

# Independent Study Through Correspondence

The University of Arizona  
Continuing Education  
Record

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## **The University of Arizona**

The University of Arizona was organized in accordance with the Morrill Act of July 2, 1862, creating the "Land-Grant Colleges." The University is accredited by the North Central Association of Colleges and Secondary Schools and holds membership in the National Association of State Universities and Land-Grant Colleges and in the National University Extension Association.

The University now has a campus enrollment in excess of 30,000 students, conducts programs throughout the year both on campus and off campus, and offers studies and educational tours in countries around the world.

### **DIVISIONS OF THE UNIVERSITY**

COLLEGE OF AGRICULTURE  
COLLEGE OF ARCHITECTURE  
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION  
COLLEGE OF EARTH SCIENCES  
COLLEGE OF EDUCATION  
COLLEGE OF ENGINEERING  
COLLEGE OF FINE ARTS  
COLLEGE OF LAW  
COLLEGE OF LIBERAL ARTS  
COLLEGE OF MEDICINE  
COLLEGE OF MINES  
COLLEGE OF NURSING  
COLLEGE OF PHARMACY  
GRADUATE COLLEGE  
CONTINUING EDUCATION  
GENERAL DEPARTMENTS  
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### **THE UNIVERSITY OF ARIZONA RECORD**

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Statement of Mailing Privilege

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# **Independent Study Through Correspondence**

## **1981 - 1982**

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## THE UNIVERSITY OF ARIZONA

TUCSON, ARIZONA 85719

CONTINUING EDUCATION  
OFFICE OF THE DEAN



Dear Independent Study Student:

Welcome to The University of Arizona, and particularly, welcome to the Division of Continuing Education and its office of Independent Study through Correspondence. We are delighted that you have chosen us to serve your interests and/or needs.

Correspondence courses are a challenge, and as one of these students accepting the challenge, you are a member of this unique group of highly motivated individuals. We commend you on this.

Should this be a new experience for you, you might be interested in some advice - from the very beginning, pre-plan the date by which you plan to complete the course, establish a routine for studying and completing lessons, and finally, stick with the first two until completion. You will find that this advice, if followed, will make your experience easier and more satisfying than if you do not follow it.

Thank you again for choosing us, we look forward to working with you. Just complete and mail the registration materials, and the process begins!

Best of luck and let us know how things are going now and then. We are interested in you not only as "one of our students" but also as an individual.

Sincerely,

A handwritten signature in cursive script that reads "William A. Clauss".

William A. Clauss, Ph.D.  
Executive Director

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**GENERAL INFORMATION**  
**UNIVERSITY COURSES**

# GENERAL INFORMATION

Each Independent Study course offered by The University of Arizona is designed to parallel, as nearly as possible, the same course offered on campus. Textbooks, assignments and examinations have been prepared accordingly.

Independent Study courses present an opportunity for those unable to attend campus classes to continue their education. Those who have had college work can add to their academic record. Those who have never attended college can embark upon a program which may eventually lead to a degree. Neither the age of the student nor the place of residence is a deterring factor to the successful completion of an Independent Study program.

Successful Independent Study students, regardless of the subjects they may be taking, have two things in common. They have the interest and desire to complete a course. And they have the ability to exercise sufficient self-discipline to establish a definite study pattern and stay with it. When these factors are present, success will follow.

Work is involved in any Independent Study course, possibly more than a student would do in the same course on campus. However, there are also advantages in Independent Study. The student has a written record of accomplishments, is given individual attention by the instructor, is able to schedule study time, and has the opportunity to discuss the assignments with family and associates. The ultimate objective of the program is to stimulate the student to the degree that the work assigned will be accomplished.

## CONVENTIONAL COURSES

Conventional courses are prepared in such a manner that each assignment is equivalent to one week's work during a regular term. There are five assignments including a final examination in a one-unit course, ten assignments including a final examination in a two-unit course, and fifteen assignments including a final examination in a three-unit course. Each assignment is mailed to the Instructor. Permission for final exams is given by the Instructor to the Correspondence Office when the Instructor feels the student is ready for his/her exam. The unit value is shown in parentheses after each course title.

## DIRECTED STUDY COURSES

Some courses are designated as "Directed Study" courses. "Directed Study" courses are divided into one, two or three parts depending upon the units of credit offered. A separate topic of study, consisting of reading material and assignments, is prepared for each unit of credit. When the student has gone over the assigned material and is ready for the examination prepared for that particular unit, the instructor is notified. The instructor then authorizes an examination over the unit. When examinations have been successfully completed for all units of a course, a final grade is recorded. The student is not required to turn in assignments, but is given the option of working in any desired manner to achieve the objectives of the course.

## NO CREDIT COURSES

Any credit course offered in this catalog may be taken for no-credit. When taken as a no-credit course the student receives all the services provided for the

credit course. The only difference is that a Certificate of Completion is awarded in place of a final grade.

Registration for no-credit should be indicated on the application form by writing "NC" in the "Units" block.

## **REGISTRATION AND RELATED TOPICS**

### **REGISTRATION**

Students may register at any time by completing the Mail Registration Form (located in the back of this section) and return it with the tuition payment to:

Independent Study  
The University of Arizona  
Babcock Bldg. 3203  
1717 E. Speedway  
Tucson, Arizona 85719  
(602) 626-1896

Students are advised to register for no more than one course at a time. In exceptional circumstances, a student may register for two courses at one time. However, such registration is not recommended since it invariably works to the disadvantage of the student.

University of Arizona campus students must obtain the approval of the dean of the college in which they are enrolled before they will be permitted to register. The application must be signed by the dean before registering.

Prospective students of other institutions are responsible for obtaining any authorization required from their institution prior to enrolling in an Independent Study course.

### **ADMISSION TO THE UNIVERSITY OF ARIZONA**

Independent Study students should not make application for admission to the University of Arizona. Neither should they send transcripts to the University.

All credit earned by Independent Study students is held in reserve for them until such time as they are able to enroll in a degree program with the University or until they request their accumulated credit be transferred to another institution.

### **COURSE NUMBERING**

The prefix "4" has been designated to identify Independent Study courses. As an example, using the General Catalog as a reference:

Pol. Sci.	102	becomes	Pol. Sci.	4102
Hist.	117a	becomes	Hist.	4117a
Mgmt.	330	becomes	Mgmt.	4330

Campus courses which carry four or five units of credit are divided into two separate parts when offered in Independent Study. Experience has shown this to be a more satisfactory method of presentation than including all work for a long course in one syllabus. Both parts of a divided course must be successfully completed before credit may be granted for the course.

University courses numbered 100 to 299 are lower-division courses. Courses numbered 300 to 399 are upper-division courses. Courses numbered 400 to 499 are upper-division and graduate level courses. Although 400 level courses are offered by Independent Study, they are not offered for graduate credit.

The number in the parentheses following the title of each course designates the units of credit for the course. Thus, Political Science 4102 American National Government (3) is a three-unit course.

### **PREREQUISITES**

Prerequisites are listed for certain courses. This listing is intended to assist the student in the selection of courses. Courses with sequential numbers must be taken in order; they cannot be taken concurrently unless otherwise noted.

### **TUITION**

Tuition is \$20.00 for each unit of credit. Make check payable to The University of Arizona. This fee does not include the costs of books. Tuition fees are subject to change. Fee waivers may not be used for Independent Study.

### **WITHDRAWALS**

A student must withdraw from a course within 45 days of registration to be eligible for a refund. A full refund minus \$5.00 will be granted provided that:

1. No assignments have been submitted.
2. The course syllabus is returned in satisfactory condition. If the course syllabus is not returned, it will be minus another \$5.00 fee.

### **CHANGE OF COURSE**

Transfer to another Independent Study course of the student's choice may be made within 45 days of registration provided that:

1. No assignments have been submitted.
2. The original course syllabus is returned intact.
3. A \$5.00 transfer fee is paid.

### **COMPLETION TIME**

Students have one year from date of registration to complete a course.

Students who follow the recommended procedure of completing one unit of work every five weeks will find it possible to complete three or four courses during a year.

### **MINIMUM COMPLETION TIME**

A student will not be permitted to take the final examination for a course in less than 20 days from date of registration for a one-unit course, 40 days for a two-unit course, and 60 days for a three-unit course. A written request from the dean of the college in which the student is enrolled must be presented for this requirement to be waived.

### **TIME EXTENSIONS**

Time extensions are not encouraged because they work to the disadvantage of the student. However, a three-month time extension will be granted for a \$5.00 fee provided that:

1. Fifty percent of the course work has been completed.
2. The instructor approves the extension.

Only one time extension will be permitted.

### **ENROLLMENT TRANSFER**

The transfer of enrollment from one individual to another is not permitted.

## **CREDIT**

Credit granted is in semester hours or units. A maximum of 60 semester hours of Independent Study may be applied on an undergraduate degree at The University of Arizona.

Credit earned in Independent Study courses is granted as extension credit rather than residence credit. This credit will count toward an undergraduate degree but the grade received will not be averaged into the accumulative grade point average of the student.

## **GRADUATE CREDIT**

Graduate credit is not available for any Independent Study course.

## **TRANSFER OF CREDIT**

The transfer of credit from one institution to another is always optional with the institution to which the credit is being transferred. A student who plans to transfer credit should determine whether or not this can be done before he enrolls.

## **GROUP STUDY**

Group study is encouraged whenever possible. Two or more students who are enrolled in the same course at the same time have an opportunity to work together on their assignments. Such activity adds a new dimension to Independent Study, that of discussion. This serves to broaden the horizons of the participants as well as to make the assignments more interesting.

## **EXAMINATIONS**

Tucson area students take examinations on The University of Arizona campus. Students residing outside the Tucson area take examinations in their local community under the auspices of an approved proctor.

Detailed instructions regarding examination procedures are provided with each course syllabus. Credit will not be granted for any course until the final examination has been completed.

## **GRADES**

Each student is sent a grade report upon the completion of a course. The University of Arizona's grading system is as follows:

A — Excellent

D — Poor

B — Good

E — Failure

C — Fair

W — Approved Withdrawal

## **DEADLINES**

There are occasions when a student needs to acquire credit by a specific date. It is the responsibility of such a student to complete the work at least 30 days in advance of the deadline. These deadlines usually come near the end of a semester at which time the student's instructor also has extra work to do and may be unavoidably delayed in handling assignments.

## **TEXTBOOKS**

Students may purchase textbooks wherever they are available or they may obtain them by placing a C.O.D. order with:

Park Bookstore

Park Ave. and 5th St.

The University of Arizona

Tucson, Arizona 85721

(602) 626-2204

Refer to the Book Order Form at the back of this section. To obtain book prices for individual courses, contact the Park Bookstore at the address listed above.

### **LIBRARY SERVICES**

Students living in the Tucson area are authorized to use the University Library. Presentation of the Fees Receipt Card is all that is required.

Students who live outside the Tucson metropolitan area may obtain books from the University's Interlibrary Loan Service.

Upon request, the Loan Service will send material to a library in the student's geographical area. The student then checks out the book for a period of two weeks. The only cost involved would be if the lending library would charge the student for mailing the books back to the University. Check with your local library for assistance in obtaining books to aid you.

### **MILITARY PERSONNEL**

Eligible military personnel should process DANTES applications through their Education Office. Upon receipt of a DANTES application, Independent Study will send the course syllabus to the applicant. Military personnel residing overseas, must pay for books by check or money order made payable to The Park Bookstore, rather than using C.O.D. mailing service.

### **OVERSEAS STUDENTS**

C.O.D. postage service is not available to students residing overseas. Information regarding the total cost of books, tuition, and mailing procedures will be provided for any course upon request. Inquiries should be directed to:

Independent Study

The University of Arizona

1717 E. Speedway, Babcock 3203

Tucson, Arizona 85719

(602) 626-1896

### **VETERANS**

Veterans should contact their local or regional Veterans Administration Office for eligibility and registration information. Tucson area veterans should contact the Veterans Affairs Office at The University of Arizona.

### **TRANSCRIPTS**

All transcripts must be requested from the Transcript Desk, Registrar's Office, The University of Arizona, Tucson, Arizona 85721.

### **TAX DEDUCTION FOR COURSE FEES**

\*Treasury regulation

1.162-5 Expenses for education.

(a) General Rule. Expenditures made by an individual for education, including research undertaken as part of his educational program (with certain exceptions), are deductible as ordinary and necessary business expenses (even though the education may lead to a degree) if the education —

- (1) Maintains or improves skills required by the individual in his employment or other trade or business, or
- (2) Meets the express requirements of the individual's employer, or the requirements of applicable law or regulations, imposed as a

**condition to the retention by the individual of an established  
employment relationship, status, or rate of compensation.**

**\*Federal Taxes**

**For further information please contact your local IRS office.**

**UNIVERSITY**  
**COURSE OFFERINGS**

## ACCOUNTING

- 4200a Principles of Accounting (3) Paul R. Annett**  
Concepts involved in accounting for assets, liabilities and owners' equity, financial statements.
- 4200b Principles of Accounting (3) Paul R. Annett**  
Concepts involved in uses of accounting data in the managerial process. P, 4200a.
- 4272 Accounting for Public Agencies (3) Joan Thompson**  
Primarily for public administration majors. Concepts and procedures of fund accounting, budgeting and financial control. Not open to B.S./B.A. degree candidates.

## ANIMAL SCIENCES

- 4134-1 Feeds and Feeding (1) William Brown**  
Selection, evaluation, and use of feeds for specific purposes; balancing rations for livestock and poultry. Not open to students with credit or current registration in 436 or 430.
- 4134-2 Feeds and Feeding (2) William Brown**  
Selection, evaluation, and use of feeds for specific purposes; balancing rations for livestock and poultry. 4134-1 is a prerequisite for 4134-2.

## ANTHROPOLOGY

- 4100a Introduction to Anthropology (3) Nancy Parezo**  
Survey of physical anthropology and archaeology.
- 4100b Introduction to Anthropology (3) Nancy Parezo**  
Survey of linguistics and cultural anthropology. 4100a is not prerequisite to 4100b.
- 4170a Introduction to Asian Civilizations (3) Linda Wentink**  
(Identical with Or.S. 170a)
- 4170b Introduction to Asian Civilizations (3) Linda Wentink**  
(Identical with Or.S. 170b)
- 4200 Cultural Anthropology (3) David E. Lewis**  
Principles and techniques used in the comparative study of cultures. P, 100a-100b.
- 4205a Native Peoples of the Southwest (2) Nancy Parezo**  
Nontechnical discussion of the lifeways of the ancient and modern people of the southwest. 205a: Prehistoric people. (Identical with A.In.S. 205a)
- 4205b Native Peoples of the Southwest (2) Nancy Parezo**  
Nontechnical discussion of the ancient and modern people of the Southwest. 205b: Present-day Indian groups. 205a is not prerequisite to 205b. (Identical with A.In.S. 205b) A Directed Study Program.



## EDUCATIONAL FOUNDATIONS AND ADMINISTRATION

- 4350 Social Foundations of Education (3) John Chilcott**  
Introduction to the cultural and social influences on educational theory and practice. A Directed Study Program.

## EDUCATIONAL PSYCHOLOGY

- 4301 Child Development (3) Hershel Thornburg**  
Human growth and development from conception through early adolescence; integration of behavioral principles into the elementary school setting. A Directed Study Program.
- 4302 Adolescent Development (3) Hershel Thornburg**  
Concepts of human development from early adolescence to adulthood; consideration of major influences of physical, social, cognitive and moral development and implications for the secondary school teacher. A Directed Study Program.
- 4310 Learning in the Schools (3) Hershel Thornburg**  
Psychological processes and principles relevant to learning in the educational setting, including fundamental measurement concepts and techniques. A Directed Study Program.

## ELEMENTARY EDUCATION\*\*

- 4322 Teaching Language Arts in the Elementary School (3) Ruth Beeker**  
The teaching of language arts in the elementary school, with special emphasis on current approaches and organization of methods and materials. P, Ed. Psych 4301, 4310. A Directed Study Program.
- 4323 Teaching Reading in the Elementary School (3) Ruth Beeker**  
The teaching of reading in the elementary school with special emphasis on current approaches and organization of methods and materials. Other aspects of communicative arts are also included. P, Ed Psych 4301, 4310. A Directed Study Program.
- 4326 Teaching Mathematics in the Elementary School (3) Willis J. Horak**  
Concepts, methods and materials in the teaching of elementary school mathematics. P, Ed Psych 4301, 4310, Math 4105a-4105b. A Directed Study Program.

\*\*Can only be taken by residents outside the metropolitan city limits of Tucson.

## ENGLISH

- 4261 Modern Literature (3)** **Joan Stottlemeyer**  
Readings in modern fiction, drama, and poetry. This course is a humanities option.
- 4265 Major American Writers (3)** **Bonita Connoley**  
Intensive study of selected works by major American writers. This course is a humanities option.
- 4370b English Literature (3)** **Bonita Connoley**  
A survey, with emphasis on major writers in their literary and historical contexts. From restoration to modern literature. 4370a is not prerequisite to 4370b.
- 4406 Modern Grammar and Usage (3)** **Bonita Connoley**  
Principles of traditional, structural, and transformational grammar in relation to current American English.
- 4431a Shakespeare (3)** **Suzanne Gary**  
Twelve comedies, histories and tragedies from the period 1590-1600 (including Hamlet).
- 4431b Shakespeare (3)** **Suzanne Gary**  
Ten comedies, tragedies and tragicomedies from the period 1601-1613. 4431a is not prerequisite to 4431b.
- 4482 American Romanticism (3)** **Joan Stottlemeyer**  
Prose and poetry by Hawthorne, Poe, Emerson, Whitman, Thoreau and Melville.

## ENTOMOLOGY

- 4151 Insects and Man (3)** **Carl Olsen**  
Introduction to the recognition, biology and management of insects affecting man and his interests. A Directed Study Program.

## FINANCE

- 4453 Risk Management (3)** **Nestor R. Roos**  
Analysis of a logical and systematic approach to uncertainty regarding loss; the identification, analysis, and evaluation of risk and the selection of the most advantageous method of treating it. P, Acct. 200b, Econ. 201b.

## FRENCH

- 4101a-1 Elementary French (2)** **Marsha Varney**  
This course is the first of a series of four courses which together are equivalent to the first year in French.

- 4101a-2 Elementary French (2)** **Marsha Varney**  
This is a continuation of Elementary French 4101a-1. It is the second of four courses which together are equivalent to the first year of French on the University campus. P, French 4101a-1 or equivalent.
- 4101b-1 Elementary French (2)** **Marsha Varney**  
This course is the third of a series of four courses which together are equivalent to the first year in French on the University campus. P, French 4101a-2 or equivalent.
- 4101b-2 Elementary French (2)** **Marsha Varney**  
This is a continuation of French 4101b-1. It is the fourth of four courses which together are equivalent to the first year of French on the University campus. P, French 4101b-1 or equivalent.
- 4201a-1 Intermediate French (2)** **Marsha Varney**  
This course is the first of a series of four courses which together are equivalent to the second year in French. P, 4101b or 2 years of high school French.
- 4201a-2 Intermediate French (2)** **Marsha Varney**  
This is a continuation of Intermediate French 4201a-1. It is the second of four courses which together are equivalent to the second year of French on the University campus. P, French 4201a-1 or equivalent.
- 4201b-1 Intermediate French (2)** **Marsha Varney**  
This course is the third of a series of four courses which together are equivalent to the second year in French on the University campus. P, French 4201a-2 or equivalent.
- 4201b-2 Intermediate French (2)** **Marsha Varney**  
This is a continuation of French 4201b-1. It is the fourth of four courses which together are equivalent to the second year of French on the University campus. P, French 4201b-1 or equivalent.

## **GENERAL BIOLOGY**

- 4412 Plants Useful to Man (2)** **Robert S. Mellor**  
Course for teachers and others wishing information on the uses of plants; foods and food plants, medicinal plants, plants and industry, plants in textiles and other manufacturers. (Identical with Ecol. 412) A Directed Study Program.

## **GEOSCIENCES**

- 4101a Introduction to Geology (3)** **Barbara Standhardt**  
A survey of the earth, the materials of which it is composed and the processes affecting it.
- 4101b Introduction to Geology (3)** **Barbara Standhardt**  
A survey of the record of changes on the earth and the evolution of life on it. P, 4101a or consent of instructor.

## GERMAN

- 4101a-1 Elementary German (2)** **Pack Carnes**  
An elementary course in German and composition. Basic work in learning to read German. Study of German words.
- 4101a-2 Elementary German (2)** **Pack Carnes**  
A continuation of German 4101a-1. P, German 4101a-1 or equivalent.
- 4101b-1 Elementary German (2)** **Pack Carnes**  
An elementary course in German and composition. This course is the third of a series of four courses which together are equivalent to the first year in German on the University campus. P, German 4101a or equivalent.
- 4101b-2 Elementary German (2)** **Pack Carnes**  
A continuation of German 4101b-1. P, German 4101b-1 or equivalent.
- 4201a-1 Intermediate German (2)** **Pack Carnes**  
This course is the first of a series of four courses which together are equivalent to the second year in German on the University campus. Speaking, understanding, writing, and reading German. P, 4101b or equivalent.
- 4201a-2 Intermediate German (2)** **Pack Carnes**  
A continuation of German 4201a-1. P, German 4201a-1 or equivalent.
- 4201b-1 Intermediate German (2)** **Pack Carnes**  
This course is the third in a series of four courses which together are the equivalent of the second year course in German on the University campus. P, German 4201a or equivalent.
- 4201b-2 Intermediate German (2)** **Pack Carnes**  
A continuation of German 4201b-1. P, German 4201b-1 or equivalent.

## HEALTH EDUCATION

- 4180 Secondary School Health Education (3)** **William H. King**  
Emphasis upon health science information pertaining to secondary school health instruction programs, community, and individual health problems. Credit will not be given for both HRP 4180 and 4181.
- 4181 Elementary School Health Education (2)** **William H. King**  
Emphasis is upon health science information applicable to elementary health education classes. For students preparing to teach in elementary schools. Credit will not be given for both HRP 4180 and 4181.
- 4433 International Health Problems (3)** **William H. King**  
Interprets the major health problems of not only the developed and emerging nations but also the situations in underdeveloped countries; includes assistance programs by international health groups.

- 4435 Safety Education and Accident Prevention (3) William H. King**  
Analysis of accident prevention programs in schools, colleges, communities, and in industry. Emphasis will be placed upon specific protective measures pertaining to athletics, physical education, recreation, highway safety, and vocational training.

## **HISTORY**

- 4101a Introduction to the History of the Western World (3) J. Robert Vignery**  
A survey of Western development from antiquity to the present, with emphasis on social and political institutions. A Directed Study Program.
- 4101b Introduction to the History of the Western World (3) J. Robert Vignery**  
A continuation of 4101a. 4101a is not prerequisite to 4101b. A Directed Study Program.
- 4117a History of England (3) Richard Cosgrove**  
Survey of the development of political, social, legal, and constitutional institutions in England from Roman Britain to the present. A Directed Study Program.
- 4117b History of England (3) Richard Cosgrove**  
Continuation of History 4117a. 4117a is not prerequisite to 4117b. A Directed Study Program.
- 4130a History of the United States (3) Leonard Dinnerstein**  
Political, economic, and social history of the American people from the founding of colonial Jamestown in 1607 to world leadership in the 1970s. A Directed Study Program.
- 4130b History of the United States (3) Leonard Dinnerstein**  
Continuation of History 4130a. 4130a is not prerequisite to 4130b. A Directed Study Program.
- 4170a Introduction to Asian Civilization (3) Linda Wentink**  
(Identical with Or. S. 170a)
- 4170b Introduction to Asian Civilizations (3) Linda Wentink**  
(Identical with Or. S. 170b)
- 4230 The History of Black America (3) Myra Dinnerstein**  
History of the Blacks in the United States from their African origin until the present. A Directed Study Program.
- 4375b History of China (3) Charles Hedtke**  
(Identical with Or. S. 375b)
- 4420 The French Revolution and Napoleon (3) J. Robert Vignery**  
The origins and progress of the Revolution in France. A Directed Study Program.
- 4440 United States: 1945 to Present (3) Leonard Dinnerstein**  
American society and the role of the United States in world affairs from the Yalta Conference to the present. A Directed Study Program.

- 4449a History of American Foreign Relations (3) Lawrence Gerber**  
A study of the American people in an Atlantic community during the 18th and 19th centuries. A Directed Study Program.
- 4449b History of American Foreign Relations (3) Lawrence Gerber**  
An examination of the United States as a world power in the 20th century. 4449a is not prerequisite to 4449b. A Directed Study Program.
- 4452 American Ethnic History (3) Leonard Dinnerstein**  
A history of the various ethnic minorities in America from Colonial times to the present with emphasis on adjustment, acculturation and degrees of assimilation. A Directed Study Program.
- 4476a Modern Chinese History (3) Charles Hedtke**  
(Identical with Or. S. 476a)
- 4476b Modern Chinese History (3) Charles Hedtke**  
(Identical with Or. S. 476b)

## HOME ECONOMICS

- 4137 Education for Marriage (3) James Hine**  
A practical study of factors involved in courtship, mate selection, marital adjustment, and parenthood.
- 4223 Child Development (3) Kitty Abraham**  
Growth, development, and socialization of the child within the family setting, from conception to the middle school years; observations of infants and preschoolers. P, Psych 4100a. Soph. standing.
- 4337 Family Relations (3) Stephen R. Jorgensen**  
The modern family and its relationships. Comparative, functional, and institutional factors are examined.

## MANAGEMENT

- 4330 Personnel Management (3) Robert V. Conter**  
Policies and current practices in utilizing human resources effectively at all organizational levels.

## MARKETING

- 4364 Creative Advertising (3) Robert V. Conter**  
Use of visual and audio techniques to plan, create and produce effective advertising campaigns. Not acceptable for credit toward marketing major.

- 4366 Public Relations (3) Robert V. Conter**  
 The nature, role and management of public relations. Case problems and projects give practical experience in developing public relations programs. Not acceptable for credit toward marketing major. (Identical with Jour 266 and RTV 266)

## MATHEMATICS

- 4101a-1 Survey of Mathematical Thought (2) David Lomen**  
 A study of the nature of mathematics and its role in civilization utilizing historical approaches and computational examples. This course is the first half of 4101a. Not applicable to math major. P, 2 entrance units of math.
- 4101a-2 Survey of Mathematical Thought (2) David Lomen**  
 A study of the nature of mathematics and its role in civilization, utilizing historical approaches and computational examples. This course is the second half of 4101a. P, 4101a-1.
- 4105a Modern Elementary Mathematics (3) Peter Tonellato**  
 Development of a basis for understanding the common processes of arithmetic and geometry. P, two entrance of math.
- 4105b Modern Elementary Mathematics (3) Peter Tonellato**  
 Development of a basis for understanding the common processes of arithmetic and geometry. P, 4105a.
- 4116 Intermediate Algebra (3) David Lomen**  
 P, one year of high school algebra. Not applicable to the mathematics major.
- 4117 College Algebra (3) David Lomen**  
 P, 1½ entrance units in algebra or Math 4116. Not applicable to the mathematics major.
- 4118 Plane Trigonometry (2) David Lomen**  
 P, 1 entrance unit in geometry and either 1½ entrance units in algebra or Math 4116. Not applicable to the mathematics major.
- 4119 Finite Mathematics (3) Donald Myers**  
 Elements of set theory and counting techniques, probability theory, linear systems of equations, matrix algebra. P, Math 4117 or 117c.
- 4123 Elements of Calculus (3) David Lomen**  
 Elementary topics in differential and integral calculus. P, Math 4117 or 117c.
- 4125 Calculus David Lomen**  
 Algebraic expressions, differentiation, integration, analytic geometry, and infinite series.  
 Students register for:
- |                                   |         |
|-----------------------------------|---------|
| Calculus 4125a, P, 4117 and 4118  | 3 units |
| Calculus 4125b, P, 4125a          | 3 units |
| Vector Calculus 4223-1, P, 4125b  | 2 units |
| Vector Calculus 4223-2, P, 4223-1 | 2 units |

- 4160 Introduction to Statistics (3)** **Donald Myers**  
 Basic probability, uses of numerical data, useful probability distributions, estimation and hypothesis testing. P, Math 4117 or 117c. Not applicable to the math major.
- 4254 Introduction to Ordinary Differential Equations (3)** **David Lomen**  
 Solution methods for ordinary differential equations, qualitative techniques; applications drawn from physical, biological or social sciences. P, 125b.

## MUSIC

- 4100 Basic Musicianship (3)** **Joseph Rivers**  
 Introduction to the rudiments of musical notation, harmony, rhythm, and melody.

## ORIENTAL STUDIES

- 4140a Oriental Humanities (3)** **Linda Wentink**  
 Major trends and traditions in the arts, literatures and languages, religions and philosophies of Asia. The Middle East, India, and Pakistan. This course is a humanities option.
- 4170a Introduction to Asian Civilizations (3)** **Linda Wentink**  
 Survey of the traditional and contemporary social, political, and thought patterns of China, Japan, and India. The Traditional Period. A Directed Study Program.
- 4170b Introduction to Asian Civilizations (3)** **Linda Wentink**  
 Survey of the traditional and contemporary social, political, and thought patterns of China, Japan, and India. The Modern Period. A Directed Study Program.
- 4375b History of China (3)** **Charles Hedtke**  
 Historical development of China. 750-1900 A.D. A Directed Study Program. (Identical with Hist. 375b)
- 4444a Literature of India (3)** **Linda Wentink**  
 Ancient and classical literature; philosophical, epic, dramatic and poetic literature until 1200 A.D.
- 4444b Literature of India (3)** **Linda Wentink**  
 Modern Literature; lyric poetry, short stories and novels by contemporary writers.
- 4476a Modern Chinese History (3)** **Charles Hedtke**  
 Nationalism and communism in 20th century China; the political history of China from 1911 to present. 476a: 1911-1949. (Identical with Hist. 476a)

- 4476b Modern Chinese History (3) Charles Hedtke**  
Nationalism and communism in 20th century China; the political history of China from 1911 to present. 476b: 1949-present. 476a is not prerequisite to 476b. (Identical with Hist. 476b)

## **PHILOSOPHY**

- 4111 Introduction to Philosophy (3) Thomas Grimes**  
Selected basic philosophical areas and problems: Knowledge, belief and truth; the world and God; nature of persons; action and free will; the good life; the ideal community. This course is a humanities option.
- 4112 Introduction to Logic (3) Thomas Grimes**  
Principles of correct argument; fallacies and effective argumentation; inductive inference; elements of symbolic logic.
- 4113 Introduction to Moral and Social Philosophy (3) Thomas Grimes**  
Practical and frequently encountered moral problems; readings from representative moral and social philosophers. This course is a humanities option.

## **PHYSICAL EDUCATION**

- 4179 Advanced First Aid and Emergency Care (2) William H. King**  
Instruction in first-aid techniques and emergency care procedures.

## **PLANT PATHOLOGY**

- 4205 General Plant Pathology (3) Homer E. Bloss**  
Detailed study of representative plant diseases, with emphasis on basic concepts of diagnosis, cause, epiphytology, and control. Credit allowed for this course or 120, but not for both. P, Pl. S. 100 or G. Bio. 105a.

## **POLITICAL SCIENCE**

- 4102 American National Government (3) John E. Crow**  
General survey of the constitutional bases, organization, and functioning of the American national government; recent and current trends.
- 4103 American State and Local Government (3) Conrad Joyner**  
General survey of state and local government; recent and current trends.

- 4110 National and State Constitutions (3) Conrad Joyner**  
Meets the state requirement for a teacher's certificate. Designed for seniors intending to teach. Not open to students with credit in 4102, 4103, or 214.
- 4150 Introduction to International Relations (3) Peter A. Toma**  
Study of the international system, its actors and their capabilities; ends and means of foreign policy; international tension, conflict and cooperation. A Directed Study Program.
- 4214b Arizona Government (1) Conrad Joyner**  
Arizona Constitution: Historical background, theory, structure, powers, interrelationships, and functions of the system of state and local government based upon the Arizona Constitution. Meets the Arizona Constitution requirement for teacher certification. Not open to students with credit in 4110 or 214a.
- 4330 Minority Groups and American Politics (3) John E. Crow**  
Political problems of the poor; analysis of systematic poverty in the U.S. and theories of causation; selected policy problems; education, housing, job training, enforcement of anti-discrimination statutes; future of "power" movements.
- 4448 Government and Politics of Mexico (3) Paul Kelso**  
Historical background, organization, powers and functions of national, state and local governments of the United Mexican States. A Directed Study Program.
- 4451 Soviet Foreign Policy (3) Peter A. Toma**  
Ends and means of Soviet foreign policy; the decision-making process; Soviet relations with the West and developing nations. A Directed Study Program.

## PSYCHOLOGY

- 4100a Elementary Psychology (3) Dorothy Marquart**  
Growth and change of the individual; learning and conditioning principles; description of aptitudes and abilities.
- 4100b Elementary Psychology (3) Dorothy Marquart**  
Introduction to perception, emotions, and personality organization. 4100a is not prerequisite to 4100b.
- 4245 Psychological Measurement and Statistics (3) Sigmund Hsiao**  
Measurement, quantitative description, and statistical inference as applied to psychological variables. P, Math 166; 100a or 100b or CR. A Directed Study Program.

## REHABILITATION

- 4480 Problems of Drug Abuse (3) Paul Leung**  
A survey course for teachers, counselors, and agency workers concerned with drug abuse; examination of community, cultural and educational approaches to drug use and abuse.

## RENEWABLE NATURAL RESOURCES

- 4135 Conservation of Natural Resources (3) Malcolm Zwolinski**  
Conservation and multiple use of renewable natural resources including forest, watershed, range, wildlife, and recreation; history of forest and range use and its present status. A Directed Study Program.

## SOCIOLOGY

- 4100 Introduction to Sociology (3) James Galliher**  
Sociological concepts and principles with special reference to contemporary society.
- 4160 Minority Relations and Urban Society (3) Celestino Fernandez**  
Analysis of minority relations and mass movements in urban society; trends in the modern world with special reference to present-day race problems and social conflict.
- 4201 American Social Problems (3) C. Raymond Barrow**  
Principles of social disorganization and deviant behavior, as applied to American social problems. P, three units of soc. sci.
- 4289 World Population (3) Donna Carter**  
Basic concepts of population studies; analysis of social trends problems and solutions in relation to environmental factors, with reference to both advanced and developing nations. P, 100 or 301. A Directed Study Program.
- 4321 Sociology of the Family (3) Donna Carter**  
Analysis of the modern family and its characteristics in a social and historical setting. P, 6 units of sociology. A Directed Study Program.
- 4341 Juvenile Delinquency (3) C. Raymond Barrow**  
Extent, causes, and control of juvenile delinquency. P, 6 units of sociology including 201. A Directed Study Program.
- 4342 Criminology (3) C. Raymond Barrow**  
Study of crime, criminals, and criminal behavior. P, 6 units of sociology. A Directed Study Program.

## SPANISH

- 4101a-1 Elementary Spanish (2) Drucilla Castro**  
The elements of Spanish grammar with exercises in reading and composition. This course is the first of a series of four courses which together are equivalent to the first year in Spanish on the University campus.

- 4101a-2 Elementary Spanish (2)** **Drucilla Castro**  
 This is a continuation of Elementary Spanish 4101a-1. It is the second of a series of four courses which together are equivalent to the first year in Spanish on the University campus. P, Spanish 4101a-1 or equivalent.
- 4101b-1 Second Semester Spanish (2)** **Drucilla Castro**  
 Grammar, composition, and reading. This course is the third of a series of four courses which together are equivalent to the first year in Spanish on the University campus. P, Spanish 4101a or equivalent.
- 4101b-2 Second Semester Spanish (2)** **Drucilla Castro**  
 This is a continuation of Elementary Spanish 4101b-1. It is the fourth of a series of four courses which together are equivalent to the first year in Spanish on the University campus. P, Spanish 4101b-1 or equivalent.
- 4201a-1 Third Semester Spanish (2)** **Drucilla Castro**  
 This course is the first of a series of four courses which together are equivalent to the second year in Spanish on the University campus. P, Spanish 4101b or 2 years of high school Spanish.
- 4201a-2 Third Semester Spanish (2)** **Drucilla Castro**  
 This is a continuation of 4201a-1. It is the second of a series of four courses which together are equivalent to the second year in Spanish on the University campus. P, Spanish 4201a-1 or equivalent.
- 4201b-1 Fourth Semester Spanish (2)** **Drucilla Castro**  
 This course is the third of a series of four courses which together are equivalent to the second year in Spanish on the University campus. P, Spanish 4201a or equivalent.
- 4201b-2 Fourth Semester Spanish (2)** **Drucilla Castro**  
 This is a continuation of 4201b-1. It is the fourth of a series of four courses which together are equivalent to the second year in Spanish on the University campus. P, Spanish 4201b-1 or equivalent.
- 4371a Commercial and Technical Spanish (2)** **Cosme Zaragoza**  
 P, Spanish 305b.
- 4371b Commercial and Technical Spanish (2)** **Cosme Zaragoza**  
 A continuation of Spanish 4371a. P, Spanish 4371a.

## **SPECIAL EDUCATION**

- 4403 Study of Exceptional Children (3)** **George Leshin**  
 Incidence, characteristics, and educational problems of exceptional children. (Identical with Elem. Ed. 403 and Dec. Ed. 403)
- 4470 Mental Retardation (3)** **George Leshin**  
 History and philosophy of educational programs for the mentally retarded; etiology, classification, and characteristics of the retarded, with consideration of their educational, social and interpersonal problems. P, 403 or CR.





**BOOK ORDER FORM**

Send order to: **PARK BOOKSTORE**  
**The University of Arizona**  
**Park Avenue and Fifth Street**  
**Tucson, Arizona 85719**  
**(602) 626-2204**

Please ship:     New Books                     Used Books (if available)  
                           Book Rate                     Air Mail

*Please print or type*

Please send the following books for Independent Study course(s) in \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title of Text	Author
Other Supplies: _____	
_____	

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PRICES OF TEXTBOOKS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Unless otherwise requested, books will be shipped C.O.D.—handling charges included. Textbooks shipped outside the continental United States must be prepaid. Textbook prices for individual courses will be forwarded upon request.



**GENERAL INFORMATION**  
**HIGH SCHOOL COURSES**

## **GENERAL INFORMATION**

High School Independent Study courses may be used to satisfy requirements for a diploma or to remove a deficiency for the college bound student. They may also be used by the mature adult to prepare for the GED test and/or to establish a high school academic record.

High School Independent Study courses conform in subject matter to the same courses offered in regular high school classrooms. Textbooks, objectives, assignments, and examinations parallel those for Tucson Unified School District. The courses are organized on a semester basis, with seven assignments and a final examination for each course. It is estimated that one assignment is equal to approximately two weeks of work.

### **REGISTRATION**

Students may register at any time. One year is given to complete each course. Application for high school courses may be made by completing the registration form (located in the back of this section) and returning it with tuition payment to:

Independent Study  
The University of Arizona  
Babcock Building 3203  
1717 E. Speedway  
Tucson, Arizona 85719  
(602) 626-1896.

Students presently attending high school should obtain the authorizing signature of their principal or superintendent on their registration application.

### **COURSE NUMBERING**

The number 9, 10, 11, and/or 12 which follows the title of the course indicates the high school year level of the course. The letter "a" or "b" following the course number indicates the first or second semester of the course.

### **PREREQUISITES**

Prerequisites are listed for certain courses. This listing is intended to assist the student in the selection of courses. A student should not enroll in a course for which he is not qualified by either experience or prior training. Courses with sequential numbers must be taken in order; they cannot be taken concurrently unless otherwise noted.

### **TUITION**

Tuition is \$40.00 for each course. Make check payable to The University of Arizona. This fee does not include the cost of books.

### **WITHDRAWALS**

A student must withdraw from a course within 45 days of registration to be eligible for a refund. A full refund minus \$5.00 will be granted provided no lessons have been submitted and the course syllabus is returned in satisfactory condition.

### **CHANGE OF COURSE**

A student may change his course within 45 days of registration providing:

1. No assignments have been submitted.
2. The original course is returned intact.
3. A \$5.00 transfer fee is paid.

## **COMPLETION TIME**

Students have one year from the date of registration to complete a course.

## **TIME EXTENSIONS**

Time extensions are not encouraged because they work to the disadvantage of the student. However, a three-month time extension will be granted for a \$5.00 fee provided that at least half of the course work has been submitted to and checked by the instructor prior to the original course expiration date. Only one time extension will be permitted.

## **ENROLLMENT TRANSFER**

The transfer of enrollment from one individual to another is not permitted.

## **CREDIT**

Upon the satisfactory completion of all assignments and the final examination you will be sent a certificate by The University of Arizona. One copy of this certificate will, upon your request, be sent to any organization you designate. All credit earned is approved under the North Central regulations for high schools. Each course is equivalent to one-half semester of work.

## **TRANSFER OF CREDIT**

Educational requirements and procedures vary from school to school. It is, therefore, of prime importance that each student obtain approval in advance if he desires to apply Independent Study credit towards a high school diploma. An administrator of the school from which the diploma is to be obtained should approve the course before it is taken. It is the sole responsibility of the student to obtain this approval before enrolling.

## **GROUP STUDY**

Group study is encouraged whenever possible. Two or more students who are enrolled in the same course at the same time have an opportunity to work together on their assignments. Such activity adds a new dimension to Independent Study, that of discussion. This serves to broaden the horizons of the participants as well as to make the assignments more interesting.

## **EXAMINATIONS**

Tucson area students take examinations on The University of Arizona campus. Students residing outside the Tucson area take examinations in their local community.

Detailed instructions regarding examination procedures are provided with each course syllabus. Credit will not be granted for any course until the final examination has been completed.

## **TEXTBOOKS**

Textbooks may be obtained wherever available or by placing a C.O.D. order with the:

Park Bookstore  
The University of Arizona  
Park and Fifth  
Tucson, Arizona 85721  
(602) 626-2204

A Book Order Form is included for your convenience.

## **LIBRARY SERVICES**

Students living in the Tucson area are authorized to use the University Library. Presentation of the Fees Receipt Card is all that is required.

Students who live outside the Tucson metropolitan area may obtain books from the University's Interlibrary Loan Service.

Upon request, the Loan Service will send material to a library in the student's geographical area. The student then checks out the book for a period of two weeks. The only cost involved would be if the lending library would charge the student for mailing the books back to the University. Check with your local library for assistance in obtaining books to aid you.

## **OVERSEAS STUDENTS**

C.O.D. postage service is not available to students residing overseas. Information regarding the total cost of books, tuition, and mailing service will be provided for any course upon request. Inquiries should be directed to:

Independent Study  
The University of Arizona  
Babcock Building 3203  
1717 E. Speedway  
Tucson, Arizona 85719  
(602) 626-1896

## **VETERANS**

Veterans should contact their local or regional Veterans Administration Office for eligibility and registration information. Tucson area veterans should contact the Veterans Affairs Office at The University of Arizona.

## **TAX DEDUCTION FOR COURSE FEES**

\*Treasury regulation

1.162-5 Expenses for education.

(a) General Rule. Expenditures made by an individual for education, including research undertaken as part of his educational program (with certain exceptions), are deductible as ordinary and necessary business expenses (even though the education may lead to a degree) if the education —

(1) Maintains or improves skills required by the individual in his employment or other trade or business, or

(2) Meets the express requirements of the individual's employer, or the requirements of applicable law or regulations, imposed as a condition to the retention by the individual of an established employment relationship, status, or rate of compensation.

\*Federal Taxes

For further information please contact your local IRS office.



**HIGH SCHOOL  
COURSE OFFERINGS**

## ART

- 9-12 Acrylic Painting** **M.L. Wright**  
The techniques of this exciting hobby are easy to follow and may just lead to the lifelong hobby you need.
- 9-12 Beginning Drawing** **M.L. Wright**  
Always had an itch to try to draw? Experiment with the basic techniques and find the joy of expressing yourself non-verbally.
- 9-12 Commercial Art** **M.L. Wright**  
This is an introduction, dabbling in a few of the many fields of lucrative commercial art: advertising, fashion design, greeting cards, posters.

## ACCOUNTING

- 11a Elementary Accounting** **William O. Drum**  
The total bookkeeping process—terms, record-keeping and business transactions. Preparing worksheets and financial statements. P, 4 semesters of high school math.
- 11b Elementary Accounting** **William O. Drum**  
The total bookkeeping process — terms, record-keeping, and business transactions. Preparing worksheets and financial statements. P, 4 semesters of high school math. The second half of Elem. Acct. 11a.

## ENGLISH

- 11a Composition** **M.L. Wright**  
Uses of English language in writing. Equivalent to the first semester of high school English at the junior year.
- 11b Expository Writing** **M.L. Wright**  
Expository writing from the simple article to letters to research papers. The second semester of junior year English. P, English 11a or equivalent.
- 12a Current Literature** **M.L. Wright**  
Current literature emphasizing brotherhood. The first semester of high school English at the senior level. P, English 11b or equivalent.
- 12b Creative Writing** **M.L. Wright**  
Creative writing — stories, poems and news writing. A continuation of English 12a. Second semester senior English. P, English 12a or the equivalent.
- 11-12 Language Arts** **M.L. Wright**  
The development of practical skills in the writing and speaking of English. A basic course which may be used to supplement either junior or senior year English.



responsible for the growth of Arizona as a state. The creation of the territory and the quest for statehood. May be used to fulfill requirements at either junior or senior year.

- 12 United States History Joseph Stanley**  
A survey course from the discovery of the New World to the present time. An objective and clear portrayal of the main events in our history. Special stress on the development of our nation from 1492 through the Nixon administration.
- 11a United States History to 1865 Joseph Stanley**  
A breakdown survey of the nation's early beginnings from the founding of Jamestown to the Civil War era.
- 11b United States History from 1865 Joseph Stanley**  
Continuation of U.S. History 11a. Beginning from Reconstruction through early industrialization period to present day America.

## **MATHEMATICS**

- 9a General Math Joyce R. House**  
Pre-algebra. Review of topics covered in arithmetic that are prerequisite for an algebra course. May be used to satisfy requirements at the freshman level of high school.
- 9b General Math Joyce R. House**  
Continued review of basic arithmetic leading to the study of algebra. P, General Math 9a or equivalent. For fulfilling mathematics requirement at the freshman level of high school.
- 9a Elementary Algebra Joyce R. House**  
The first semester of high school algebra. Basic work in simple equations, fractions, and factoring. A freshman level course.
- 9b Elementary Algebra Joyce R. House**  
The second semester of high school algebra. For the freshman level of high school.
- 10a Plane Geometry Abraham S. Fried**  
A beginning course in geometry. The study of lines, angles, rectangles, circles, and related figures. Provides an introduction to logical reasoning and precise definitions. P, 2 semesters of high school algebra or the equivalent. May be used to satisfy requirements at the sophomore level.
- 10b Plane Geometry Abraham S. Fried**  
The second semester of beginning geometry. P, plane geometry 10a or equivalent. A sophomore level course.
- 11a Plane Trigonometry Abraham S. Fried**  
The standard material of plane trigonometry as taught at the junior level of high school. P, 3 semesters of algebra and 2 semesters of plane geometry, or equivalent.

## SCIENCES

- 10a**      **Basic Earth Science**      **Joseph Stanley**  
Study of the earth's matter, oceans and atmosphere, land forms, and changes within the earth.
- 10b**      **Basic Earth Science**      **Joseph Stanley**  
The second semester of Basic Earth Science. P, Basic Earth Science 10a.

## SOCIAL STUDIES

- 12**      **Free Enterprise**      **Joseph Stanley**  
Supply and demand. Buying on credit. Single proprietorship, partnership, and corporations. Job hunting. Unions and collective bargaining. Taxes and government spending. Banks and economic growth. Foreign trade. Types of economic systems. This course satisfies the Arizona requirement of one semester of Free Enterprise for graduation from high school.
- 12**      **Elementary Psychology**      **George J. Beimers**  
Basic concepts of psychology. The study of man and his behavior. May be used to satisfy social studies requirements at the senior year.
- 12**      **Elementary Sociology**      **George J. Beimers**  
The basic concept of sociology. Principles of human society including the family, groups, and the controls society places upon itself. May be used to satisfy the social studies requirements for the senior year.

**APPLICATION FOR  
HIGH SCHOOL INDEPENDENT STUDY COURSE**

THE UNIVERSITY OF ARIZONA  
Continuing Education, Independent Study  
Babcock Building #3203, 1717 E. Speedway, Tucson, Arizona 85719  
(602) 626-1896

*Please print or type*  
NAME

Date \_\_\_\_\_

Female  
 Male

\_\_\_\_\_

Last

First

Middle

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Are you now attending High School?     YES     NO

If yes, please list:

Name of High School \_\_\_\_\_

Street address of school \_\_\_\_\_

City or town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorizing Signature of Principal or Superintendent \_\_\_\_\_  
Course(s) Desired

Dept.	Title	No.	Tuition

I hereby authorize the University of Arizona to charge \$ \_\_\_\_\_  
for fees for Registration on my credit card.

Card Expiration Date \_\_\_\_\_

Master Charge No. \_\_\_\_\_

Visa No. \_\_\_\_\_

Signature \_\_\_\_\_

Address of Card Holder \_\_\_\_\_

Street

City

State

Zip

Make check or money order payable to The University of Arizona and submit  
with application. Tuition is \$40.00 for each course.



**BOOK ORDER FORM**

Send order to: **PARK BOOKSTORE**  
The University of Arizona  
Park Avenue and Fifth Street  
Tucson, Arizona 85719  
(602) 626-2204

Please ship:  New Books  Used Books (if available)  
 Book Rate  Air Mail

*Please print or type*

Please send the following books for Independent Study course(s) in \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Title of Text	Author
Other Supplies: _____ _____	

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PRICES OF TEXTBOOKS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Unless otherwise requested, books will be shipped C.O.D.—handling charges included. Textbooks shipped outside the continental United States must be prepaid. Textbook prices for individual courses will be forwarded upon request.



**GENERAL INFORMATION**

**NON-CREDIT COURSES**

## **NON-CREDIT COURSES**

The following courses are being offered for those not wishing (or needing) to gain credit. These courses are listed in separate categories and are not to be taken for either university or high school credit.

Registration for non-credit courses should be made on the regular application form by writing "SNC" in the "Units" block and listing the course fee under "Tuition." Fees for non-credit courses vary in accordance with the work involved, the presentation of the course, as well as other factors. The fee for each course is listed in the course description.

The primary objective of each course is intended to satisfy a specific need of the student which is not necessarily part of a formal academic degree program.

### **REGISTRATION**

Students may register at any time by completing the Mail-In Registration Form (on the back of this section) and returning it with tuition payment to:

Independent Study  
The University of Arizona  
1717 E. Speedway  
Babcock 3203  
Tucson, Arizona 85719.  
(602) 626-1896

Students are advised to register for no more than one course at a time. In exceptional circumstances, a student may register for two courses at one time. However, such registration is not recommended since it invariably works to the disadvantage of the student.

### **TUITION**

Tuition is listed in the course description. Make check payable to The University of Arizona. This fee does not include the cost of books. Tuition fees are subject to change. Fee waivers may not be used for Independent Study. No second-party checks may be used.

### **WITHDRAWALS**

A student must withdraw from a course within 45 days of registration to be eligible for a refund. A full refund minus \$5.00 will be granted provided no lessons have been submitted and the course syllabus is in satisfactory condition.

### **CHANGE OF COURSE**

Transfer to another Independent Study course of the student's choice may be made within 45 days of registration provided that:

1. No assignments have been submitted.
2. The original course syllabus is returned intact.
3. A \$5.00 transfer fee is paid.
4. Payment of any additional fees due (if transferring to a more expensive course).

## **COMPLETION TIME**

Students have one year from date of registration to complete a course or to request an extension.

## **TIME EXTENSIONS**

A three-month time extension will be granted for a \$5.00 fee provided that fifty percent of the course work has been completed and the instructor approves the extension. Only one time extension will be permitted. Extensions may be granted only by permission of the Director and must be requested within one year from the date of registration.

## **ENROLLMENT TRANSFER**

The transfer of enrollment from one individual to another is not permitted.

## **GROUP STUDY**

Group study is encouraged whenever possible. Two or more students who are enrolled in the same course at the same time have an opportunity to work together on their assignments. Such activity adds a new dimension to Independent Study, that of discussion. This serves to broaden the horizons of the participants as well as to make the assignments more interesting.

## **TEXTBOOKS**

Students may purchase textbooks wherever they are available, or they may obtain them by placing a C.O.D. order with:

Park Bookstore  
The University of Arizona  
Park Ave. and 5th  
Tucson, Arizona 85721  
(602) 626-2204

Refer to the Book Order Form at the back of this section. To obtain book prices for individual courses, contact the Park Bookstore at the above address.

## **LIBRARY SERVICES**

Students living in the Tucson area are authorized to use the University Library. Presentation of the Fees Receipt Card is all that is required.

Students who live outside the Tucson metropolitan area may obtain books from the University Interlibrary Loan Service.

Upon request, the Loan Service will send material to a library in the student's geographical area. The student then checks out the book for a period of two weeks. The only cost involved would be if the lending library would charge the student for mailing the books back to the University. Check with your local library for assistance in obtaining books to aid you.

## **MILITARY PERSONNEL**

Eligible military personnel should process DANTES applications through their Education Office. Upon receipt of a DANTES application, Independent Study will send the course syllabus to the applicant. Military personnel residing overseas must pay for books by check or money order made payable to the Park Bookstore, rather than using C.O.D. mailing service.

## **OVERSEAS STUDENTS**

C.O.D. postage service is not available to students residing overseas. Information regarding the total cost of books, tuition, and mailing procedures will be provided for any course upon request. Inquiries should be directed to:

Independent Study  
The University of Arizona  
1717 E. Speedway  
Babcock 3203  
Tucson, Arizona 85719  
(602) 626-1896

## **TAX DEDUCTION FOR COURSE FEES**

\*Treasury regulation

1.162-5 Expenses for education.

(a) General Rule. Expenditures made by an individual for education, including research undertaken as part of his educational program (with certain exceptions), are deductible as ordinary and necessary business expenses (even though the education may lead to a degree) if the education —

(1) Maintains or improves skills required by the individual in his employment or other trade or business, or

(2) Meets the express requirements of the individual's employer, or the requirements of applicable law or regulations, imposed as a condition to the retention by the individual of an established employment relationship, status, or rate of compensation.

\*Federal Taxes

For further information please contact your local IRS office.

## **QUESTIONS**

The University of Arizona  
Continuing Education — Independent Study  
3203 Babcock Building  
1717 E. Speedway  
Tucson, Arizona 85719  
(602) 626-1896



## **NON-CREDIT COURSE OFFERINGS**



**80-7      Dealing with Complaints,  
             Criticisms and Rumors**

**Robert V. Conter/  
Sherry Lynn Smith-Miller**

Properly handled, complaints, criticisms and rumor control can be beneficial to organizations. In addition to being a measure of dissatisfaction, critical communication demonstrates the critic's interest in an organization. Often such criticism is merely indicative to misunderstanding of and misconceptions about organization policies and personnel. Appropriately trained individuals are often able to redirect the criticism into constructive channels to develop opportunities for organizational improvement and increased understanding. This course will explore the values of criticism, the types of critics and sources of criticism and techniques in dealing with criticism and complaints from the public and co-workers. Self-appraisal exercises for student-instructor feedback and suggested readings (6 assignments). Tuition — \$35.00

**80-8      How to Plan Successful Meetings**

**Marialyce Conter**

A step-by-step approach to planning, developing and running effective meetings. Scheduling, creating a productive climate, selecting and briefing speakers, use of audiovisual equipment, coordinating facilities and after-action follow-up will be covered. Exercise, and handouts will stress effective meeting management (3 assignments). Tuition — \$30.00

**80-9      Leadership — How to Get from  
             Here to There**

**Robert V. Conter/  
Sherry Lynn Smith-Miller**

Leadership ability is a goal of most individuals in organizations. Like most goals, however, achievement depends upon an effective strategy to get "From Here to There." This course provides the participant with the opportunity to develop an individualized program toward leadership development. Topics discussed include *Who You Are Now* (Identity), *The Way It Is* (Situation), *What You Have Available* (Tools), *How To Do It* (Process) and *Where You Can Go* (Implementation). Each assignment utilizes self-evaluation exercises and simulations designed to assist participants in achieving their personal strategy. Adjusted readings (6 assignments). Tuition — \$35.00

**80-10 Memory Training**

**Marialyce Conter/  
James Gibson**

A simple system to help you become more effective at work, in school, in sports and in leisure activities. Methods of assisting you in remembering phone numbers, faces, people's names, appointments and other important material. Useful in developing improved study habits. Association, linkage, substitute words, mental images and games will all be used to develop an improved personal memory (6 assignments). Tuition — \$35.00

**80-11 Problem Analysis and  
Decision Making**

**Robert V. Conter/  
Sherry Lynn Smith-Miller**

A problem is a situation of consequence for which an organization or an individual does not have a ready response. The end result of proper problem analysis is a personally or organizationally efficient decision. This course will examine various problem analysis — problem solving models as the basis for more effective decision making. Participants will explore processes, barriers, development of creativity, innovation and group vs. individual solution formation. Individual progress is measured through pre- and post-test evaluations. The Final Assignment is an In-Basket simulation exercise. Self-appraisal exercises for student-instructor feedback and suggested readings (6 assignments). Tuition — \$35.00

**80-12 Strategies for Career Success**

**Marialyce Conter/  
James Gibson**

Effective techniques that work in any career area to assist in personal development and job enrichment. Professional growth through experience, linkages, work-related joining, specializing, mentor/protege relationships, and the success-breeds-success syndrome. The two distinct categories of workers — maintainers and inventors — will be examined. Success stories will emphasize special skills for career advancement. Cassette tapes and awareness exercises will lead the student through the self-improvement course (6 assignments). Tuition — \$35.00

**80-13 Supervision**

**Robert V. Conter**

The improvement and upgrading of supervisory job skills. A survey of areas of responsibility and the development of objectives and











## BOOK ORDER FORM

Send order to: **PARK BOOKSTORE**  
The University of Arizona  
Park Avenue and Fifth Street  
Tucson, Arizona 85719  
(602) 626-2204

Please ship:     New Books                       Used Books (if available)  
                       Book Rate                         Air Mail

*Please print or type*

Please send the following books for Independent Study course(s) in \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title of Text	Author
Other Supplies: _____	

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

***PRICES OF TEXTBOOKS ARE SUBJECT TO CHANGE WITHOUT NOTICE.***

Unless otherwise requested, books will be shipped C.O.D.—handling charges included. Textbooks shipped outside the continental United States must be prepaid. Textbook prices for individual courses will be forwarded upon request.



