

## Chapter 10 – Continuing and Professional Studies

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Danny Shakespeare	Coordinator, Custom Fit/Short Term Intensive-Training
Karl Stevens	Coordinator, Accounting/Marketing Business and Off Campus Programs

The School of Continuing and Professional Studies is committed to responding to diverse student populations as they discover and fulfill their potential in today's rapidly changing world. Our programs expand the range of educational opportunities offered by the six academic colleges on campus, at area and regional sites, through the use of current technologies and in convenient time frames. Programs administered by the School of Continuing and Professional Studies include off-campus sites, summer programs, weekend programs, courses delivered at a distance through the use of technology, specialized certificate programs, international programs, inservice training opportunities for teachers, and university-wide noncredit programming to serve the needs of area business, industry, and government.

### Mission Statement

The School of Continuing education and distance education acts as an innovative catalyst for the University by providing flexible educational opportunities that enhance economic, technological, and cultural development.

1. Provides quality, student centered course work offered during the evening and summer session,
2. Provides general education, professional development, and selected upper division and graduate courses, delivered in technology based and traditional independent study formats,
3. Provides course work in support of degree programs designated for off-campus delivery,
4. Provides comprehensive conference coordination and a productive educational environment for programs that meet the adult professional learning and community and economic development role of SUU as a regional university,

### Continuing & Professional Studies

Continuing education offers traditional and nontraditional educational opportunities for all types of students. It works closely with the University's academic departments and colleges and with professional, trade and special interest organizations. Options for life-long learning are presented year round. Alternatives range from

part-day workshops, lectures and concerts to week-long credit workshops and telecourses. Courses may be added to the schedule whenever sufficient interest is shown. Continuing education programs meet the needs of nontraditional students through convenient course scheduling, curricular flexibility, innovative, nontraditional teaching methodology, cooperative work/study arrangements, and specifically designed instruction including internships.

The School recognizes that most of its students/clients have work, family, and other personal and professional responsibilities which limit their participation in traditional college activities; therefore, convenience is a major factor in the design of continuing education programs.

Full degree programs are scheduled at various outreach locations to meet the needs of rural Utah citizens. Evening classes, both on and off campus, plus a broad range of opportunities for study during summer school as well as numerous other community services and special projects are part of the School's assigned role and mission.

### National Student Exchange

SUU is a member of the National Student Exchange. The National Student Exchange (NSE) enables SUU students to spend a semester or a year at one of over 174 colleges and universities. Students may select from institutions in 47 states in the U.S., the District of Columbia, and three U.S. territories. Six Canadian universities also participate in the NSE. Students pay tuition and fees to SUU or resident tuition and fees to the host institution, depending on the plan through which they participate. Financial aid and scholarships students receive at SUU also apply to their exchange.

NSE offers students the means to experience new life and learning styles, appreciate differing cultural perspectives, learn more about themselves and others, and broaden their educational background through specialized courses or unique programs that may not be available on the home campus. Living and studying in another state or region of the United States is a valuable opportunity to widen educational horizons.

With member institutions offering tuition reciprocity, and students continuing their eligibility for financial aid at SUU, National Student Exchange represents one of the most cost-effective ways to travel and experience life in a new environment.

Through the NSE, students also have access to designated study abroad programs offered by participating institutions at resident program fees.

The deadline for applying for the next year is February 15, although early application is encouraged.

Students interested in the National Student Exchange should contact Alla Paroiatnikova in the Office of International Programs, HCC 103. Tel. (435) 586-1995. E-mail: [paroiatnikova@suu.edu](mailto:paroiatnikova@suu.edu).

### **Travel Study Abroad and International Programs**

Travel Study opportunities are available for students, traditional and non-traditional, who are interested in pursuing various language and cultural experiences abroad.

The Office of International Programs was established at Southern Utah University to represent a commitment to international education. The office has responsibility for faculty and student exchange programs and other international activities at the university. Its goal is to expand and strengthen international ties among individuals, units, and programs on campus and to encourage the exchange and flow of ideas and information so crucial for the development of global knowledge and awareness.

SUU students can add an international dimension to their education through study abroad. Students may earn SUU credit by enrolling in summer and short-term international courses offered by SUU departments in Great Britain, Spain, Mexico, and Germany.

In addition, SUU students are eligible to participate in study abroad programs sponsored by participating campuses in the National Student Exchange Consortium and other partner institutions. Information and advising are also available for other study abroad opportunities.

Students interested in Study Abroad programs should contact Alla Paroiatnikova in the Office of International Programs, HCC 103. (435) 586-1995. E-mail: [paroiatnikova@suu.edu](mailto:paroiatnikova@suu.edu).

### **Intensive Language Training Institute**

(ELSC) English Language Study Center

The University provides an intensive English program with various levels of curriculum for international and other students with appropriate TOEFL scores. Students entering the ESLC programs will be thoroughly tested to determine and evaluate their English language skills. Courses in Japanese, German, Hebrew, French, Latin, Spanish, Russian, and other languages are offered on demand by the School of Continuing and Professional Studies.

### **Distance Education**

The Director of Online Courses and Independent Study in continuing education oversees the development and delivery of courses which utilize internet and other emerging technologies to bridge the gaps of distance and time between teachers and learners. These courses are generally not delivered to specific predetermined sites. The Director also coordinates the development and delivery of traditional independent study and correspondence study courses. A primary audience is in-service education and training for practicing K-12 schoolteachers.

**Fast Trak Certificates** is a program that offers packages of courses, typically online, that provide opportunities to those who wish to advance their knowledge and credentials in a particular discipline. A professional certificate is awarded upon completion of a selection of three to five pertinent courses.

### **In-Service Programs**

All 5000 level course are administered by the School of Continuing and Professional Studies under the supervision of the respective faculty. The 5000 level courses are offered in every subject area with the permission of the respective dean.

Courses designed for career enhancement, professional growth, teacher recertification and lane changes are delivered by the School. A significant number of on-going programs for public school educators explore changes in educational philosophy, classroom management, student motivation and achievement. In-service programs also provide hands-on experience with current curriculum and teaching techniques. In-service courses are also offered through

independent study, as correspondence courses, and on the internet. Most of the courses available can be taken over the internet. Registration can also be accomplished via the internet.

### **Off-Campus Degree Programs**

The SUU Office of Off-Campus Degree Programs delivers courses and degree programs throughout the southern Utah region. Undergraduate courses are primarily offered at the University Center at Snow College South in Richfield and at Dixie State College in St. George. A new SUU Graduate Center has been established on the Dixie State College campus to provide graduate level courses and degrees in education and business. Delivery methods for the courses include university faculty members traveling to these distant sites, as well as technology mediated courses via the EdNet system, satellite, and the internet. Courses are available during the regular school day, in the evening, and on weekends. In collaboration with the University's academic colleges and departments, the office also develops and manages special off-campus programs and courses for private companies and businesses in the region.

### **Concurrent Enrollment**

The University provides credit to qualified high school juniors and seniors through state approved concurrent enrollment courses. Courses are provided in the public schools through courses taught by qualified public school teachers and through courses delivered via technology by University faculty. Local high school students also attend courses on the campus in certain degree and applied technology programs.

### **Ednet**

Modern technology provides increased options for serving the campus student, off-campus student and community groups with teleconferences, interactive broadcasts via satellite and Utah telecommunication systems.

### **Conference Services**

The Office of Conference Services schedules the Hunter Conference Center (on campus) and the SUU Mountain Center (12 miles east of campus on Cedar Mountain). For those events in the Conference Center, Conference Services coordinators will arrange any or all of the logistical details for the event and help you achieve your meeting objectives. The staff can also advise you on area attractions and activities, which will make your stay in southern Utah even more memorable. Let the qualified Conference Services staff provide you with orchestrated details and assistance in planning and managing your meeting in Cedar City. Every event has the full attention of a professional coordinator who will continue to assist with any requirements while your group is here.

### **Personal Enrichment And Professional Development Programs**

Conference Services invites you take advantage of a wealth of new learning opportunities through innovative offerings in the areas of personal enrichment and professional development. Primarily non-credit courses and workshops, these programs will be directed at a variety of audiences and include interest areas such as languages, health and wellness, music and dance, computer skills, management and finance, astrology, culture and cuisine, literature, outdoor activities and trips. For information, call (435) 865-8353 or email [Conference@suu.edu](mailto:Conference@suu.edu).

### **Emergency Medical Technician Training**

As part of the personal enrichment and professional development programs, the EMT course is a basic training program for the first responder to the sick or injured. The class is ideal for fire and police department personnel, as well as a prerequisite for anyone desiring to work on an ambulance service in the state of Utah. The course can be used as a valuable pre-med, nursing program, or police

science prerequisite for persons wishing to understand pre-hospital care of the sick and injured. The 120 hours of training include hands-on experience and ambulance practical experience. The course is offered each semester. For more information, call (435) 865-8353 or email [Conference@suu.edu](mailto:Conference@suu.edu).

### Youth Conferences

Consider Southern Utah University as the site for your next youth conference. The office of Conference Services is dedicated to providing your group with a spiritual yet entertaining experience. A Complete Youth Conference Package includes the planning as well as all arrangements for food, housing and activities. Create a theme for your conference and let Conference Services take it from there. Included in the package would also be workshops and an inspirational speaker. In addition, your youth would enjoy a pizza party, swimming, and a dance. A youth counselor will assist with your activities while you are on campus. The goal is to provide your youth with an experience they will remember for years to come. For information or to schedule dates for your next youth conference, call (435) 865-8219 or email [Conference@suu.edu](mailto:Conference@suu.edu).

### Hunter Conference Center

The stately Hunter Conference Center accents the beauty of Southern Utah University, with its historic buildings and groves of spruce and pine trees on the upper campus. This distinctive facility offers nearly 11,000 square feet of excellent meeting and dining space for large or small gatherings. Enjoy a warm, friendly atmosphere and attentive service to help you with the details of your event. The Hunter Conference Center can accommodate all your meeting needs, from personal workshops to grand banquets. Advanced technological amenities are available throughout the Center to enhance all types of events. Our conference coordinators can assist you with meeting pre-planning, registrations, and on-site coordination to ensure a high level of productivity and the success of your event. The Hunter Conference Center is the perfect location for an extraordinary conference experience. To schedule the Conference Center or for more information, visit our website at [www.suu.edu/scps/confer](http://www.suu.edu/scps/confer), call (435) 586-7853, or email [Conference@suu.edu](mailto:Conference@suu.edu).

### Mountain Center

A scenic drive up Cedar Canyon takes you into the mountains where the air is clear and fresh. Here you will find the Southern Utah University Mountain Center...a secluded world apart, a private place, free of city distractions. This facility offers over 6000 square feet of inviting amenities and is situated on a 2800 acre ranch. Located just minutes from downtown Cedar City on Highway 14, the Mountain Center is easily accessible throughout the year and has parking space to accommodate large groups.

Whether you're hosting an informal retreat, coordinating a business workshop, or entertaining family or friends, the Mountain Center has everything you need, all in a beautiful alpine setting. Constructed with open-beam vaulted ceilings, the Mountain Center contains meeting rooms, a large kitchen, dining room, bedrooms, outdoor cooking facilities, patios and pavilions, pathways, and acres of beautiful mountain land to explore. Hike the great outdoors or take advantage of a secluded amphitheater for open-air presentations.

Enjoy visiting the scenic surroundings of southern Utah. The Mountain Center is just minutes away from Cedar Breaks National Monument, with Bryce Canyon and Zion National Parks also nearby. For more information, visit our website at [www.suu.edu/scps/confer](http://www.suu.edu/scps/confer), call (435) 865-8219, or email [Conference@suu.edu](mailto:Conference@suu.edu).

## Custom Fit/Short-Term Intensive Training

### Custom Fit Training

The Custom Fit program provides tailored training for new and expanding companies. Services are truly "custom fit" according to individual company needs, and provide curriculum, expertise and funds for the training costs. Custom Fit can provide the following:

- Organization and employee training needs assessments
- Initial or "start-up" training
- Training plan development and customized curriculum
- Upgrade training on new equipment or technology
- Statewide network of training consultants
- Funding – up to 75% of training costs
- Access to university-wide training resources
- Increased profits and productivity

### Short Term Intensive Training (STIT)

Training is specific and "hands on" and is tailored to the needs of the individual, business, industry and community. STIT provides on-going, nontraditional short-term courses as well as one-time, on demand courses to fulfill immediate business, industry, or community needs.

- Classes at times and places most convenient to the individual or company
- Programs that are flexible and structured to meet individual needs
- Classes from a few hours, a few days, to one year
- Training that matches employer needs with job seeker's skills
- Training that is based upon specific job market and technological demands
- Up to half of training costs
- Access to campus-wide training resources

### STIT Courses

#### Medical Terminology

The Medical Terminology class is a 2 credit hour class and is designed to help prepare a person for medical-related careers and to assist those working in these fields with increased medical vocabulary skills.

#### Self-Contained STIT Courses

##### 1. Electrical Apprenticeship

The electrical apprenticeship program is designed to prepare a person to take the state journeyman exam and for a career as an electrician. The training is the "classroom" portion of the apprenticeship and each section is one year (two semesters) in length. It includes practical as well as classroom instruction, and concentrates on the skills necessary to succeed at this challenging profession.

#### Education and Work Requirements

Each apprentice must have a job with a licensed electrician who will sponsor them in the four-year electrical apprenticeship program and help him/her register with the state and federal electrical boards. The registered apprentice then attends this (state- and BAT-approved) 144 hour yearly classroom training course. After four years of on-the-job experience and a total of 576 classroom hours have been successfully completed, the registered apprentice is permitted to take the state exam to become a journeyman electrician. The coursework and training requires a good knowledge of basic math, and the ability to memorize codes and procedures. (Fall, Spring)

#### Core Training Topics

- Design of electrical systems
- Installation of electrical systems and apparatus

- Maintenance of electrical systems and apparatus
- Blueprints and electrical diagrams
- Electrical code
- Journeyman test preparations

More detailed information can be obtained from the School of Continuing and Professional Studies (435-586-7850)

### 2. Medical Transcriptionist

The Medical Transcription program is designed to prepare a person for a career as a transcriptionist. The training is practical and to the point, and is one year (11 months) in length. It includes a practicum as well as classroom instruction. The training concentrates on the skills necessary to succeed at this exciting profession.

*Note: Prerequisites: ISA 1300, Business English; ISA 1050, Overview of Computers, or comparable courses. See instructor for details.*

#### Core Training Topics

- Anatomy and Physiology
- Human Diseases
- Medical Terminology
- Surgical Procedures
- Pharmacology
- Laboratory Procedures
- Word Processing
- Medico legal Issues
- Formatting
- Machine Transcription
- Secretarial Skills

#### Completion Requirements

Graduation is dependent on an exit speed of 100 lines typed an hour with no more than 3% errors per 100 lines, which is the industry standard for entry level medical transcription.

*Note: This is a nontraditional STIT training program and is taught as one self-contained course by medical professionals. Classes are concurrent with Southern Utah University semesters. The course begins each fall semester and runs through summer semester. Enrollment does not require University admission. Instructor permission required. Contact Barbara Cowan (435-865-8243). (Fall Entry)*

### 3. Nursing Assistant, Certified

The nursing assistant program is designed to prepare a person to function in the role as a health care assistant. Program completion will occur in a 2-month time period, and will include the opportunity to pass the State Nursing Assistant Certification Exam. The training covers theory and the practical skills for meeting the basic human needs of individuals in a variety of settings (long term care, home care, hospital).

#### Core Training Topics

- Respecting patient/resident rights
- Basic communication skills
- Grooming, bathing and personal cares
- Assisting with physical activities
- Measure vital signs: height, weight, blood pressure, pulse, respiration, temperature
- Basic first aid, including CPR

Enrollment does not require University admission. Permission needed from instructor. For more information contact Betsy Hatfield (435-865-8639).

### 4. Plumbing Apprenticeship

The plumbing apprenticeship program is designed to prepare a person to take the state journeyman exam and for a career as a journeyman plumber. The training is practical and to the point, and is two semesters per each year segment. It includes practical as

well as classroom instruction. The training concentrates on the skills necessary to succeed at passing the state journeyman test.

#### Education and Work Requirements

Each apprentice must have a job with a licensed plumber who will sponsor him/her in the four-year plumbing apprenticeship program and help them register with the state and federal plumbing boards. The registered apprentice then attends this (state- and BAT-approved) 144 hour yearly classroom training course. After four years of on-the-job experience and a total of 576 classroom hours have been successfully completed, the registered apprentice is permitted to take the state exam to become a journeyman plumber. The coursework and training requires a good knowledge of basic math, and the ability to memorize codes and procedures. (Fall, Spring)

#### Core Training Topics

- Reading of blueprints and engineering specifications
- Uniform Plumbing Code
- Plumbing systems for residential and small commercial buildings
- Materials and pipe fittings according to design and within Code
- Cutting, threading, soldering, bluing, hanging, trenching, setting fixtures and appliances
- Maintenance and repair of existing plumbing systems and fixtures
- Journeyman test preparation

More detailed information can be obtained from the School of Continuing and Professional Studies (435-586-7850)

## Questions About Continuing and Professional Studies?

If you have questions, contact the School of Continuing and Professional Studies, Hunter Conference Center, 435-586-7850

