue
40. Cooperative Extension Services, 15 Chamberlain Avenue
41. Faculty Offices, 118 Bedford Street
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43. Faculty Offices/Development/Public Information, 228 Deering Avenue
44. Faculty Offices, 11 Granite Street
45. Faculty Offices, 39 Exeter Street
46. Maine Public Broadcasting Network, 45 Exeter Street
47. Faculty Offices, 55 Exeter Street
48. Faculty Offices, 59 Exeter Street
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