

Continuing Studies and Public Service

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The purpose of the Division of Continuing Studies and Public Service at Middle Tennessee State University is to provide professional development and to extend services of the University to adults, individuals, and groups beyond the resident students on campus. The division is divided into two main areas—credit and noncredit. The credit area coordinates distance learning, off-campus courses, summer school, evening classes, and the Regents Online Degree Program. The noncredit area caters to professionals interested in updating skills, groups or organizations desiring some type of educational experience, or persons needing any of the noncredit services outlined below. More information on either of these areas can be obtained by contacting the Division of Continuing Studies and Public Service, (615) 898-2177. Additional information may be obtained by visiting www.mtsu.edu/learn.

Credit Area

Distance Learning Courses

Distance learning courses, coordinated through the Division of Continuing Studies and Public Service, include courses via videoconferencing, telecourses, correspondence courses, and online courses.

- **Videoconferencing Courses** - Videoconferencing courses send the instructor's "live" lectures at MTSU to students at the remote sites. Sites include Spring Hill, Franklin, and Columbia State Community College. The videoconferencing classrooms are equipped with TV monitors and push-to-talk microphones so students and instructors can interact. The instructor will visit the remote sites during the semester to assure that each student will have an opportunity to meet him/her in person. The instructor is also available during office hours at MTSU by phone, e-mail, or in person.
- **Telecourses** - Telecourses are delivered primarily over cable television. Students are required to attend an orientation and two examinations on campus. Instead of attending lectures on campus, telecourse students watch approximately one hour of programs each week. The telecourses are available on several local channels and in the McWherter Learning Resources Center. Telecourse tapes/DVDs may also be rented. In addition, students read their texts and study guides and submit assignments as scheduled. Teachers are available at set times for consultation. More information may be obtained by calling (615) 898-5426 or visiting the telecourse home page at www.mtsu.edu/learn/telecourse.
- **Correspondence Courses** - Correspondence courses involve individual, independent instruction of a student by an instructor on a one-to-one basis. Typically, this entails home study as well as the exchange of materials and evaluations through the mail. Interaction and feedback between correspondence course faculty and students take the form of written assignments, testing, evaluations, guidance, and assistance via such media as telephone, fax, e-mail, and other electronic technologies. More information may be obtained via e-mail at corres@mtsu.edu or by calling (615) 898-5332.

- **Online Courses** - Online courses are accessed over the Internet through e-mail, newsgroups, distribution lists, and the World Wide Web. Only students with strong experience on the Internet should register for an online course. Students are required to have access to a computer and the Internet. Students must attend at least one proctored examination and must complete assignments. A photo ID must be presented at all exams. All other assignments and quizzes will be available through the Internet. Additional information may be obtained by visiting www.mtsu.edu/online.

More information is available by calling (615) 898-5611. The current schedule book carries course offerings.

Evening School

The Division of Continuing Studies and Public Service serves students attending MTSU at night by assisting with registration, accepting payment of fees/fines for the Business Office, providing catalogs and schedule books, making IDs, issuing parking permits, and offering other services to students outside regular daytime business hours. More information is available by contacting the Evening School Office, (615) 898-5611 or at www.mtsu.edu/learn/eveningschool.

Off-campus Program

Credit courses are regularly scheduled at several off-campus locations in middle Tennessee, including Smyrna, Spring Hill, Franklin, and Columbia State Community College. Efforts are made to service any special requests for off-campus credit courses by business and industry, school systems, and agencies. For more information, contact 898-2121 or www.mtsu.edu/learn/offcampus.

Summer School

The Division of Continuing Studies and Public Service directs the summer school, which includes a substantial number of credit courses. Course offerings are available in the current summer schedule book.

Regents Online Degree Program

Middle Tennessee State University and each of the colleges and universities in the Tennessee Board of Regents (TBR) system are working cooperatively to allow students to earn college degrees entirely online. The joint program is called the Regents Online Degree Program (RODP).

The online program currently includes a Bachelor of Science degree with a major in Liberal Studies or a Bachelor of Science degree with a major in Professional Studies and concentrations in Information Technology and Organizational Leadership. Students must earn a minimum of 120 hours; meet MTSU upper-division, residency, and senior hour requirements; meet MTSU General Education requirements; meet MTSU GPA requirements; and complete the courses outlined in the degree program. Admissions, instruction, advising, library services, and other forms of student assistance are available online. The Regents online courses have been designed to be taught totally online in an interactive, asynchronous format.

Designed especially for adults who already have some college experience, the online degree program is also appropriate for students who have earned or are working on associate's degrees. For more information regarding degree requirements, please refer to the Regents Web site at www.tn.regentsdegrees.org or call (615) 898-5611.

Professional Development and Personal Enrichment (PDPE)

A World of Opportunities

The division's PDPE (noncredit) initiative promotes and provides diverse opportunities that enhance the professional and personal lives of middle Tennessee residents. Diverse educational opportunities, quality programs, and dedicated services provide access to the vast and valuable resources of the University, the region, and beyond. The main purpose of the PDPE unit is to make lifelong learning available to all who desire the opportunity to explore personal interests or further develop professional expertise. A current course catalog is available online at www.mtsu.edu/learn/noncredit/index.htm or by calling (615) 898-2462.

Business and Industry

PDPE serves the business community by providing training opportunities to enhance professional development and business performance. MTSU facilities and faculty members as well as outside experts provide up-to-date, relevant programs in skills training through organizations such as Achieve Global (formerly Zenger-Miller), the American Management Association, the American Payroll Association, and the Society of Human Resource Management and in areas such as real estate, business writing, CQE/CQM/CQT, Lean, Six Sigma, OSHA, Spanish for business, and Tennessee business tax.

Government and Education

The government and education area works with all branches of government and establishes programs to enhance the pro-

fessional development of K-12 educators. Available are programs such as ACT Preparation, LSAT Preparation, Conversational Spanish I and II, Survival Spanish for Business, Survival Spanish for Law Enforcement, Sign Language, Beginners Japanese, and English as a Second Language. Professional development is also offered in conjunction with the Tennessee Government Finance Officers Association.

Health Care

This area offers both valuable continuing education for professionals and unique training opportunities for those interested in the health care field. Programs include Emergency Medical Technician, Massage Therapy, CPR, Continuing Education for Health Care Professionals, Nursing CEUs, Massage Therapy Intern Clinic, Athletic Training Assistants, and Spanish for Health Care Professionals.

Personal Enrichment

Programs for personal enrichment include Ballroom Dancing, Feng Shui in the Home, Motorcycle Ridercourses (beginning and experienced), the Writer's Loft, and Summer Youth University.

Technology

Training programs are available in technology areas and applications such as HTML, ASP, CGI, FrontPage, Dreamweaver, Education to Go, MOS certification and much more.

Workforce Development and Corporate Training

PDPE offers customized, on-site training to business, industry, and government based on specific organizational needs. Professional development certification programs, seminars, workshops, and short courses that focus on timely and leading-edge topics are presented on and off campus. Those benefiting from such programs include human resource managers, engineers, lawyers, accountants, cosmetologists, emergency medical technicians, government officers, payroll administrators, and physician groups. Direct inquiries to PDPE at (615) 898-2462.

