University of Southern Maine Summer Odyssey Course Catalog
1981

University of Southern Maine

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UNIVERSITY OF SOUTHERN MAINE

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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

May 4  June 1  June 29  July 27  August 21
Session 1 begins ............................................................. May 4
Session 2 begins ............................................................. May 4
Session 2 ends ............................................................... May 29
Session 3 begins ............................................................. June 1
Session 1 ends ............................................................... June 26
Session 3 ends ............................................................... June 26
Session 4 begins ............................................................. June 29
Session 5 begins ............................................................. July 24
Session 5 ends ............................................................... July 24
Session 6 begins ............................................................. July 27
Session 4 ends ............................................................... 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)
UNIVERSITY OF SOUTHERN MAINE

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 of Basic Studies
Loren W. Downey Dean, College of Education and Sciences
Robert J. Hatala Dean, College of Arts and Sciences
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: 780-6000
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: 780-4025

and
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 to 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 the Director 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 Analogies 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 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 the University of Maine 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 who wish to register in undergraduate 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 for credit courses or the Department of Conferences and Special Programs for non-credit courses. Senior citizens must state their age and show their driver's license as evidence of age. Approval for credit courses will be processed during the three working days immediately proceeding 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 of the Advising and Information Department at 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>University Fees are not refundable. Four and Eight week courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund Percentage</td>
</tr>
<tr>
<td>1st Week .......................... 75%</td>
</tr>
<tr>
<td>2nd Week .......................... 50%</td>
</tr>
<tr>
<td>3rd Week .......................... 25%</td>
</tr>
</tbody>
</table>

No refunds granted after third week of class.

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.

<table>
<thead>
<tr>
<th>Tuition and Fees Computation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Complete for courses in Sessions 1, 2 &amp; 3 ONLY:</td>
</tr>
<tr>
<td>A. If you are taking Less Than 12 Credit Hours:</td>
</tr>
<tr>
<td>Undergraduate student</td>
</tr>
<tr>
<td>Graduate student</td>
</tr>
<tr>
<td>B. If you are taking 12 or More Credit Hours:</td>
</tr>
<tr>
<td>Undergraduate student - enter $495</td>
</tr>
<tr>
<td>Graduate student - enter $570</td>
</tr>
<tr>
<td>II. Complete for courses in Sessions 4, 5 &amp; 6 ONLY:</td>
</tr>
<tr>
<td>A. If you are taking Less Than 12 Credit Hours:</td>
</tr>
<tr>
<td>Undergraduate student</td>
</tr>
<tr>
<td>Graduate student</td>
</tr>
<tr>
<td>B. If you are taking 12 or More Credit Hours:</td>
</tr>
<tr>
<td>Undergraduate student - enter $495</td>
</tr>
<tr>
<td>Graduate student - enter $570</td>
</tr>
</tbody>
</table>

Please remit computed total $ 6.00
REGISTRATION FORM

UNIVERSITY OF MAINE
REGISTRATION FORM

NAME ____________________________

Last First Middle

STUDENT ID NUMBER ____________

HOME ADDRESS ____________________________

Street City State Zip Telephone

BUSINESS OR LOCAL ADDRESS ____________________________

Organization or Street City State Zip Telephone

Dept. Course No. Sec. Course Title ____________________________

Location Session Number No. Weeks Cr. Hours

X Advisor’s Approval

Total Cr.

If more than 15 hours Dean’s Signature required

X not required for undergraduate students

Dean’s Signature ____________________________

School [ ] Major [ ] Level [ ]

Is address above the same or different from previous registrations?

Home address: [ ] Same [ ] Different

Local Address: [ ] Same [ ] Different

Will you register at another U-M Campus this Summer [ ] Yes [ ] No

[ ] Married [ ] Single [ ] Birthdate [ ] [ ] [ ]

[ ] Male [ ] Female

If you consider yourself to be a member of one of the following ethnic groups, please check: [ ] American Black (B) [ ] American Oriental (O) [ ] Spanish Surname (S)

[ ] Associate [ ] Baccalaureate [ ] Masters [ ] Doctorate

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 enthusiasts 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 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.

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.

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.

Cultural and Leisure-Time Activities

The gymnasiuims 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. Tran-
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 23, 8:30 a.m. to 4:00 p.m.

Holiday closing: May 25 (Memorial Day), July 4-August 23.

Extended hours: Portland and Gorham, Monday through Thursday, May 4 to May 7, 8:00 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 accompanies the application which may be obtained by returning the form below.

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.

Request 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

Advising and Information Department

The Advising and Information Department (AID) provides academic advising and counseling services for students who are in a state of transition, students undecided as to their majors, degree candidates who are admitted on a conditional basis and non-degree students.

The Advising and Information Department assists students with the development of their academic and vocational interests. The academic counseling staff is available to students who wish to share their academic backgrounds, previous job training, work and leisure activities and other life experiences for the purpose of establishing some future direction which may include a program in higher education.

The department provides academic advisement to help students make decisions regarding the schools/colleges which they will enter, the curriculum or major they plan to pursue and the selection of appropriate courses for which they should register.

AID also serves as a central information bank for the University community and the general public. The department's task is to collect and disseminate academic information as well as to provide general university information to the maximum extent possible. The department operates an information booth in the lobby of Payson Smith Hall on the Portland campus.

When appropriate, AID staff will make referrals to other offices which can provide more detailed information or more complete service.

Veterans' services offices are part of the Advising and Information Department and provide advice and certification regarding V.A. benefits, information on work-study and tutorial assistance, etc. Other responsibilities include counseling, outreach, recruitment and special education.
General Requirements
For All Baccalaureate
Candidates

The General Education Requirement of
the University consists of four 6-hour
groups of courses, each group either inter­
disciplinary or chosen from a different one
of four areas of (1) Humanities (2) Fine
and Applied Art, (3) Science and Mathe­
matics, and (4) Social Sciences. The
prefix-codes of acceptable course selec­tions are listed below. The remaining six
hours designated Area-S General, shaJl
be selected from one, or a combination of the
three academic groupings, CAS designa­
tion, or when school or college require­
ments permit, PE and RLS Activity
courses. With the exception of K-P or GE
majors, department courses in the stu­
dent's major may not be applied toward
fulfillment of the General Education Re­
quirement.

Area 1:
Humanities — 6 Credits
From:
CLS
OPEN
ENG
FRE
GRK
LAT
PLY
SPN
Area 2:
Fine and Applied Arts —
6 Credits
From:
ARTH
ARTS
DNCE
MUS
THE
Area 3:
Science & Mathematics —
6 Credits
From:
ASTR
BIO
CHEM
CS
MS
OCN
PHYS
PSCI
ESCI
GEOL
GSCI
MET
Area 4:
Social Sciences —
6 Credits
From:
ANY
CJ
COM
ECON
PSY
SOC
GEOG
HIST
POL
SWE

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 edu­
cation courses but accept optional PE or
RLS credits in Area 5. The School of Nurs­
ning accepts no more than 3 PE or RLS
credits in Area 5. School of Business, Eco­
nomics and Management requires no PE
courses but accepts optional PE or RLS
credits in Area 5 for 4-year Business Ad­
ministration and Accounting majors only.
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 speci­
fy 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 aca­
demic 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 permis­
sion 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
## UNIQUE COURSE OFFERINGS

### Maine Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 389</td>
<td>Writers of Maine</td>
</tr>
<tr>
<td>GEOL 199</td>
<td>Geology of Maine (Also GEOL 599)</td>
</tr>
<tr>
<td>HIST 321</td>
<td>History of Maine</td>
</tr>
<tr>
<td>MUS 199</td>
<td>Maine Music and Musicians</td>
</tr>
<tr>
<td>HIST 394</td>
<td>Introduction to Shaker Studies</td>
</tr>
<tr>
<td>POL 103</td>
<td>Government and Politics of Maine</td>
</tr>
<tr>
<td>ANY 299</td>
<td>Archaeology Field School</td>
</tr>
</tbody>
</table>

### Fine and Applied Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 399</td>
<td>Chamber Music Institute</td>
</tr>
<tr>
<td>MUS 110</td>
<td>Fundamentals of Music</td>
</tr>
<tr>
<td>THE 199</td>
<td>Summer Theater Production</td>
</tr>
<tr>
<td>MUS 199</td>
<td>Introduction to Jazz</td>
</tr>
<tr>
<td>ARTS 151</td>
<td>Fundamentals of Drawing</td>
</tr>
<tr>
<td>ARTS 271</td>
<td>Photography</td>
</tr>
<tr>
<td>ARTS 231</td>
<td>Ceramics</td>
</tr>
<tr>
<td>ARTH 101</td>
<td>Introduction to Art</td>
</tr>
<tr>
<td>ARTS 429</td>
<td>Haystack Teacher Crafts Institute</td>
</tr>
<tr>
<td>ARTH 111</td>
<td>History of Art</td>
</tr>
<tr>
<td>MUS 100</td>
<td>Music Appreciation</td>
</tr>
</tbody>
</table>

### Human Behavior and Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 102</td>
<td>Introduction to Communication</td>
</tr>
<tr>
<td>COM 171</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>CAS 306</td>
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<td>ENG 505</td>
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<td>American Writers and the Civil War</td>
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**Artists and Authors:**

- 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.
- Julia Goodwin
  USM
  4 Cr.
# UNDERGRADUATE

## GEOGRAPHY & ANTHROPOLOGY

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## ART

- **G ARTS 211 01 SOC** History of Art
- **P ARTS 211 01 SOC** Fundamentals of Drawing

## BIOLOGY

- **P BID 101 01 LEC** Basic Principles of Biology
- **P BID 102 01 LEC** Biological Science
- **P BID 103 01 LEC** Human Anatomy and Physiology
- **P BID 104 01 LEC** Microbiology and Disease

## BUSINESS

- **P BUS 101 01 LEC** Principles of Financial Accounting
- **P BUS 102 01 LEC** Business Finance
- **P BUS 103 01 LEC** Principles of Management
- **P BUS 104 01 LEC** Marketing
- **P BUS 105 01 LEC** Business Law
- **P BUS 106 01 LEC** Introduction to Computers in Business
- **P BUS 107 01 LEC** Cooperative Education in Business I
- **P BUS 108 01 LEC** Cooperative Education in Business II
- **P BUS 109 01 LEC** Cooperative Education in Business III
- **P BUS 110 01 LEC** Independent Study

## 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.

- **PAYS** Payson Smith Hall
- **BAIL** Bailey Hall
- **LUTH** Luther Bonney Hall
- **RA** Robbie Andrews Basement
- **ACAD** Academy Building
- **SCI** Science Building
- **GYM P** Portland Gymnasium
- **IEDC** Industrial Education Center
- **CORT** Corbett Hall
- **GYM G** Hill Gymnasium
- **RUSS** Russell Hall
- **LAW** Law School
- **P** Portland
- **G** Gorham
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| FRNG LANG & CLASSICS | P | LEC | Beginning French Lab I | CAS | 1.0 | 1230-2130 MT | PAYS | 203 ROLFE | 10 | 5 |
| P | LEC | Beginning French I | CAS | 3.0 | 8115-1115 MT | LUTH | 502 ROLFE | 35 | 5 |
| P | LEC | Beginning French Lab II | CAS | 1.0 | 1230-2130 MT | PAYS | 203 ROLFE | 10 | 5 |
| P | LEC | Beginning French II | CAS | 3.0 | 8115-1115 MT | LUTH | 502 LEPPELEY | 30 | 6 |

| HISTORY | P | LEC | U.S. History to 1877 | CAS | 3.0 | 4100-6130 MT | LUTH | 503 WHITMORE | 40 | 4 |
| P | LEC | U.S. History Since 1877 | CAS | 3.0 | 4100-6130 MT | LUTH | 503 WHITMORE | 40 | 4 |
| G | LEC | Digital Humanities | CAS | 3.0 | 4100-6130 MT | BAIL | 215 MUNT | 40 | 1 |
| P | LEC | History of Maine | CAS | 3.0 | 8115-1115 MT | LUTH | 503 EASTMAN | 50 | 6 |
| P | LEC | Intro to Health Studies | CAS | 3.0 | 8115-1115 MT | A | A JOHNSON | 30 | 5 |
| P | LEC | Independent Study | CAS | 1-19.0 | A | A A | 20 | 7 |
| P | LEC | Independent Study | CAS | 1-19.0 | A | A A | 10 | 7 |

| INDUSTRIAL EDUCATION | G | LEC | Engineering Design I | COE | 3.0 | 4100-6130 MT | IEC | 206 FAULKNER | 25 | 1 |
| G | LEC | Photo Offset Lithography | COE | 3.0 | 7100-9130 MT | IEC | 205 ANDERSON | 25 | 1 |
| G | LEC | Special Problems IA | COE | 3.0 | 4100-6130 MT | A | A A | 25 | 7 |
| G | LEC | Digital Electronics | COE | 3.0 | 7100-9130 MT | A | 200 IRISH | 25 | 6 |
| G | LEC | Heat Treatment | COE | 3.0 | 7100-9130 MT | IEC | 110 MOORE | 25 | 1 |
| P | LEC | Occupancy Analysis | COE | 3.0 | 7100-9130 MT | IEC | 203 WRIGHT | 25 | 4 |
| G | LEC | Conference Leadership | COE | 3.0 | 4100-6130 MT | IEC | 203 CARTER | 25 | 1 |
| P | LEC | Hidden Industry | COE | 3.0 | 7100-9130 MT | IEC | 203 JELLEMA | 25 | 1 |

| MATH & COMPUTER SCI | G | LEC | Intro to Computer Science | CAS | 3.0 | 4100-6130 MT | BAIL | 107 ESTES | 30 | 1 |
| G | LEC | Intro to Computer Science | CAS | 3.0 | 8115-1115 MT | BAIL | 107 ESTES | 30 | 5 |
| G | LEC | Intro to Program-Parallelism | CAS | 3.0 | 7100-9130 MT | SCI | 205 IRISH | 30 | 1 |
| G | LEC | Intro to Computer Science | CAS | 3.0 | 7100-9130 MT | SCI | 205 IRISH | 30 | 1 |
| P | LEC | Computer Database | CAS | 3.0 | 8115-1015 MT | SCI | 305 WEIS | 100 | 4 |
| P | LEC | Programming in COBOL | CAS | 3.0 | 7100-9130 MT | SCI | 305 CORREALE | 30 | 4 |
| P | LEC | Operating Systems | CAS | 3.0 | 7100-9130 MT | SCI | 103 RANO | 30 | 0 |
| G | LEC | Operating Systems | CAS | 3.0 | 4100-6130 MT | SCI | 200 MEATH | 30 | 4 |
| P | LEC | Elementary Algebra | CAS | 3.0 | 8115-1115 MT | SCI | 200 BAIL | 30 | 5 |
| P | LEC | Intermediate Algebra | CAS | 3.0 | 4100-6130 MT | SCI | 200 CARTER | 30 | 1 |
| G | LEC | Intermediate Algebra | CAS | 3.0 | 8115-1115 MT | SCI | 200 SMITH | 30 | 6 |
| H | LEC | Linear Systems | CAS | 3.0 | 4100-6130 MT | SCI | 200 BAIL | 30 | 1 |
| P | LEC | Elementary Math Analysis | CAS | 3.0 | 4100-6130 MT | SCI | 200 BAIL | 30 | 4 |
| P | LEC | Intro to Statistics | CAS | 3.0 | 7100-9130 MT | SCI | 200 BAIL | 30 | 4 |
| P | LEC | Intro to Statistics | CAS | 3.0 | 4100-6130 MT | SCI | 200 BAIL | 30 | 4 |
| P | LEC | Pre-Calculus Mathematics | CAS | 3.0 | 7100-9130 MT | SCI | 200 BAIL | 30 | 4 |
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| P | LEC | Pre-Calculus Mathematics | CAS | 3.0 | 8115-1015 MT | SCI | 200 BAIL | 30 | 3 |
| P | LEC | Calculus AB | CAS | 4.0 | 8115-1115 MT | SCI | 200 BAIL | 30 | 2 |

| MUSIC | P | LEC | Music Apprec & History | CAS | 3.0 | 7100-9130 MT | LUTH | 324 JONES | 45 | 1 |
| P | LEC | Fundamentals of Music | CAS | 3.0 | 8115-1115 MT | LUTH | 324 JONES | 25 | 1 |
| P | LEC | Introduction to Jazz | CAS | 3.0 | 8115-1015 MT | LUTH | 324 JONES | 25 | 1 |
| G | LEC | Music Apprec & History | CAS | 3.0 | 8115-1115 MT | LUTH | 324 JONES | 45 | 1 |
| P | LEC | Chorus | CAS | 3.0 | 4100-6130 MT | SCI | CHORUS | 10 | 1 |

<p>| NURSING | P | LEC | Issues &amp; Challenges in Nursing | CAS | 3.0 | 4100-6130 MT | BAIL | 303 A. DUNN | 20 | 1 |</p>
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**POLITICAL SCIENCE**

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**RECREATION & LEISURE SERVICES**

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**SOCIOLOGY**

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**GRADUATE STUDIES**

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### ADULT EDUCATION

- **G EDU 505** | LEC | PREP CLASSROOM MATERIALS | COE | 3.0 | 8:15-11:30 | MTW | BAIL 219 | MILBURY | 5 |
- **G EDU 517** | LEC | PHOTO FOR CLASSROOM | COE | 3.0 | 8:15-11:30 | MTW | BAIL 202 | SEVERE | 5 |
- **G EDU 527** | LEC | INTO ADULTEDUCATION | COE | 3.0 | 12:15-3:15 | MTW | BAIL 318 | HANSEN | 5 |
- **G EDU 528** | LEC | PSY OF ADULT LEARNING | COE | 3.0 | 4:00-6:20 | MW | BAIL 321 | FAUST | 1 |
- **G EDU 530** | LEC | MANAGEMENT OF ADOLESCENT | COE | 3.0 | 7:00-9:30 | TTH | PAYS 211 | MONTGOMERY | 1 |
- **G EDU 540** | LEC | INTRODUCTION TO K-12 ADULT STUDENTS | COE | 3.0 | 8:15-11:30 | MTW | BAIL 318 | WHITTEN | 7 |
- **G EDU 583** | LEC | ROLE OF INST-HEALTH EDUC | COE | 3.0 | 7:00-9:30 | MW | BAIL 207 | BENIS | 1 |
- **G EDU 599** | LEC | INDEPENDENT STUDY | COE | 3.0 | 15:45- | A | A | TBA | 9 |
- **G EDU 607** | LEC | HUMAN RESOURCE DEVELOPMENT | COE | 3.0 | 8:15-11:30 | MTW | BAIL 318 | GATES | 5 |

### BUSINESS

- **P BUS 550** | LEC | MANAGERIAL ECONOMICS | SBE | 3.0 | 7:00-9:30 | MT | PAYS 205 | DURGIN | 5 |
- **P BUS 570** | LEC | MANAGERIAL MARKETING | SBE | 3.0 | 7:00-9:30 | TTH | PAYS 205 | GIBB | 5 |

### COMMUNICATION

- **G CON 598** | LEC | LANGUAGE DEVELOPMENT | CAS | 3.0 | 8:15-11:30 | MTWF | BAIL 219 | WIG | 7 |

### COUNSELING

- **G EDPS 335** | LEC | COUNSEL THE ELDERLY | COE | 3.0 | 8:15-11:30 | MTWF | BAIL 204 | WILLIAMS | 3 |
- **G EDPS 339** | LEC | LIFE SPAN DEVELOPMENT | COE | 3.0 | 8:15-11:30 | MTWF | BAIL 302 | GATES | 7 |
- **G EDPS 422** | LEC | GROUP PROCESS/PROCEDURE | COE | 3.0 | 4:00-6:20 | MW | BAIL 313 | BARNARD | 1 |
- **G EDPS 528** | LEC | FAMILY IMPLICATIONS EDUC | COE | 3.0 | 8:15-11:30 | MTWF | BAIL 302 | SUTTON | 5 |
- **G EDPS 582** | LEC | PSY MEASURE & EVALUATION | COE | 3.0 | 4:00-6:20 | TTH | BAIL 205 | TBA | 5 |
- **G EDPS 606** | LEC | FIELD EXPERIENCE | COE | 3.0 | 8:15-11:30 | T | BAIL 410 | KAMPERS | 10 |
- **G EDPS 709** | LEC | INDIVIDUAL STUDIES | COE | 3.0 | 8:15-11:30 | T | BAIL 306 | HAMMES | 7 |
- **G EDPS 599** | LEC | INDEPENDENT STUDY | COE | 3.0 | 15:45- | A | A | TBA | 7 |
- **G EDU 555** | LEC | RESEARCH METHODOLOGY | COE | 3.0 | 8:15-11:30 | MTWF | BAIL 302 | SOUTHWARD | 5 |

### EDUCATIONAL ADMIN

- **G EDU 556** | LEC | RESEARCH METHODOLOGY | COE | 3.0 | 8:15-11:30 | MTWF | BAIL 322 | SMITH | 5 |
- **G EDU 591** | LEC | ORGANIZATIONAL BEHAVIOR | COE | 3.0 | 8:15-11:30 | MTWF | BAIL 42A | SMITH | 1 |
- **G EDU 593** | LEC | GROUP PROCESS/PROCEDURE | COE | 3.0 | 7:00-9:30 | MW | BAIL 204 | MATHES | 5 |
- **G EDU 599** | LEC | SCHOOL LAW | COE | 3.0 | 8:15-11:30 | TTH | BAIL 306 | COBB | 5 |
- **G EDU 599** | LEC | COUNSELOR IN SCHOOL | COE | 3.0 | 8:15-11:30 | MTWF | BAIL 318 | CAPPELLUTI | 5 |
- **G EDU 607** | LEC | ADMINISTRATION | COE | 3.0 | 8:15-11:30 | MTWF | BAIL 318 | KARENKIN | 5 |

### ENGLISH

- **G ENG 512** | LEC | FICTION WORKSHOP | CAS | 3.0 | 8:15-10:15 | MTWF | BAIL 201 | GARRETT | 7 |
- **G ENG 513** | LEC | POETRY WORKSHOP | CAS | 3.0 | 10:15-12:15 | MTWF | BAIL 201 | STRAND | 7 |
- **G ENG 521** | LEC | PROFESSIONAL WRITING | CAS | 3.0 | 8:15-10:15 | MTWF | BAIL 204 | GALLANT | 7 |
- **G ENG 599** | LEC | AMERICAN WRITERS-CIVIL WAR | CAS | 3.0 | 7:00-9:30 | TTH | BAIL 205 | SLAVICEK | 5 |
- **G ENG 599** | LEC | WRITING INSTITUTE | CAS | 2.0 | 8:15-10:15 | T | BAIL 204 | RUTHERFORD | 7 |

### EARTH SCI, PHY & ENG

- **G GEOL 599** | LEC | GEOL OF EARISM COUNTRY | CAS | 3.0 | 8:15-11:15 | MTW | BAIL 215 | ELMER | 3 |

### HISTORY

- **G HIST 267** | LEC | CIVIL WAR & RECONSTRUCT | CAS | 3.0 | 8:15-10:15 | TTH | BAIL 318 | MUNT | 1 |
- **G HIST 274** | LEC | AMERICAN HISTORY | CAS | 3.0 | 8:15-10:15 | TTH | BAIL 304 | YORK | 1 |

### INDUSTRIAL EDUCATION

- **G EDUE 350** | LEC | EDUC MEASURE & EVALUATION | COE | 3.0 | 12:30-1:30 | MTW | BAIL 320 | ZANER | 5 |
- **G HSE 353** | LEC | LAB PLANNING IN HOMECOL | CAS | 3.0 | 8:15-11:30 | MTW | BAIL 318 | MILLER | 5 |
- **G MET 563** | LEC | FINANCE RESOURCE MGT | COE | 3.0 | 12:30-1:30 | MTW | BAIL 318 | MILLER | 5 |
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SELECTED UNDERGRADUATE DESCRIPTIONS

ANY 299 ARCHAEOLOGY FIELD SCHOOL: This course, designed for those with an intense training in basic techniques of field archaeology with a focus on coastal Maine, may be repeated for a brief internship experience with current archaeological methods and theories. Northeastern and coastal prehistoric students will spend four weeks excavating on an island in Casco Bay. Students are expected to provide essential camping gear. Cr. 4.

ARTE 140 HAYSTACK MOUNTAIN SCHOOL OF ART: The Haystack Mountain School of Arts is a highly intensive studio and theory experience, specifically designed to address the professional development needs of art educators. Participants work all day, every day at the renowned resident craft faculty in the studio of their choice, led by distinguished craftspeople. The 1981 Institute will offer six studios, including clay, wood, metal, paper making, fabric and book binding. Registration is through the Haystack Mt. School Crafts, Deer Isle, ME. Cr. 3.

ARTH 101 INTRODUCTION TO ARTH: Selected experiences using original works, lectures, slides, films, video tapes, papers, and discussions. Prerequisite: Permission of instructor. Cr. 3.

ARTH 111 HISTORY OF ARTH: Examination and discussion of the early epochs of art from prehistoric cultures through the Renaissance. Special attention is directed to the relationships of historical and theoretical knowledge to creative expression. Divergent viewpoints of the artist are explored. The first half of an overview of the visual arts emphasizing the development of human history into the visual arts. The second half of the course focuses on the art of the artist. Prerequisite: Preference given to candidates for matriculation by major artists. Cr. 3.

ARTH 114 FUNDAMENTAL DRAWING: The craft and concepts of making drawings, stimulated by the forms, spaces, and images of the tangible world. An introduction to recording tools and materials. Exposure to sculpture, prints, films, video tapes, papers, pencil and discuss. Prerequisite: Permission of instructor. Cr. 3.

ARTS 251 CERAMICS: An introduction to methods and processes of clay forming, including modeling, pressing, building, and the potter's wheel. Emphasis of forms, forms, color, texture, will be given with construction techniques. Prerequisite: Art Core Courses. Cr. 3.

ARTS 271 PHOTOGRAPHY: Photography as a creative medium. Provision of basic skills in the use of the camera and laboratory equipment. Investigation and practice in the fundamental techniques and processes of black and white photography as an art form. Prerequisite: Art Core Courses. Cr. 3.

BIO 101 BIOLOGICAL PRINCIPLES: An introduction to the structure and function of animal and plant systems in terms of cells, molecules, energy, and heredity. Cr. 3.

BIO 102 BIOLOGICAL EXPERIENCES: Laboratory studies of the structure, function, and reproduction of cells and examination of representative animals and plants. Cr. 3.

BIO 111 HUMAN ANATOMY AND PHYSIOLOGY: The study of functional anatomy and physiology of the human. Prerequisite: Grade of C or higher in BIO 101. 3.

BIO 112 PRINCIPAL HUMAN ANATOMY AND PHYSIOLOGY: Laboratory studies of the structure and functions of the human body including histology and physiological experiments. Not open to those who have completed BIO 206. Prerequisite: Grade of C or higher in BIO 101 or concurrent with BIO 111. Cr. 3.

BIO 251 MICROBIOLOGY AND HUMAN DISEASE: Fundamentals of microbiology with emphasis on infectious diseases of people, including bacteria, fungi, virus, protozoa and helminths. Prerequisites: Grade C or higher in BIO 101, and college chemistry. Cr. 3.

BIO 252 MICROBIOLOGY AND HUMAN DISEASE LABORATORY: Laboratory techniques in the cultivation, identification, and examination of microorganisms. Prerequisites: BIO 251 or concurrently. Cr. 2.

BUS 311 PRINCIPLES OF ACCOUNTING I: An introduction to the accounting cycle, working papers, and financial statements. A practical emphasis on accounting methodology with coverage of internal control, cash control, depreciation of plant assets and payroll. Cr. 3.

BUS 312 PRINCIPLES OF ACCOUNTING II: A study of the procedures of accounting for business enterprises, long-term investments and the cost of manufacturing goods. The proprietorship, partnership, and corporation. Emphasis is placed on the basic techniques are developed in a practical approach. Prerequisite: BUS 311. Cr. 3.

BUS 322 REAL ESTATE LAW: A study of real property law in general and Maine particularly, land titles, acquisition and transfer, methods of ownership, rights of husband and wife, rights of landlords and tenant, leases, fixtures, tenancy by years, easements, mortgages, deeds, taxes, contracts, legal elements of brokerage relationship, selected environmental and land use regulations, coastal island registry, physical regulations of subdivisions, zoning and selected federal laws. (Completion of this course with a grade of 75, or better provides one-third of an approved course of study for those who wish to prepare for the State of Maine real estate brokers license examination.) Cr. 3.

BUS 323 REAL ESTATE PRACTICE: The course reviews the basic functions of the practicing real estate broker. Discussion are topics such as form of business organization, listing and sales procedures, financing, advertising, federal regulation through the Fair Housing Act and Truth-in-Lending Law, sources of financing, condemnation proceedings, Realtor Code of Ethics, an introduction to tax aspects on real estate transactions. (Completion of this course with a grade of 75 or better, provides one-third of an approved course of study for those who wish to prepare for the State of Maine real estate brokers license examination.) Cr. 3.

BUS 325 REAL ESTATE VALUATION: This course develops a working knowledge of real estate value and valuation, a familiarity with construction methods and terms, working knowledge of the laws, codes and ordinances which control the development of real estate. (Completion of this course with a grade of 75 or better, provides one-third of an approved course of study for those who wish to prepare for the State of Maine real estate brokers license examination.) Cr. 3.

BUS 326 PROBLEMS OF SMALL BUSINESS: Aspects of management that are unique important to small firms, in the interest of developing an understanding of the economic and social environment in which the small concern functions. Practice in decision-making on the same types of problems that small businesses face utilizing actual case studies. Problems relevant to small business operations in Maine will be stressed. Prerequisite: BUS 311. Cr. 3.

BUS 329 INTRODUCTION TO COMPUTER BUSINESS: This course focuses on the role of the computer as an aid in management decision making. Computer operation and programming fundamentals including flowcharting and program writing in one of the common computer program languages emphasizing business applications. Cr. 3.

BUS 330 COOPERATIVE EDUCATION—BUSINESS ADMINISTRATION: The student has the opportunity to relate academic knowledge to practical experience in the business world. The student can arrange experiences with different business enterprises. The student makes arrangements with certain institutions and/or industries to employ students to gain experience in a related field. The student's work is in a related field, and the work experience increases in difficulty as the student progresses through the academic curriculum. The work experiences are approved in advance by the faculty. Open to Sophomores, Juniors, and Seniors in the School of Business, Economics, and Management with permission. Cr. 1-5.
BUS 490 INDEPENDENT READING AND RESEARCH IN BUSINESS: Selected topics in the various areas of accounting, finance, management, and marketing may be studied and researched under the supervision of an independent study instructor. Prerequisites: Senior standing and permission of the instructor and chairman of the department. Cr. 1-6.

CAS 306 TOPICS IN HUMAN SEXUALITY: The course will present reproductive anatomy and physiology, sexual arousal, fertility, types and functions of contraceptive methods, contraception, abortion, abortion legality, pregnancy, conception, masturbation, family planning and reproductive senility. The aim of this course will be to provide a solid foundation of factual knowledge and then to use this foundation to encourage class discussion of significant sexual problems of current concern. Cr. 3.

CHEM 113 PREREQUISITES FOR COLLEGE CHEMISTRY: This is a remedial, non-credit course, designed to aid students who do not have a sufficient background for CHEM 113 because they have never had high school chemistry. The course will provide an introduction to the actual content of college level chemistry: molecular formulas, chemical equations, gases and kinetic theory, atomic structure, bonding, oxidation and reduction, nomenclature. In addition, a portion of the course will be devoted to a review of the basic mathematical techniques necessary for freshmen 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 the work the following Fall. This course has no prerequisites and carries no college credit. Prerequisites: entrance to freshman chemistry. Cr. 3.

COM 101 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: industrial, managerial, and labor communication. Investigation of theory, models, sets, barriers to communication, and other issues, including basic methods and techniques of internal business communication. Cr. 3.

COM 171 INTERPERSONAL COMMUNICATION: A discussion-activities 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 for the child audience. The class will view the wide spectrum of children's media, and examine the impact of media on their potential preocusal and antisocial effects. The readings and discussions will cover various theories and research methods that address the theoretical problems that impact of media on the young audience. Cr. 3.

COM 200 SMALL GROUP COMMUNICATION: A discussion-participation course designed to familiarize the student 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 400 COMMUNICATION INTERNSHIP: An in-depth study of and experiences in areas of communication conducted in the field. Students will focus their efforts in a area related to their choice of communication experience (i.e. Organizational Communication, Mass Communication, Intercultural Communication). Prerequisite: a precise definition of the project, and advisor's consent. Cr. var.

EDP 323 HUMAN GROWTH AND DEVELOPMENT: A study of significant elements in the physical, social, and moral make-up of children as they develop from infancy to adolescence. Selected case-studies and projects: 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 200 STUDIES IN EDUCATIONAL FOUNDATIONS: This course provides an introduction to the study of American education. Problems and issues in contemporary education are examined from several perspectives, including the social, historical and philosophical. Cr. 3.

EDU 302 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 balanced reading activities. The topics include: differences in reading readiness, word perception and vocabulary development, reading interests, the student's role in reading and reading, diversifying comprehension requirements, and diagnosis of reading comprehension. Prerequisites: EDU 200, ENG 100, and EDU 301. Cr. 3.

EDU 311 INTRODUCTION TO PROGRAMMING, FORTRAN: A study of programming techniques and applications using the FORTRAN language. Prerequisite: None. Cr. 3.

EDU 313 COMPUTING AND DATABASE MANAGEMENT: An introduction to various storage media, including tapes and disks. Basic ideas of database creation, manipulation and retrieval will be presented. The database language SQL will be presented. Students will learn to use SQL in obtaining information from a database. Cr. 3.

EDU 320 PROGRAMMING IN COBOL AND RPG: A study of programming languages used primarily in business. Major emphasis will be placed on COBOL with some emphasis on RPG. Prerequisite: EDU 100, Cr. 3.

EDU 321 COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE: This course is to introduce the student to the structure and organization of digital computers and the use of assembly language programming systems. Prerequisite: EDU 160. Cr. 3.

EDU 340 OPERATING SYSTEMS: Computer resource management. Topics include file management, operating systems, virtual memory, device handling, protection and security, deadlock avoidance, and system services. Prerequisites: EDU 269, CS 360, and CS 380. Cr. 3.

ECON 101 PRINCIPLES OF ECONOMICS I: A theoretical analysis of the basic economic problem and its implications in the economic system. Prerequisites: high school mathematics. Cr. 3.

ECON 102 PRINCIPLES OF ECONOMICS II: A theoretical analysis of the firm and price behavior. Includes a study of the transformation of scarce economic resources into the goods and services demanded by consumers. Topics discussed include inflation, unemployment, government monetary and fiscal policy to achieve full employment, and economic growth. Cr. 3.

ECON 103 INTRODUCTION TO LEARNING 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 exceptional in general, and will focus specifically on origins, detection, and strategies of intervention for disabilities in the information processing model. Cr. 3.

ECON 222 REMEDIAL READING: An empirical approach, relating class disruptions to general student characteristics by which the teacher copes with individual difficulties are explored. Testing and diagnosis of student reading and other reading disabilities. Prerequisite: EDU 110. Cr. 3.

EDU 101 INTRODUCTION TO TEACHING ELEMENTARY SCHOOL MATHEMATICS: The content of this course will focus on the teaching of mathematics to elementary grade pupils. The course will be conducted mainly in the setting of a real classroom environment featuring manipulative devices appropriate to teaching mathematics concepts. Prerequisites: ENG 100, ENG 101, EDU 321, and EDU 301. Cr. 3.

EDU 302 SCIENCE FOR CHILDREN: An alternative to EDU 207. This course is conducted in a University science research center and provides opportunities for students to apply learning theory by exploring current science curricula. Emphasis is on teacher instructional development and on implementation in public classrooms. A field experience is included where possible. Recommended prerequisite: EDU 201. Cr. 3.

EDU 304 METHODS OF TEACHING ELEMENTARY SCHOOL MATHEMATICS: The content of this course will focus on the teaching of mathematics to elementary grade pupils. The course will be conducted mainly in the setting of a real classroom environment featuring manipulative devices appropriate to teaching mathematics concepts. Prerequisites: ENG 100, ENG 101, EDU 321, and EDU 301. 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 major figures in each. Emphasis will be placed on critical reading and in practice in writing. Prerequisite: ENG 100 or 101 for credit. Cr. 3.

ENG 122 CREATIVE WRITING: An advanced writing course for students who have completed ENG 101. The course will include a study of plot, design, point of view, characterization, tension and related techniques, modes of creative writing. The student will be required to write a short novel or original work. Cr. 3.

ENG 123 FICTION WRITING: An introduction to fiction writing with emphasis on the novel. Creative writing assignments will help students to develop their styles by imitating the style and manner of a variety of contemporary and classic writers. Cr. 3.
ENG 109 BUSINESS AND REPORT WRITING: Primary for junior and se­niors majoring in Business Administra­tion. Training in clear expository writing of formal reports, business communica­tion, and related materials. Cr. 3.

ENG 210 NEWSWRITING: This course includes news and feature writing with in­tensive practice in journalistic writing techniques, accuracy, judgment and style. Prerequisite: ENG 100/101. Cr. 3.

ENG 230 WORLD MASTERPIECES I: A study of selected major works of classi­cal and Biblical time which present students with a background for under­standing the most influential books of our culture. Included are Homer, Plato, Greek drama, Virgil, and the Old Testament. Cr. 3.

ENG 235 WOMEN WRITERS: The aim of this course is twofold, to introduce stu­dents to the wealth of major work by women writers and to consider in detail the voices of women on women and socie­ty. Women novelists and poets have ex­plored the entire range of the human experience, of social, political, and philo­sophical issues as well as personal experi­ence. This course will discuss the ways in which they have treated such issues as they relate specifically to women's own lives. Cr. 3.

ENG 301 FICTION WORKSHOP: Dis­cussion of short and full-length work in­progress with emphasis on subject de­velopment, plot, and style. Instructor: The instructor. In­structor: The instructor. Cr. 3.

ENG 303 POETRY WORKSHOP: Inte­nsive class discussion of students' poems, workshops on follow-up conferences with the instructor, and his assistants. Class assign­ments will explore contemporary poetic tech­niques, introduction to modern and contem­porary poets and criticism. Instructor: Mark Strand, who has taught writing at Harvard and Columbia. He is a Fulbright lecturer, Guggenheim fellow and recipient of the 1980 Fellowship in the Academy of American Poets. His Selected Poems was published in 1980. (Staff Assistants: Madison Bell and Hope Price) Prerequisite: permission of instruc­tor. Cr. 3.

ENG 305 PROFESSIONAL WRITING: This is a non-fiction writing course. Pro­fessional writing students will research assigned topics for specific class dead­lines and manuscript conferences, and write several articles. The instructor, Roy Gallant, will stress techniques of research, drafting and finishing articles for publication. The second week will em­phasize the distinctive style and practices of three magazines. Roy Gallant, former editor-in-chief of Doubleday's Natural History Press, has gathered fifty­five issues and over five hundred magazine articles. (Guest lecturers: Margaret Sedeon and Patricia Lauber) Students should bring typewriters to class. Prerequisite: permission of instructor. Cr. 3.

ENG 293 WRITERS OF MAINE: His­torical and literary analysis of writers in and about Maine. The emphasis will be on the literary quality of the best-known writ­ers and the place in history both past and present of the better-known writers. Extra credit in the course will be given for a report on any off-campus project rel­ated to an assignment. A study of an author and a particular locality in Maine. English majors should have already taken a course of American literature. Prose­ductive teachers will prepare an annotated bibliography of one author of their choice. Cr. 3.

ENG 299 AMERICAN WRITERS AND THE CIVIL WAR: America's Writers and the Civil War. A consideration of works by Stowe, Simms, Chesnut, Melville, Whit­man, and others. Instructor: Helen James. Howells, Twain, DeForest, Bierce, Tourgee, Crane, Cable, Faulkner, Steinbeck, etc. Instructor: Helen James. Prerequisite: ENG 211. Cr. 3.

ENG 302 HISTORY OF THE ENEMY?: An in-depth study of the communist tradition of the Shakes­perean characters with a particular emphasis on the historical, sociological and economic life of the community. The relationship of the Shakes­pearean characters to the utopian and religious commu­nals, eighteenth and nineteenth century will be examined for evidence of the drive for freedom. This system wide offering brings the instructor, Extr­a credit. Cr. 3.

ENG 307 CIVIL WAR AND RECON­STRUCTION: An examination of the parable 1860-1877, dealing with the back­ground and causation of the war; Lincoln and the secession crisis; the military, po­litical, diplomatic, and economic aspects of the Civil War; and the challenges and ultimate failure of reconstruction after 1865. Prerequisite: ENG 211. Cr. 3.

ENG 309 HISTORY OF MAINE: A survey of Maine's economic, social, and political life from exploration and early settlement to the present. Cr. 3.

ENG 309 INTRODUCTION TO SHAKES: An in-depth study of the communitarian tradition of the Shakes­perean characters with a particular emphasis on the historical, sociological and economic life of the community. The relationship of the Shakes­pearean characters to the utopian and religious commu­nals, eighteenth and nineteenth century will be examined for evidence of the drive for freedom. This system wide offering brings the instructor, Extr­a credit. Cr. 3.

FRE 101 BEGINNING FRENCH I: Be­ginner's course in French. Initiation in the four skills of language learning: listening, comprehension, speaking, reading, and writing. Students are encouraged to regis­ter also for laboratory practice (one more cr.)(Required of all students.) Instructor: Herbert W. Stein. Cr. 3.

FRE 102 BEGINNING FRENCH II: Continuation of FRE 101. Cr. 3. (With lab. Cr. 4.)

GEOG 299 GEOGRAPHY FIELD CAMP: This wideange of cultural experience and different groups with several camps­ together to participate in a geographic experience of regional focus. The theme is LANDSCAPE EVOLUTION. BEHIND THE SCENES, WILL take­ in on cultural geography of the Boston area and Casco­Bay unlike the analysis of contemporary urban patterns in Portland. No prerequisites. (Gorham, Pending Funds.) Cr. 3.

Scheduled time: May 11 thru May 21 field work May 29 projects and re­ports due.

GEOLOG 190 GEOLOGY OF MAINE: Ge­ology of Maine is a survey course of the Physical Geography and Geology of the State of Maine covering the following gen­eral topics: development and structure of the crust; glaciations; mountain building; mountains, lakes and valleys, stressing glacial effects, conduct of the State's minerals, soils, and fuel resources. A two-week field trip will be a required part of the course, tentatively set for Saturday, June 12. The course is open to undergrad­uates and seniors only. Instructor: Help­man. Prerequisites: two years of high school algebra and one year of geography. Cr. 3.

GEOG 320 GEOLOGICAL FIELD METHODS: A basic course in geological field methods intended to introduce the students to the collection and description of rocks and surficial terrain of Southern Coastal Maine. Summer, Memorial Day to the first week of July. Instructor: Help­man. Prerequisites: two years of high school algebra and one year of geography. Cr. 3.

GEOG 350 GEOLOGICAL METHODS: A basic course in geological methods intended to introduce the students to the collection and description of rocks and surficial terrain of Southern Coastal Maine. Summer, Memorial Day to the first week of July. Instructor: Help­man. Prerequisites: two years of high school algebra and one year of geography. Cr. 3.

HIST 122 UNITED STATES HISTORY SINCE 1877: A course of study of the history of America cul­tural, social, and economic development since about 1877. Cr. 3.

HIST 307 CIVIL WAR AND RECON­STRUCTION: An examination of the parable 1860-1877, dealing with the back­ground and causation of the war; Lincoln and the secession crisis; the military, po­litical, diplomatic, and economic aspects of the Civil War; and the challenges and ultimate failure of reconstruction after 1865. Prerequisite: ENG 211. Cr. 3.

HIST 311 HISTORY OF MAINE: A sur­vey of Maine's economic, social, and political life from exploration and early settlement to the present. Cr. 3.

HIST 314 INTRODUCTION TO SHAKES: An in-depth study of the communitarian tradition of the Shakes­perean characters with a particular emphasis on the historical, sociological and economic life of the community. The relationship of the Shakes­pearean characters to the utopian and religious commu­nals, eighteenth and nineteenth century will be examined for evidence of the drive for freedom. This system wide offering brings the instructor, Extr­a credit. Cr. 3.

IA 231 ENGINEERING DESIGN GRAPHICS: This course will include the study of the elementary functions of analysis; their analytical properties including deri­vatives, integrals, and series; introduction to multivariate calculus; applications. Prerequisites: two years of high school algebra and one year of geometry. Cr. 3.

IA 260 CALCULUS I: A brief review of elementary algebra followed by a study of the algebraic, expo­nential, logarithmic, and trigonometric functions. Prerequisites: two years of high school algebra and one year of geometry. Cr. 3.

IA 262 CALCULUS II: A brief review of elementary algebra followed by a study of the algebraic, expo­nential, logarithmic, and trigonometric functions. Prerequisites: two years of high school algebra and one year of geometry. Cr. 3.

IA 281 CALCULUS III: A brief review of elementary algebra followed by a study of the algebraic, expo­nential, logarithmic, and trigonometric functions. Prerequisites: two years of high school algebra and one year of geometry. Cr. 3.

IA 350 CALCULUS III: A brief review of elementary algebra followed by a study of the algebraic, expo­nential, logarithmic, and trigonometric functions. Prerequisites: two years of high school algebra and one year of geometry. Cr. 3.
PHYS 111 ELEMENTS OF PHYSICS I: An introduction to the fundamental concepts of mechanics, sound and heat. Lectures, problem solving, demonstrations, laboratory exercises and visual aids will be used to develop an understanding of physical phenomena. Prerequisite: high school physics. Lecture three hours, lab two hours. Cr. 4.

PLY 103 INTRODUCTION TO PHILOSOPHY — HUMAN ALIENATION: Why does modern man picture himself as alienated from nature and his fellow man? How did the problem of alienation come about? What possibilities exist for overcoming it? This course will deal with these issues and attempt to suggest viable alternatives. Cr. 3.

PLY 290 PROBLEMS OF PHILOSOPHY: Consideration of selected problems or systems of philosophical significance, including general problems of metaphysics, epistemology, axiology, specialized areas, etc. Prerequisite: any PLY 100-level course. Cr. 3.

POL 101 INTRODUCTION TO AMERICAN GOVERNMENT: The political institutions, processes, behavior, and problems of government at the federal and state levels. Prerequisite: any PLY course or consent of instructor. Cr. 3.

POL 103 GOVERNMENT AND POLITICS OF MAINE: This course concerns Maine state and governmental structure, executive, judicial and general public powers and as exercised within the system of Maine values, political parties, and interest groups. Up-to-date texts authored by Political Science faculty of the University of Maine and political processes will be used. Open to Political Science majors and as an elective or special interest group for all students. Cr. 3.

POL 354 CONGRESSIONAL INTERNSHIP: This course is designed to provide students with practical experience in an area of the field of political science, including political parties, public opinion, and interest group activities. Students will develop specific job skills and understand the legislative process. Prerequisite: Consent of instructor, Cr. 3.

PSY 101 GENERAL PSYCHOLOGY: An introduction to the study of behavior and mental processes. Emphasis on experimental methodology, research findings, and theoretical interpretations. Laboratory. Prerequisites: PSY 201 and 205. Cr. 4.

PSY 281 SENSATION AND PERCEPTION: An examination of perceptual processes in selected sensory systems. Emphasis on experimental methodology, research findings, and theoretical interpretations. Laboratory. Prerequisites: PSY 201 and 205. Cr. 4.

PSY 290 PROBLEMS OF LIFE: Psychology of women and psychological literature relevant to men and women. Some topics include physiological and psychological differences between the sexes, sex-role development, and professional issues. Prerequisites: PSY 101 and 202. Cr. 3.

PSY 350 SOCIAL PSYCHOLOGY: The psychological principles which enter into the social behavior of the individual. Areas of consideration include perception, communication, attitude formation, interpersonal attraction, and group behavior. Prerequisites: PSY 101 and 202. Cr. 3.

PSY 361 INTERNSHIP: Prefessional assignment in three recreation settings (e.g., nursing homes for the aged, institutions, agencies, half-way houses, hospices, parks, camps, playgrounds, schools for the handicapped, penal institutions, and residential treatment centers). Faculty supervision and guidelines provided. The student must maintain a daily log. Cr. 3.

PSY 391 PERSONAL FITNESS: This course is designed to help the student understand the human organism, its structure, function, capabilities, and limitations in relation to physical activity. The student will be given personal assessments including tests of flexibility, body fat percentage, strength and oxygen uptake (cardiovascular endurance). The course involves one hour of lecture per week plus three exercise sessions designed to achieve an improved fitness level. Co-enrolled. Both semesters. One hour lecture, three hours lab. Cr. 3.

RLS 101 GENERAL PSYCHOLOGY I: An introduction to the study of behavior as a natural science. Among the topics covered are: method of inquiry, physiological foundations of behavior, sensation and perception, motivation and emotion, learning and thinking. This course is a prerequisite for all courses in the department. Cr. 3.

RLS 102 GENERAL PSYCHOLOGY II: A continuation of Psychology 101. It deals with complex psychological processes such as ability testing, personality, conflict, behavior disorders and therapy, and social and industrial behavior. Prerequisite: PSY 101. Cr. 3.

PSY 213 CHILD DEVELOPMENT: A systematic study of the behavior and psychological development of the adolescent. The adolescent personality and problems of adjustment in relation to the family, school and the community. Prerequisites: PSY 101 and 102. Cr. 3.

PSY 234 ADOLESCENT DEVELOPMENT: A systematic study of the behavioral and psychological development of the adolescent. The adolescent personality and problems of adjustment in relation to the family, school and the community. Prerequisites: PSY 101 and 102. Cr. 3.

PSY 353 PSYCHOLOGY OF WOMEN: Psychology of women and psychological literature relevant to men and women. Some topics include physiological and psychological differences between the sexes, sex-role development, and professional issues. Prerequisites: PSY 101 and 202. Cr. 3.

PSY 350 SOCIAL PSYCHOLOGY: The psychological principles which enter into the social behavior of the individual. Areas of consideration include perception, communication, attitude formation, interpersonal attraction, and group behavior. Prerequisites: PSY 101 and 202. Cr. 3.

PSY 361 SENSATION AND PERCEPTION: An examination of perceptual processes in selected sensory systems. Emphasis on experimental methodology, research findings, and theoretical interpretations. Laboratory. Prerequisites: PSY 201 and 205. Cr. 4.

PSY 391 INTERNSHIP: Professional assignment in three recreation settings (e.g., nursing homes for the aged, institutions, agencies, half-way houses, hospices, parks, camps, playgrounds, schools for the handicapped, penal institutions, and residential treatment centers). Faculty supervision and guidelines provided. The student must maintain a daily log. Cr. 3.

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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 involved in 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. Prerequisite: nine semester hours in current marketing practices and predictions for the balance of the century. Prerequisite: nine semester hours in economics and a course in introductory calculus. Cr. 3.

COM 590 LANGUAGE DISABILITIES: The present trend will present and integrate evidence of the nature, characteristics and prevalence of language disorders in association with learning disabilities. Specific language disorders will be discussed in detail. The specific disorders for achievement in reading and writing will be discussed. The primary characteristics of the various areas of semantc, syntax, word finding and retrieval, nonverbal communation and pragmatics will be featured. Cr. 3.

EDP 513 COACHING BASKETBALL: The emphasis will be on coaches' ability to teach, emphasizing strategies for developing successful coach-player relationships, team selection, planning of practice sessions, and game situations. Emphasis will be on areas of concentration. Cost: Two hour lecture, three hour lab per day. Cr. 3.

EDP 551 FUNDAMENTALS OF COUNSELING SKILLS: This course will emphasize the development of fundamental counseling skills such as attending behavior, listening, reflecting on feeling, paraphrasing and questioning. The course will examine the process and content of the counseling interview as well as verbal and nonverbal skills which influence the interactions within the counseling relationship. Primary focus will be to help the student become competent in the counseling relationship. Cr. 3.

EDP 539 LIFE SPAN DEVELOPMENT II: This is the second semester of a two-semester course in development psychology. During the second semester, the focus will be on the orderly and sequential changes which occur from adolescence through old age. A multi-disciplinary approach will be used to examine the processes underlying growth, development and behavioral changes of humans during these years. The impact of genetic, cultural and environmental factors will be considered in studying physical, cognitive and psychosocial development. Cr. 3.

EDP 542 GROUP PROCESS AND PROCEDURES: The 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 importance 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 develop greater awareness of family relations and child development that are relevant to educators. Consideration will be given to such topics as dating, sexual, 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 use of psychological measurement techniques. The course content will include a review of the history of psychological testing, the use of test scores, the meaning of test statistics 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 give the student an opportunity for the student to integrate knowledge gained in the classroom with on-the-job experience in selected community institutions. The course may be taken for 3 to 12 credit hours and is a pre-requisite for EDP 590 experience. Prerequisite: permission of the supervising professor. Cr. 3.

EDP 590 INDIVIDUAL COUNSELING PRACTICUM: This course is an intensive supervised experience in applying professional knowledge and skills in the practice of counseling with individuals. Role-playing, video tapes, audio tapes and demonstrations are used as a tool to help the student develop an integrated counseling style. Prerequisite: site approval of the supervising professor. Cr. 3.

EDP 595 INDEPENDENT STUDY: To provide students the opportunity to pursue a project independently, planning and exploring an area of interest within the scope of their previous education. The student may or may not be intellectually sound, coherent and in the high caliber of performance. The specific content and projects will be determined in conjunction with the instructor. Cr. 3.

EDU 510 PHILOSOPHY AND THE TEACHER: During this course, several educational philosophers will be examined and the individual will analyze the function of the teacher within those framework. There will be an investigation of the problems in education and schooling from the perspective of the philosophers 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 in the perspective of selected conceptual frameworks and research findings in the theory and practice of teaching. Analysis of individual teaching behavior is an important aspect of this course. Cr. 3.

EDU 585 PREPARATION OF CLASSROOM MATERIALS: A course designed to improve the learning environment in that it deals with the local production 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 students actually produce 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 510 FOUNDATIONS OF ELEMENTARY EDUCATION: The characteristics of the developmental elementary reading program are examined. Topics have been selected from the major approaches 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 be related through case studies of students reading at different stages of reading development. Cr. 3.

EDU 512 TEACHING READING IN CONTENT AREAS: Methods and techniques by which middle school and content teachers may develop greater competence in incorporating reading within their subject areas are emphasized. The rationale, selection of content and procedures of reading instruction in the upper grades, the fusing of reading/study skills with content and study skills in the content areas, special subject matter are presented. Cr. 3.

EDU 513 TEACHING READING TO CHILDREN WITH SPECIAL NEEDS: Designed for special education and resource room teachers and may be taken in conjunction with EDU 511, Remediation, for certificated educators interested in working with learning disabled, mentally retarded, emotionally disturbed or gifted children. The course emphasizes reading, teaching and developing reading skills with students who need special programs. The student will make presentations and deal with special reading disabilities. Prerequisite: introductory course and a counseling course of interest in teaching exceptional children. Cr. 3.

EDU 541 PRACTICUM IN EXCEPTIONAL CHILDREN: 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 developing reading skills with children who need special programs. Prerequisite: an introductory course and a counseling course of interest in teaching exceptional children. Cr. 3.

EDU 543 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. Work led by the producer and consumer of educational research. Individual research proposals and reports are completed. Required for all Master's degree candidates within first nine hours of study. Cr. 3.

EDU 581 ORGANIZATIONAL BEHAVIOR: A systems approach to understanding and predicting human behavior within organizations. The course will emphasize analytical methods to 1) reveal forces which affect the structure and functioning of organizations, and 2) identify implications for managerial functions. Basic concepts such as utility, influence, motivation, communication, conflict, role, pattern, and group and individual behavior, and tension management will be discussed and applied. Cr. 3.

EDU 583 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 developments that reflect the importance of human beings as they interact with other human beings in purposeful settings will be discussed and analyzed. The primary focus will be upon 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 studied with particular emphasis on Maine School Law. 2.

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 program evaluation and the evaluation of certificated degree students only. 2.

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 the development of purposes, underlying assumptions of selected programs and by relating these findings to the reader's background. 2.

EDU 528 PSYCHOLOGY OF ADULT LEARNING: A course designed to develop a theory of teaching based upon an understanding of the characteristics of the human population served. The understanding will be obtained by means of systematic inquiry into sociological and psychological factors that are influencing a selected adult learner and a comparison of his/her needs and processes with that of adult learners in general. 3.

EDU 530 MANAGEMENT OF ADULT AND CONTINUING EDUCATION: The purpose of this course is to acquaint students with administrative skills necessary for the execution of an adult education program based upon an assessment of its community. The areas of concern include: a) goal setting; b) coordination of human and physical resources and their integration; c) planning instructional techniques, planning in-service needs, and devising linkage systems; d) federal and state project development; and e) public relations management. 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 completes an agreed upon assignment under the supervision and evaluation of a responsible person for the internship assignment. 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 study case advisory. 2.

EDU 561 REFERENCE SERVICES IN MEDIA: An opportunity to explore information retrieval and bibliographic techniques for all forms of media. The course examines topics related to information retrieval service problems. Linda Lachance, Utah State University. Cr. 3.

EDU 562 AUTOMATION APPLICATIONS IN EDUCATION: 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 563 ENGLISH AS A SECOND LANGUAGE INSTITUTE: This course will explore various language development patterns, the English characteristics of the non-English speaking students in a clinical setting. Under supervision, participants will write lesson plans, organize programs for teaching children who are limited English proficient. Tutoring and criticism will be done. Daily seminars will address specific methods and techniques, federal laws, civil rights, as well as multicultural sensitivity and training. Methods and techniques learned will be applicable to any non-English speaking student. Julia Goodwin and Stany Bonneau. Cr. 3.

EDU 546-01 INSTITUTE IN METHODS AND MATERIALS FOR TEACHING GIFTED: This institute will focus on curriculum planning and instruction for providing differentially qualified education. The institute will emphasize differentiated curricular, materials, individualized and group programming models, models of cognitive and affective development and models of learning and instruction. Prerequisite: EDU 545. Phyllis Mall, Consultant. Academically Gifted/Talented Program, Kalamaoo, Michigan. Cr. 3.

EDU 563 INSTITUTE IN GROUP LEADERSHIP: This course is an extension of the skills and knowledge that are needed in group dynamics and leadership. Emphasis will be on the development of concepts, attitudes and skills for working with groups. Class members will participate in the group process and serve as a co-facilitator of the EDU 563 or equivalent. Dr. Marguerite Carroll, Fairfield University, Connecticut. Cr. 2-3.

EDU 522 ORGANIZING SECONDARY READING INSTRUCTION: Designed to meet the needs of practitioners responsible for planning and implementing reading programs for secondary students of different abilities. This course is to be offered at least once every two years. Prerequisites: EDU 512 and EDU 518. Cr. 3.

EDU 528 ORGANIZING FOR ELABORATORY READING INSTRUCTION: Designed especially for classroom teachers who want to develop successful practitioners for organizing and implementing a classroom reading program. This course is the translation of professional literature and research to classroom practice. Participants are involved in the process of organizing interest centers, developing record keeping techniques and other aspects of successfully managing a reading program in a self-contained classroom. Emphasis is placed upon the wide exposure to methods and techniques for assessing reading achievement. Prerequisite: EDU 522. Foundations of Reading Instruction. Cr. 3.

EDU 535 COUNSELING THE ELDERLY: This course will cover such topics as "ageing in general," the ageing process, needs of the elderly, group work, consulting with service providers, independence, support systems, predementia, death, dying and grieving and how those problems might be addressed through specialized counseling. Prerequisite: EDU 518. Cr. 3.

EDU 577 HUMAN RESOURCE DEVELOPMENT: This course introduces prospective trainers to the development, implementation and evaluation of adult training programs. Principles of learning, motivation, and good human relations are applied to organizational settings. In this course, there is a need to teach new skills to employees or upgrade their current level of performance. Cr. 3.

EDU 548 EDUCATIONAL MEASUREMENT AND EVALUATION: The course is an in-depth study of classroom measurement and evaluation techniques and perspectives. The instructor, Mark Strand, has taught writing at Harvard and Columbia. He is a Pulitzer lecturer, Guggenheim fellow and recipient of the 1980 Fellowship of the Academy of American Poets. His first book, "The Little History," was published in 1980. (Staff Assistants: Kathy Fagan and Steve McLeod) Cr. 3.

ENG 565 PROFESSIONAL WRITING: This course is designed to provide students with practical experience in writing formal documents. This course is offered in the fall and spring semesters only. Students are assigned topics for specific class deadlines and manuscript conferences, and will write seven articles. The instructor, Roy Gallant, will stress outlining, researching, drafting and finishing articles for publication. The second week will emphasize the distinctive style requirements of three magazines. Roy Gallant, former editor of Mademoiselle's "Word,"" "History Press," has written over 50 books and over 500 magazine articles. (Guest lecturers: Margaret Sedeen and Patricia Lauber) Students should bring typewriters to class. Cr. 3.

ENG 599 AMERICAN WRITERS AND THE CIVIL WAR: American Writers and the Civil War. A consecutive semester course designed to engage students in the works of such authors as Stowe, Simms, Chessett, Melville, Whitman, Timrod, Henry Adams, Henry James, Fowles, Twain, DeFord, Bierce, Tourge, Crane, Cable, Faulkner, Mark Young, and Tate that treat of the Civil War or its causes, or effects. Selected readings. Recommended but not required preliminary readings: Under the guinepl, Adventures of Huckleberry Finn. Cr. 3.

GEOL 599 GEOLOGY OF MAINE: Geology of Maine is a survey course of the Physical and Historical Geology of the State of Maine covering the following general topics: development and structure of the bedrock; formation and changes of the non-glacial and glacial effects; description of the State's minerals, fossils, and soil resources. A day-long field trip will be required of the course, and selected topics will be tentatively set for Saturday, June 13. This course is open to undergraduate students (not for credit if Geology 301, 302, 304, 305, or 306) or equivalent. Prerequisite: EDU 518. Cr. 3.

HEP 511 LABORATORY PLANNING IN HOME ECONOMICS EDUCATION: A systematic approach to the study of the organization and administration of a home economics education facility. Special emphasis will be upon planning, organization, scheduling of materials and equipment utilized in the various content areas. Study in teacher liability, professional responsibility, and safety will be stressed. Cr. 3.

HET 511 PERSONAL AND FAMILY RESOURCE MANAGEMENT: Conceptual issues, research and practical experiences in the field of personal and family resource management in the solution of resource management problems. Cr. 3.

HST 577 CIVIL WAR AND RECONSTRUCTION: An examination of the period 1850-1877, dealing with the background and causation of the war; Lincoln and the secession crisis; the military, political, diplomatic, and economic aspects
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 523-01 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.
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
Amusement Training for Teachers
Estates, Wills and Trusts
Litigation
1981 Non-Profit Management Courses
Basic Principles of Technical Writing
Speed 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
Introduction to Jazz
Ballroom Dancing: The Essentials
Natural Face Lifting by Exercise Yoga
Crib Gymnastics for 18-24 Months
Creative Movement for the 3-4 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 hotels 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. The payment of conference registration will be handled through the department of business services of the University of Southern Maine.

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
Boating - $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 assisted by a number of outstanding lecturers and clinicians from throughout the country including USM Head Coach Joey Besonard, Head Coach Brian Hammel of Bentley College, Head Coach Fred Bartak of Fairfield University, Head Coach Jean Baldwin of the University of Connecticut, Head Coach Donna Devlin of Worcester State College, Pro-Red Shooting Specialist George Zehmann, Head Coach Cecilia Damron of University of New Hampshire, and Head Coach Cathy Cooledge of Fordham.

The Swish Camp experience seeks to provide the best possible instruction in all phases of basketball to boys and girls entering grades 6-12. Each camper will receive individual and group instruction and will be involved with each camp coach. The camp also features training concepts and programs, discussion on the prevention of basketball injuries, team concepts, modern facilities, visions 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 the 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 $140.00 for boarding campers or $115.00 for commuting campers. The boarding fee includes tuition, room and board, and 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 the University of Southern Maine 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 04103

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 . . . . . . . . . . . . . . . $35.00
  July 26 to July 24, 1981
  (ages 9-11; boys & girls)

- Boarding Camp . . . . . . . . . . . . . . $150.00
  July 26 to July 31, 1981
  (ages 13-17; boys & girls)

August 2 to August 7, 1981
  (ages 13-17; 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 Soccer Rules Guide, and a Soccer School jersey. The Day Camp fee includes lunch each day, while the Boarding Camp fee includes lunch, room 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 04103

Registrations are accepted on a first-come, first-served basis.
Eldercostel
Week I: July 5-11, 1981  
Week II: July 12-18, 1981  
Tuition: $140.00 for boarding Eldercostelers  
$ 60.00 for commuting Eldercostelers  
Location: University of Southern Maine, Gorham campus  
Eldercostel, a network of over 400 colleges, universities and other schools, combines the best tradition of education and hosting. The USM Eldercostel offers week-long academic programs to people over 55 or to those whose spouse or companion qualifies.  
The University of Southern Maine will offer two weeks of Eldercostel this summer. July 5th through 11th and July 12th through 18th. The courses being offered in this summer's Eldercostel 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 adventuresome spirit, you're perfect for Eldercostel.  
The course offerings for each of the Eldercostel 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 composition 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 selected 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 Eldercostel 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 Eldercostelers who do not wish to live on campus, the registration fee is $610.00. 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 Eldercostel week which you wish to attend to:  
USM Eldercostel  
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  
$125.00 for boarding Elderhostelers  
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, 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 the afternoon of 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, 96 Falmouth Street, Portland, ME 04103. Phone: 780-5265.  
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.
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. Choose from the following:

Department of Conferences & Special Programs

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 visit it 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 Olympic Class sailboat.

The three sessions will be held:

W k 1: June 26-July 3
Week 2: July 27-July 31
Week 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 terminology, safety, getting underway, dockage and mooring, heading, boat balance, basic coastal navigation, tides and currents, and safety procedures.

Introduction to Night Navigation

One hour classroom session and four hours on the water during this practical time of the night. Emphasis is on various navigation signals and the fundamentals of dead-reckoning navigation.

Introduction to Canoeing

Classroom Orientation plus four hours of two-handed time on the water with one of the center's cruising boats, including navigation, anchoring and getting underway, safety procedures and docking and mooring.

1981 Summer Offerings:

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 780-4963.

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.

Tuition: $50.00 plus a $5.00 registration fee. 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 available in order to help you gain insight into methods of becoming self-sufficient.

CSNP 14-51 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 204, Payson Smith Hall, Portland Campus.

Tuition: $75.00 plus a $5.00 registration fee. Program Leader: Dr. Philip Jagoliner. (1.2 CEU's)

With limited financial resources available to all public 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 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 as 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 401 Luther Bonney Hall, Portland Campus. Tuition: $35.00. Instructor: Christine Fitzpatrick.

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 evenings beginning June 11, from 7:00 p.m. to 9:00 p.m., in Room 205 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 industry 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 reservations. Indeed, the experienced agent, you will become aware of the many rewards, the recurring problems, and the varied responsibilities you can expect to find should you choose a career as a travel agent.

CSSB 20-51

Preparing Work for the Printer
Eight Thursday evenings 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? This course will demystify 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. Emphasis will be centered toward individuals, small businesses and non-profit organizations, this workshop is for people who are highly dollar-conscious and wish to learn how to keep their production costs down to a minimum.

Basic Sign Language
Eight Wednesday evenings beginning May 6, from 7:00 p.m. to 9:30 p.m., in Room 209 Luther Bonney Hall, Portland Campus. Tuition: $35.00. Instructor: Christine Fitzpatrick.

The basic Sign Language course is designed to familiarize participants with the manual alphabet, finger spelling and basic signs. This course will also include topics such as deaf awareness, directionality, the history of sign language and variations of sign language in the United States.

The program should be extremely helpful for teachers in mainstreaming of deaf students and to all others desiring increased understanding of and communication with the deaf.

Class membership will be limited to 20 to ensure individual attention. All materials will be provided. CEU's convertible to recertification credits are available for an additional $5.00 fee.

Remodeling Your Home: An Investment Alternative
Eight Thursday evenings beginning May 7, from 7:00 p.m. to 9:00 p.m., in Room 202 Payson Smith Hall, Portland Campus. Tuition: $55.00. Instructor: Warren R. Cheever.

With inflation what it is today, people who wish to upgrade to a new or newer home and people who wish to buy a first home are faced with many problems. High interest rates, large down payment requirements, and tight money supplies make selling your home and buying a new one difficult.

But there is an alternative. You can remodel your home. A house needing repairs at low cost and then create your own new environment. This course will help homemakers answer crucial questions for inasmuch as they approach the prospect of extensive remodeling, such as: what energy conservation improvements should I make? How do I estimate my costs and obtain the best financing?

T see questions and more will be answered as you learn how to take command of your home remodeling. The more you know about what work should be done and in what sequence the work should progress, the more you can actively participate in the remodeling process and save money.

How to Play the Piano Despite Years of Lessons
CSCE 90-51

Eight Wednesday evenings beginning July 8, from 7:00 p.m. to 9:00 p.m.

CSCE 90-52

Eight Thursday mornings beginning July 9, from 9:00 a.m. to 11:00 a.m.

Both sections meet in Room 524 Luther Bonney Hall, Portland Campus. Tuition: $110.00 (+ includes price of required materials) plus a $5.00 registration fee. Instructor: Rhonda Martin. (2.0 CEU's)

This course is for you if you want to see how music is made so you can make your own music, if you want to play popular songs, folk, carols, hymnals, all the old favorites; if you ever had lessons (no matter when) and can still read the music, if you find it a one-finger simple tune (sort of). You'll be making your own music with the first session. And in eight weeks you'll see how to express yourself at the keyboard. You'll see how to play a song in many different styles without time on scales and exercises. And you will add songs to the basic drill and play by ear. This is a course for music-makers.

• Required copyrighted materials include: textbook, a collection of lead-sheets, two audio cassettes, a basic construction and movement, and an audio supplement which is available in both cassette and LP form.

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 $5.00 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 tool 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 in the course. The text used will be an Italic Guideline set containing 8 guidelines, an Italic Alphabet Chart, and a writing instruction sheet. All additional materials needed may be purchased the first night of class. Cost of materials will be approximately $10.00.

Encountering Antiques
Monday and Tuesday evenings (six sessions) beginning June 8, from 7:00 p.m. to 9:00 p.m., in Room 318 Bailey Hall, Gorham Campus. Tuition: $50.00. Instructor: George Michael.

This course is designed to help you learn how to collect and enjoy antiques of all types and also to acquire the knowledge necessary to successfully identify antique furniture, glass, ceramics, metals and art. You will examine and discuss samples of appropriate antiques from his famous collection and also utilize slide presentations to learn about the material. The varied research 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. Micheal 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: $55.00. 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 and derivations and manipulations discussed.

Single Living
Six Thursday evenings beginning May 7, from 6:30 p.m. to 8:30 p.m., in the Student Union Lounge, 92 Bedford Street, Portland Campus. Tuition: $55.00. Instructor: RhodaMitchell and Richard Kingsley.

A six week program designed for single men and women of all ages. T informal atmosphere of this course 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 encourage participants 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 Kellerman.

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 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.

Knowledge of the basics of the ballet barre is a prerequisite for this course.

The basic structure of a ballet class is the same throughout the world. Each class begins with exercises at the barre to loosen, stretch and warm up muscles. Next, center floor exercises including slow stretching work and quick jumps and turns introduce the dancer to movement through space. The class concludes with large jumps and turns which utilize all the preceding training to create the effect of effortless movement. Dress is: leotards, tights and ballet slippers.

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 Bellefeuille.

T 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 accrue coordination, flexibility and rhythmical sense. This should be a fun class for those who want to learn the 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: $30.00. 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: Hildegard 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 the muscle group responsible. In this program and, as such, create no financial burden on the University. The right is reserved to withdraw a course because of insufficient enrollment.

Creative Movement for the 2-4 Year Old*

(with an adult)

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

This exciting class provides an opportunity for the very young child 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, tumbling skills and in 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.

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 telephone, 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 or 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 reassert their supervision practices and to update their knowledge base concerning legal implications of their practice.

Registration Form and/or Request for Information

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


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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.

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Return registration with check payable to:
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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.
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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7. Corthell Hall (ADMISSIONS)
8. President’s House
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12. Maine Children’s Resource Center, 19 College Avenue
13. Tennis Courts
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16. The “Academy”
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20. Upton Hall
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PORTLAND CAMPUS
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32. Portland Gymnasium
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34. Luther Bonney Hall and Library
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