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**

Director:
W. L. Whelan, Ed.D., Pacific States.

Coordinators:

Administrative Assistant:
I. P. Keith.

Staff Assistant:
M. Barry-Purdy

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 is staffed and equipped to advise, assist, and provide administrative support in the delivery of a successful conference or seminars.

Acting in these roles, the department can follow through with an initial tentative budget; secure appropriate setting; devise an attractive format; arrange for auxiliary services such as lodging, meal, and banquet events, extra excursions and tours, and complete registration procedures; design, print, and mail the conference brochure; and handle registration fee collection and payment of honoraria and other conference expenses.

Depending on the time of year, the academic calendar of the University, and the desires of the conference sponsor, the program and participants may be housed in campus facilities or off-campus commercial settings.

Among the unique advantages offered by the Department of Conferences programs are that: programs are designed to meet specific needs of the greatest practical value to the participants; the knowledge and expertise of the UTK faculty and staff can be matched with the specific needs of the participants; the programs encourage informal contacts and interaction among colleagues with similar interests with the resource persons; program fees are kept reasonable by using University facilities and services whenever possible; an experienced Conference staff is available to plan, coordinate, and facilitate delivery of programs of virtually any size or duration; by using conference services, the program sponsor is free to concentrate fully on program content; programs can be conducted "inhouse," on the campus, anywhere in the state of Tennessee, or wherever an appropriate meeting site can be arranged; Continuing Education Units (CEU's) may be awarded to program participants if the program is designed to satisfy the criteria necessary for CEU credit. The Division of Continuing Education maintains a permanent record of CEU's earned. A record of CEU's earned may be obtained by written request. Additional information may be obtained from the Department of Conferences, 2014 Lake Avenue; telephone (615) 974-5261.

**English Language Institute**

Director:
Dale A. Myers, Ph.D., Florida

Administrative Assistants:

Coordinator:

The English Language Institute (ELI) is a non-credit language-study program of the University of Tennessee, Knoxville. It is designed to assist students in their pursuit of career goals or educational objectives in the United States.

The ELI offers intensive courses for the improvement of student skills in the English Language. International students, visitors, and professionals have successfully learned English through study in the ELI.

The courses emphasize the development of communicative ability in listening, speaking, reading, and writing. Faculty members are trained in teaching English to speakers of other languages with differing national backgrounds and varying proficiency in English.

The curriculum consists of six courses:

101 Introductory
102 Elementary
104 High Intermediate
105 Advanced
Recent statewide legislation gives Tennes-
see 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 at 907 Mountcastle Avenue; telephone (615) 974-3404.

Non-Credit Programs

Director:
G. D. Cooper, Ed.D., Tennessee.

Coordinator:
D. T. Howard, M.S., Tennessee.

The Department of Non-Credit Programs provides a comprehensive array of courses designed and planned to serve the needs or demands of individuals in Knoxville and surrounding communities, as well as those of area business and industry. Most courses are offered on a quarterly basis, in the evening on the University campus and at selected off-campus locations. The quality of these programs is maintained by utilizing University faculty where possible and citizens of the community who have gained a reputation for certain competencies or technical skills. A number of courses are offered "on-site" for business or industrial clients, and instructional services are tailored to the needs of each individual group.

The types of courses offered by the Department range from developing personal skills, such as communications, computer literacy, and management development, to human interest courses, such as plants and gardening, health, exercise and fitness. There are also courses which meet certain requirements of the state or other agencies for certification in given fields, such as real estate and aviation. "In-house" courses delivered to business and industry help provide for professional development for the area workforce. The Department co-sponsors an ongoing program, the Smoky Mountain Field School, with the Great Smoky Mountains National Park. The School consists of intensive weekend and five-day field courses emphasizing outdoor exploration of the Smoky Mountains.

Continuing Education Units (CEU's) are awarded to students satisfactorily completing courses described in the non-credit quarterly class schedule. 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.

University Evening School

Director:

Associate Director:
J. C. Sekula, Ph.D., Tennessee.

Assistant Directors:

Coordinator:
M. K. Warden, M.S. Tennessee

Administrative Assistant:
B. H. Beale

Assistant Professor:

Director, Off-Campus Graduate Program:

Assistant Director, Oak Ridge Graduate Program:
V. Maya, M.S., Tennessee.

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:

- Bachelor of Business Administration - Bachelor of Science in Business with majors in Accounting, General Business, Economics, or Management (General Office Systems concentration)
- Bachelor of Arts - Bachelor of Arts with majors 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 material 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 College of Education (Off-Campus) offers a Bachelor of Science in Education with a major in Vocational-Technical Education and the following graduate degree programs are available: Doctor of Education with a major in Educational Administration and Supervision (Chattanooga); Specialist in Education with a major in Educational Administration and Supervision (Chattanooga); Doctor of Education with a major in Vocational-Technical Education (Statewide); Master of Science in Education with a major in Curriculum (Cleveland and Morristown).

The Evening School administers an off-campus center at Oak Ridge where courses leading to advanced degrees in science and engineering are offered. At Oak Ridge, graduate study programs lead to an MBA degree and concentrations in Management or Statistics, as well as Master's and Doctoral degrees in Engineering, Mathematics, and Physical Sciences.

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. 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.

Nursing Education Program. The Nursing Education Program is conducted under a contractual agreement with two Knoxville area hospitals. The University Evening School provides academic foundation courses for the independent Schools of Nursing of each hospital. Evening School also provides academic courses for Radiologic Technology students enrolled through two area hospitals.

Student Services. A 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 personal or professional matters. The program can accommodate students during regular daytime hours.
hours (8:30-5:30) and in the evenings by appointment, as well as at various centralized off-campus locations. The College of Liberal Arts also cooperates with the Evening School by providing extended hours several times a week to advise students. A veterans' advisor 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
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.