

# 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 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 non-credit. The credit area coordinates distance learning, off-campus courses, summer school, evening classes, and the Regents Online Degree Program. The non-credit area caters to professionals interested in updating skills, groups or organizations desiring some type of educational experience, or persons needing any of the non-credit services outlined below. More information on either of these areas can be obtained by contacting the Division of Continuing Studies and Public Service, (615) 898-2462. Additional information may be obtained by visiting [www.mtsu.edu/learn](http://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 video conferencing, telecourses, correspondence courses, and online courses.

- **Video Conferencing Courses** - Video conferencing courses send the instructor's "live" lectures at MTSU to students at the remote sites. Sites include Spring Hill, Motlow State Community College, and Columbia State Community College. The video conferencing classrooms are equipped with TV monitors and push-to-talk microphones so that the 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 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) 898-5374 or visiting the telecourse home page at [www.mtsu.edu/~tlcourse](http://www.mtsu.edu/~tlcourse).
- **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 takes 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](mailto:corres@mtsu.edu).

- **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/~netcour](http://www.mtsu.edu/~netcour).

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 and issuing parking permits, as well as offering other services to the student outside regular daytime business hours. More information is available by contacting the Evening School Office, (615) 898-5611.

### Off-campus Program

Credit courses are regularly scheduled at several off-campus locations in middle Tennessee, including Smyrna, Spring Hill, Motlow State Community College, 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.

### 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 Studies requirements; and meet MTSU GPA requirements, as well as 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 instructed totally online in an interactive, asynchronous format.

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

### Non-credit Area

#### Courses, Seminars, and Conferences

The non-credit area assists groups and individuals in the planning, advertising, coordinating, and delivery of courses, seminars, and conferences. Various non-credit courses are offered each semester as well as upon demand. They are intended to serve business, industry, government, education, professional organizations, and civic and service groups. A current course catalog is available by calling (615) 898-2462.

Computer and career programs are offered on campus for individuals trying to upgrade skills to advance themselves in the workplace or for personal development. Career consulting is available on a one-to-one basis using career software. Computer courses provide hands-on learning using current software packages as well as courses relating to the Internet and PC maintenance.

Children, teens, adults, and senior adults can choose from courses ranging from leisure and recreation programs to personal enrichment. Children and teens selections include summer day camps, art and drama programs, and gymnastics. Adults can pick from exam prep courses, foreign languages, recreation activities, and English as a Second Language. Elderhostel and other programs are offered for senior adults.

Continuing Education units (CEUs) are awarded to persons successfully completing most of the special interest activities. The Southern Association of Colleges and Schools defines a CEU as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The CEU provides a standard unit of nationally recognized measurement whereby business, industry, and professions may grant appropriate recognition to persons for completion of continuing education programs. A permanent record of all CEUs earned is maintained by the University. A transcript may be obtained by sending a written request to the Division of Continuing Studies and Public Service.

#### Workforce Development and Corporate Training

The non-credit area offers various human resource services for business, industry, and government, including customized on-site training, needs assessments, and specialized workforce analysis. Current programs include team building, customer service, leadership, supervision, written and interpersonal communication, and language training.

Professional development certification programs, seminars, workshops, and short courses that focus on timely and leading-edge topics are presented on and off campus. Current client groups include human resource managers, municipal clerks, engineers, lawyers, accountants, cosmetologists, emergency medical technicians, government officers, payroll administrators, and physician groups. Inquiries should be directed to the director of Lifelong Learning at (615) 898-2462.

