



## USF LEARNING INSTITUTE SPRING 2010 SEMINAR SERIES

The University of Sioux Falls offers special topics that enhance academic, professional or personal development. Workshops may be taken for undergraduate credit or for non-credit.

### Spring 2010 Workshops *(click on the link below to be directed to the workshop description)*

- EXS 147A [Wellness Workshop](#), Jan. 22-23, 2010; March 19-20 Reserved for DCP Students - **RESCHEDULED**
- GEN 199A [Discipline with Love & Logic](#), January 22-23, 2010 – **RESCHEDULED for February 12-13, 2010**
- SDV 199A [Becoming a Master Student](#), February 4-March 18, 2010; *Thursdays 1:30-3:30 p.m.* - **CANCELLED**
- GEN 199B [Writing a Love Poem](#), February 5-6, 2010
- SDV 199B [Career, Calling, and Life Planning](#), February 9-March 23, 2010; *Tuesdays 1:30-3:30 p.m.*
- GEN 199H [Student Thinking in Numbers and Operations](#), February 9–April 6, 2010; *Tuesdays 6:00-8:00 p.m.*
- GEN 199C [Beginning Web Development](#), February 19-20, 2010
- GEN 199D [Introduction to Microsoft Access](#), February 19-20, 2010 - **CANCELLED**
- GEN 199E [Grant and Proposal Writing](#), February 26-27, 2010; *Fri. 4:30-9:30 p.m. and Sat. 8:00 a.m. – 5:00 p.m.*
- GEN 199F [Mediating and Negotiating Disputes](#), February 26-27, 2010
- GEN 199G [More than Meeting the Parents](#), February 26-27, 2010
- SDV 199C [Job Searches and Interviews](#), March 1-22, 2010; *Mondays 5:30-9:30 p.m.*
- GEN 199I [Nutrition Workshop](#), March 5-6, 2010
- GEN 199J [Never Enough Time](#), March 5-6, 2010
- GEN 199K [Introduction to Microsoft Excel](#), March 5-6, 2010
- GEN 199L [Personal and Professional Assertiveness](#), March 19-20, 2010
- GEN 199M [Working with Wiki](#), April 9-10, 2010
- GEN 199N [Microsoft Word 2007](#), April 9-10, 2010
- GEN 199O [Search and Seizure Practicum](#), April 9-10, 2010
- GEN 199P [Encountering Forgiveness](#), April 16-17, 2010
- GEN 199Q [Introduction to Adobe Photoshop](#), April 16-17, 2010 - **CLOSED**
- GEN 199R [You Think You Listen?](#), April 23-24, 2010
- GEN 199S [Effective Business Writing](#), April 23-24, 2010 – **RESCHEDULED TO May 7-8, 2010**

### Time

Seminars meet Fridays from 6:00 p.m. – 10:00 p.m. and Saturdays from 8:00 a.m. – 6:00 p.m. unless otherwise indicated.

### Registration

Registration for workshops will be accepted up to one week prior to the first day of the workshop. If there is a CLOSED stamp following the seminar title, it is no longer open for registration.

**Register for CREDIT (\$120)** by calling the USF Registrar's Office at 605-331-6650.

**Register for NON-CREDIT (\$40)** with Kari Godwin at 331-6781.

## Withdrawing

To drop a workshop, participants must notify the Office of the Registrar at least *24 hours prior* to the beginning of the workshop. If the participant fails to drop before the 24-hour deadline, or fails to attend without drop notification, he/she will be charged a \$25.00 fee ( in the case of a non-USF student, the \$25.00 deposit will not be refundable). In the event the workshop is cancelled, participants will be notified one week in advance and receive a full refund.

## Undergraduate Credit

Workshops are one credit and are graded either Pass or No-Credit (P or NC). Grade reports are not issued to students, however transcripts may be requested free of charge. Requests must be made in person or by writing to:

University of Sioux Falls  
Registrar's Office  
1101 W 22<sup>nd</sup> St  
Sioux Falls, SD 57105  
Fax: (605) 331-6615

## JANUARY

### EXS 147A WELLNESS WORKSHOP - RESCHEDULED

**Instructor:** Cherie Abma

Health is not a destination, but a journey. Wellness is a continual balancing of dimensions of human needs— spiritual, emotional, social, physical, and intellectual. This seminar is intended to help students gain knowledge and understanding about the components of health (i.e., nutrition, fitness, stress management, spiritual growth), enabling them to make behavioral choices that will improve the quality of their lives. **This workshop is reserved for students in the Degree Completion Program or those seeking admission to the Degree Completion.** *Bring comfortable clothing and tennis shoes.*

**DATES:** ~~January 22-23, 2010~~; **March 19-20, 2010**

**LOCATION:** Cleveland Center, Room 122

[BACK](#)

### GEN 199A DISCIPLINE WITH LOVE AND LOGIC - RESCHEDULED

**INSTRUCTOR:** Larry Anderson

Would you be willing to spend a few hours of your time learning how to end power struggles and set limits you can enforce while building better relationships with your children? Discipline with Love & Logic is easy to learn, yet very effective. Strategies can be immediately applied.

**Resource book cost:** \$15/*first day of class.*

**DATES:** ~~January 22-23, 2010~~; **February 12-13, 2010** *Fri. 4:30-9:30 p.m. and Sat. 8:00 a.m. – 5:00 p.m.*

**LOCATION:** Glidden Hall, Room 212

[BACK](#)

## FEBRUARY

### SDV 199A BECOMING A MASTER STUDENT -CANCELLED

**Instructor:** Amanda Anderson

Students desire to do well in the classroom, but often need help learning how to be a successful student. Focus areas for this workshop will include time management skills, general study habits, learning styles, note taking, textbook reading, test taking strategies, and memorization techniques. It is recommended for students to take an additional credit bearing course while taking this workshop.

*Recommended for freshman students only or approval from instructor.*

**DATES:** **Every Thursday; February 4, 11, 18, 25, March 4, 11, 18, 2010 from 1:30-3:30 p.m.**

**LOCATION:** Cleveland Center, Room 221

[BACK](#)

### **GEN 199B WRITING A LOVE POEM**

**Instructor: Greg Dyer**

Valentine's Day is just around the corner; why not compose your own valentine? We'll spend time reading and discussing a variety of classic and contemporary love poems, with a specific eye toward how they are constructed. With that foundation, we'll shift into a writing workshop wherein we'll craft love poems of our own.

**DATES: February 5-6, 2010**

**LOCATION: Cleveland Center, Room 221**

[BACK](#)

### **SDV 199B CAREER, CALLING & LIFE PLANNING**

**Instructor: Billie Streufert**

This seminar will help students select an engaging major or satisfying career. Students will identify their interests, skills and values, as well as the careers or academic programs that coincide with them. Film and television will be utilized to illuminate career concepts. Campus Ministries will also provide insight on discerning God's will. Primary assignments include two informational interviews or a job shadow. *Recommended for first- or second-year students.* **Resource book cost: \$15 on first day of class.**

**DATES: February 9, 16, 23, March 2, 9, 16, 23, 2010; Tuesdays 1:30-3:30 p.m.**

**LOCATION: Cleveland Center, Room 221**

[BACK](#)

### **GEN 199H STUDENT THINKING IN NUMBER & OPERATIONS**

**Instructor: Sue McAdaragh**

Cognitively Guided Instruction (CGI) is a research-based method of teaching mathematics that embraces the following components: problem solving, building mathematical understanding through questioning, integration of mathematical concepts, and communication of learning to others. This course is designed to deepen teachers' awareness of ways that students come to understand whole numbers, rational numbers, and operations. Emphasis is placed on common student difficulties and on how teachers can help students to master conceptual understanding rather than procedural drills. **Purchase *Children's Mathematics: Cognitively Guided Instruction*, published by Heinemann. ISBN-13: 9780325001371 Available at USF Bookstore.**

**DATES: February 9–April 6, 2010 (Tuesdays: 2/9, 2/16, 2/23, 3/2, 3/9, 3/16, 3/23, 4/6 from 6:00-8:00 p.m.)**

**LOCATION: Glidden Hall, Room 212**

[BACK](#)

### **GEN 199C BEGINNING WEB DEVELOPMENT**

**Instructor: Veda Iverson & David Cone**

This workshop will expose you to current web technologies that you can implement to meet your personal or professional web needs. We will explore web technologies including: Microsoft Expression Web, Microsoft Office Live Small Business, graphic tools, and other applicable software. You will create basic working websites using these tools.

**DATES: February 19-20, 2010**

**LOCATION: Glidden Hall Computer Lab, Room 115**

[BACK](#)

### **GEN 199D INTRODUCTION TO MICROSOFT ACCESS - CANCELLED**

**Instructor: Greg Geiszler**

This seminar will provide students with an introduction to relational databases in Microsoft Access. Emphasis will be placed on designing relational databases. Additionally, students will learn how to create and edit tables, adjust field properties, and create correct relationships. Different methods of data entry, as well as an introduction to queries and reports will also be covered.

**DATES: February 19-20, 2010**

**LOCATION: Cleveland Computer Lab, Room 121**

[BACK](#)

## **GEN 199E GRANT AND PROPOSAL WRITING**

**Instructors: Margaret Sumption**

This seminar is designed to introduce students to grant writing and other proposal research, writing, editing, submission, and follow-up. Students will be exposed to federal, state, local and foundation grant solicitation cycles and will learn skills to critically review grant resources to meet identified needs. Emphasis will be placed on industry standards of grant document design, methods to streamline the grant writing process, and effective strategies to work with teams in project design. Sample methods and templates for budget, table of contents, and other layout components will be provided.

**DATES: February 26-27, 2010 (Friday 4:30-9:30 p.m. and Saturday from 8:00 a.m. – 5:00 p.m.)**

**LOCATION: Cleveland Center, Room 221**

[BACK](#)

## **GEN 199F MEDIATING & NEGOTATING DISPUTES**

**Instructor: Mike Thompson**

Humans are social beings and social beings sometimes disagree. Disagreements are in many ways healthy and the sign of vibrant relationships. They have the capacity to destroy relationships, though, when left unresolved. This workshop explores mediation and negotiation as ways to resolve disagreements, and allows participants to engage in mock negotiations.

**DATES: February 26-27, 2010**

**LOCATION: Cleveland Center, Room 122**

[BACK](#)

## **GEN 199G MORE THAN MEETING THE PARENTS**

**Instructor: Kristin Fick**

This workshop will explore various dynamics of today's dating relationships and relationship trends. Participants will take a closer look at the topics of: balance and boundaries in relationships, gender roles, media influence on relationships, and emerging issues such as cyber-stalking, hooking up, and sexting.

**DATES: February 26-27, 2010**

**LOCATION: Cleveland Center, Room 222**

[BACK](#)

## **MARCH**

### **SDV 199C JOB SEARCHES & INTERVIEWS**

**Instructor: Jody Nour**

This workshop is designed to provide you with the tools and information necessary to conduct an effective job search and prepare you for a successful interview. It will cover the job search process from beginning to end, including job search techniques, identifying and marketing your strengths, and writing an effective cover letter and resume. By learning common interview questions and techniques, you will also learn how to successfully participate in an employment interview.

**DATES: March 1, 8, 15, 22, 2010; Mondays from 5:30-9:30 p.m.**

**LOCATION: Glidden Hall, Room 402**

[BACK](#)

### **GEN 199I NUTRITION WORKSHOP**

**Instructor: Cherie Abma**

Get back to the basics of nutrition! Every day we are bombarded with a plethora of information regarding health and nutrition, and every day we ask ourselves what part of this information should we believe? This course is designed to help individuals understand the role and impact of every day foods upon our bodies and overall wellness.

**DATES: March 5-6, 2010**

**LOCATION: Cleveland Center, Room 122**

[BACK](#)

**GEN 199J NEVER ENOUGH TIME****Instructor: Suzanne Knudson**

Over extended, short of time, life is an out of control treadmill? It's a typical day in the life of the American female. Tying your self-esteem to your productivity is a dangerous trap that threatens your relationships, and your physical, emotional and spiritual health. Join us to learn how to make healthier choices regarding your life, values and time.

**DATES: March 5-6, 2010****LOCATION: Cleveland Center, Room 221**[BACK](#)**GEN 199K INTRODUCTION TO MICROSOFT EXCEL****Instructor: Chad Birger**

This workshop will provide students with an introduction to spreadsheets in Microsoft Excel. Students will learn how to enter data, enter labels, and edit various aspects of a spreadsheet. In addition, students will learn how to design formulas and use functions to perform mathematical calculations within Excel. Students will also learn the process for creating charts and graphs to display the data within a spreadsheet.

**DATES: March 5-6, 2010****LOCATION: Cleveland Center Computer Lab, Room 121**[BACK](#)**GEN 199L PERSONAL AND PROFESSIONAL ASSERTIVENESS****Instructor: Suzanne Knudson**

Assertive, passive, aggressive, passive aggressive – what are they and which am I? Which is most appropriate and what are the consequences of each choice? Join us to learn how to be honest without offending, alienating or under-stating your message.

**DATES: March 19-20, 2010****LOCATION: Cleveland Center, Room 221**[BACK](#)**APRIL****GEN 199M WORKING WITH WIKI****Instructor: Greg Dyer**

Wiki ("quick" in Hawaiian) is a web technology consisting of web pages that can be created and edited easily. There is no need for wiki users to learn HTML or even web authoring software like FrontPage or Dreamweaver. During the course of this workshop, we will acquaint ourselves with a variety of established wikis, including Wikipedia. Each of us will use PB Works, a free wiki space, to compose a wiki of our own design. Workshop participants will leave with a greater understanding of the strengths and weaknesses of popular sites like Wikipedia and the ability to use wiki technology productively for their own personal, scholarly, and pedagogical purposes.

**DATES: April 9-10, 2010****LOCATION: Cleveland Center Computer Lab, Room 121**[BACK](#)**GEN 199N Microsoft Word 2007****Instructor: Chad Birger**

This seminar will familiarize students with new environment and features of Microsoft Word 2007. The course will start with an exploration section of the new layout of Word 2007. A quick review using Word features will then be implemented. Next, a section on utilizing the researching features of MS Word 2007, including Footnotes, Citations, and Bibliography. Other topics will also be covered.

**DATES: April 9-10, 2010****LOCATION: Salsbury Science Computer Lab, Room 207**[BACK](#)

### **GEN 199O SEARCH & SEIZURE PRACTICUM**

**Instructor: Mike Thompson**

A legal search or seizure is necessary for a successful prosecution of a defendant for a crime. Participants will learn the legal rules regarding searches and seizures, will conduct mock searches and seizures, and will prepare, serve, and execute search-warrant affidavits and search warrants.

**DATES: April 9-10, 2010**

**LOCATION: Cleveland Center, Room 221**

[BACK](#)

### **GEN 199P ENCOUNTERING FORGIVENESS**

**Instructor: John Gehm**

What is forgiveness? Is forgiveness a skill that can be “taught?” Can we learn to forgive with less effort and apply what we have learned in our own lives on a regular basis? Through exploratory exercises and skill building, participants will encounter and apply “practical forgiveness”—in its spiritual, ethical, psychological, and interpersonal dimensions.

**DATES: April 16-17, 2010**

**LOCATION: Cleveland Center, Room 221**

[BACK](#)

### **GEN 199Q INTRODUCTION TO ADOBE PHOTOSHOP**

**Instructor: Brandy Geiszler**

This workshop will provide students with an introduction to Adobe Photoshop. Students will learn how to use the basic tools. Along with the basics the students will learn about image quality and its importance. In addition, students will also learn to manipulate everyday photographs taken from a digital camera.

**DATES: April 16-17, 2010**

**LOCATION: Mac Computer Lab**

[BACK](#)

### **GEN 199R YOU THINK YOU LISTEN?**

**Instructor: Suzanne Knudson**

Listening is one of the most challenging and important skills that one needs to develop in order to succeed personally and professionally. Active listening is a skill that most people have never learned. Join us to increase both your awareness and skill level in the critically important life skill of listening.

**DATES: April 23-24, 2010**

**LOCATION: Cleveland Center, Room 221**

[BACK](#)

### **GEN 199S EFFECTIVE BUSINESS WRITING**

**Instructor: Gail Cain**

Use three simple rules of business writing to produce memos, letters, resumes, reports, and presentations that get read. Participants will learn the basics of good business writing and will practice editing, revising, and rewriting using exercises provided by the instructor and materials that participants are asked to bring to the workshop.

**DATES: ~~April 23-24, 2010~~ RESCHEDULED TO May 7-8, 2010**

**LOCATION: Cleveland Center, Room 222**

[BACK](#)