Division of Continuing Education, Knoxville

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The Division of Continuing Education, Knoxville, is the administrative unit of UTK that extends academic courses, educational services, and other programs to the non-traditional student. While most people who participate in the programs are adults, persons of all ages and academic levels can be counted among the people who enroll in the credit and non-credit offerings of the Division.

Programs and courses are based upon student needs and desires, whether for self-motivated learning; for leisure and recreational programs; or for professional promotion, certification, licensure, relicensure, or mid-career changes. The Division provides these educational opportunities through program coordination and development of the two departments: Conferences and Non-Credit Programs, and the University Evening School. Specific programs and services of each department are described on the following pages.

Conferences and Non-Credit Programs

Director: W. L. Whelan, Ed.D., Pacific States.
Director, English Language Institute: D. A. Myers, Ph.D., Florida.
Assistant Director for Program Development: G. D. Cooper, Ed.D., Tennessee.
Assistant Director for Administration: S. R. Martin, B.A., Tennessee.
Staff Assistant: M. A. Barry
Administrative Assistant: I. P. Keith

Coordinators:

It has become evident that learning can take place for an extended period of time in a variety of modes, settings, and circumstances other than in the traditional classroom. To bring this fact to reality, The University of Tennessee, Knoxville, continuing education program has been designed and staffed to bring together under University auspices groups of participants and qualified resource persons to share new learning and ideas; to develop new insights; to address current problems; or to impart new skills and techniques. The program embraces virtually all disciplines, professions, vocations, and avocations.

The Department of Conferences and Non-Credit Programs is staffed and equipped to advise, assist, and provide administrative support in the delivery of successful conferences, seminars, and non-credit courses. In these roles, the Department can consult on program content; develop a working budget; secure appropriate classroom and/or meeting sites; devise an attractive format; arrange for auxiliary services, such as lodging, meal and banquet events, extra excursions and tours, and handle complete registration procedures. In addition, the Department designs, prints, and mails conference brochures and non-credit catalogs. The Department is equipped to handle computerized registrations and to process all monies as required.

Non-credit courses administered by the Department are tailored to meet the personal and professional needs of individuals and groups in the area. These courses are offered in cooperation with other academic units of the University and/or non-University agencies and cover a wide range of interests. One program, the Smoky Mountain Field School, generates considerable interest by emphasizing outdoor learning experiences in the Great Smoky Mountains National Park.

One phase of the Department which has experienced increased interest and growth is the English Language Institute. This program is of special interest to non-English speaking people and is structured to help foreign students obtain a sufficient mastery of the English language so as to pursue their educations in the United States.

Continuing Education Units (CEU's) are awarded to students satisfactorily completing courses which are approved. A CEU is defined by the Southern Association of Colleges and Schools as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." A permanent record of CEU's is maintained by the Department. A letter of completion of all CEU's earned at The University of Tennessee, Knoxville, may be obtained upon written request.

Recent statewide legislation gives Tennessee citizens who are 60 years of age or older or those who are totally disabled the opportunity to audit courses at UTK free of charge, according to available space. Legal verification of either of these conditions is required for enrollment. Additional information may be obtained by calling (615) 974-5261 or 974-6688.

University Evening School


Coordinator: M. K. Warden, M.S. Tennessee
Administrative Assistant: B. H. Baker
Instructor: A. J. MacCabe, M.S., SUNY at Albany.

The University Evening School, in conjunction with academic colleges and departments, administers credit programs for those students attending classes on-and off-campus in a variety of non-traditional formats. Support services are provided to assist students in their educational pursuits.
On-Campus Evening Program. Classes are offered during late afternoon and evening hours for those students who work or have other commitments during the day. The following undergraduate degrees are available:

- **College of Business Administration** - Bachelor of Science in Business with a major in Accounting, General Business, Economics, or Management (General concentration);
- **College of Liberal Arts** - Bachelor of Arts with major in Anthropology, Art, Biology, Computer Science, Economics, Mathematics, Psychology, or Sociology.

Some departments within the Colleges of Business Administration, Education, and Engineering offer all courses required for an advanced degree during the evening. The College of Business Administration also offers all courses required for the MBA degree with a concentration in Management. For other majors, consult the appropriate academic department.

**Mini-Term.** The University Evening School offers two Mini-Terms a year — one during September and one in December. Students may enroll in one concentrated credit course during the ten-day Mini-Term period. Courses and instructors listed for the Mini-Term are carefully selected to reflect a broad academic base of individualized offerings suited to an intensive program of study. Courses cover traditional and information included in regular quarterly offerings; however, these courses may be supplemented with films, team teaching, field trips, independent research projects and specialized areas of study, affording students an opportunity to immerse themselves in the discipline selected.

**Off-Campus Programs.** The Evening School conducts undergraduate and graduate courses in many locations away from the Knoxville campus. The courses are scheduled in response to requests and identifiable needs of adult part-time students who live some distance from the UTK campus and who take part or all of their courses at off-campus locations. All course offerings and instructors are approved by the appropriate academic department heads, and the credit awarded is resident credit. The majority of colleges cooperate in off-campus programming.

Some off-campus locations offer course work leading to specialized graduate degrees. Graduate students in the College of Education may acquire sufficient course work at Cleveland State Community College to complete the Masters degree in Curriculum and Instruction with a major in Curriculum. The Evening School administers off-campus centers at Kingsport, Nashville, and Oak Ridge where courses leading to advanced degrees in science, engineering, and business are offered. The Kingsport Center offers course work leading to Masters and Doctoral degrees in Chemical, Electrical, and Industrial Engineering (Management options available). At Oak Ridge, graduate study programs lead to an MBA with concentrations in Management or Statistics, as well as Masters and Doctoral degrees in Engineering, Mathematics, and Physical Sciences. Graduate programs leading to the Masters in Industrial Engineering are available at the Nashville location.

Workshops. Credit workshops are coordinated through various academic departments of the University and provide students the opportunity to participate in short periods of intensive study. As a result, students may earn college credit within a shorter time frame than the traditional quarter system. Workshops offer flexibility of timing, location, and content; and summer workshops are particularly popular with teachers and school administrators. Although most workshops are held on the UTK campus, geography is not a limiting factor. The Nursing Education Program, the Nursing Education Program is conducted under a contractual agreement with three Knoxville area hospitals. The University Evening School nursing program provides academic foundation courses for the independent Schools of Nursing at each hospital. Evening School also provides academic courses for Radiologic Technology students enrolled through two area hospitals. Student Services & comprehensive program of services is provided by the University Evening School for both on- and off-campus students.

**REGISTRATION**

Quarterly registration by mail is offered as a convenience to former Evening School students. Secondary registration at both on- and off-campus locations are also available.

**ADVISING**

An advising counseling program is available for the benefit of all evening students who need assistance with academic and/or personal matters. The program can accommodate students during regular daytime hours (8:30-5:30) and in the evenings by appointment, as well as at various centralized off-campus locations. During evening advance registration days, advisers from the various colleges are on hand for academic consultation. The Colleges of Liberal Arts and Business Administration also cooperate with the Evening School by providing extended hours several times a week to advise students. A veterans adviser assists in academic planning for Evening School students who receive educational benefits under the G.I. Bill.

**FINANCIAL AID**

Evening School students who encounter difficulty in pursuing academic goals because of financial restrictions may be eligible for assistance through the Evening School Scholarship Fund. Interested students may also obtain applications for the Pell Grant (formerly Basic Educational Opportunity Grant) in the Evening School Office.

**Elderly and Disabled Persons**

Recent legislation gives Tennessee citizens who are 60 years of age or older, or those who are totally disabled, the opportunity to attend courses at the University at no charge on an audit, space available basis. Legal verification of either of these conditions is required for enrollment. Students who are 65 or over, or who are totally disabled, and who desire to receive UT credit for their courses, may pay a reduced charge of $5 per credit hour up to a maximum of $50 for a full-time load. Registration for day and evening classes is handled by the Evening School. The University Evening School office is located at 451 Communications & University Extension Building on the UTK campus and may be reached by calling (615) 974-5361. All inquiries concerning these programs are welcome.