College of Continuing Education and Professional Development

Web Site: http://www.odu.edu/cepd

James M. Shaeffer, Dean
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The College of Continuing Education and Professional Development is focused on delivering practical, applied knowledge through its non-credit, credit-bearing courses, certificates and certification preparatory classes. Staff in the college interact with each of the academic colleges to utilize the existing courses in an interdisciplinary fashion, frequently at the request of the military, businesses and various industry sectors.

Mission
To meet the evolving needs of our local, regional and global community via online and face-to-face offerings. We help students, professionals and lifelong learners move ahead and stay ahead.

Vision
The College of Continuing Education and Professional Development will be the leader in engaging and inspiring students, professionals and lifelong learners to achieve their personal and professional goals.

Bachelor of Science in Interdisciplinary Studies with a Major in Leadership
The College of Continuing Education and Professional Development coordinates with the College of Arts and Letters to offer a Bachelor of Science in Interdisciplinary Studies with a major in Leadership. For detailed information on the degree program, please refer to the College of Arts and Letters Interdisciplinary Studies Catalog.

Center for Professional Studies
The primary mission of the Center for Professional Studies (CPS) is to develop interdisciplinary certificate programs targeted for specific groups of professionals. The CPS will work across the ODU campus, including all academic colleges as well as Distance Learning, in developing new multidisciplinary certificates.

English Language Center
The English Language Center (ELC) provides effective, quality instruction of English for non-native speakers. Students will improve their English language skills, gain confidence, develop critical reasoning skills, learn about American culture, and prepare for university-level courses. The ELC’s rigorous full-time Intensive English Program is designed for students who want to develop the academic English proficiency necessary to succeed in ODU’s undergraduate and graduate programs. The ELC offers six seven-week sessions each year, with program start dates in January, March, May, June, August, and October. During each week, full-time students spend at least 20 hours in class studying grammar, reading/vocabulary, speaking/listening, and writing. Part-time learning opportunities are also available.

Conditionally admitted students can join the ELC’s Monarch English Transition Program (formerly known as the Bridge Program). The Undergraduate and Graduate Monarch English Transition (MET) Programs combine two English language support courses with one to two courses in the student’s academic field. Conditionally admitted students may enter the MET by successfully meeting the level 5 exit requirements of the Intensive English Program or by scoring a 500 on the TOEFL ITP, 61 on the TOEFL iBT, or 5.5 on the IELTS. Successful completion of the semester-long MET Program satisfies the University’s English proficiency requirement.

The ELC administers the institutional TOEFL and SPEAK exams several times a year. TOEFL and GRE preparation courses are also available. For more information, please visit the ELC website at www.odu.edu/cepd/esl and contact the ELC (ELC@ODU.EDU, 757-683-4424). Admission and subsequent enrollment in ELC courses do not imply admission to the University.

Continuing Education Programs

Executive Development Program. The mission of this unit is to provide businesses, organizations, and individuals with high quality professional development and continuing education programs in virtually all areas of business, management, and executive education. The unit offers public programs for individuals seeking professional certificate programs, preparation for certification exams, career advancement and career change. In addition, the unit develops and delivers custom programs and consulting services to meet specific organizational and employee development needs of businesses and organizations regionally, nationally and internationally.

Education Programs and Career Switchers Program. The purpose of this unit is to extend to the community special conferences, workshops, seminars, in-service training, and short courses. Drawing on the faculty of the academic colleges and experts in the field, programs are designed in areas such as leadership, counseling/interpersonal skills, learning and curriculum design, training and development, health education, and physical fitness. Clients consist of educators as well as professionals in business, industry, and public, private and governmental agencies. Programs are designed to help professionals increase and upgrade their development activities. Professional and personal development programs are awarded continuing education credit (CEUs).

Continuing Education Programs in Engineering. This unit offers certificates, workshops, courses and conferences. The courses are designed primarily for adult learners in content and logistics. Most courses are delivered in the late afternoon to early evening at a variety of locations and are delivered online. The courses are delivered in an open enrollment format (open to the general public) as well as in contract training settings.

Continuing Education Programs in Health Sciences. Short courses, national conferences, workshops, refresher courses, certificate programs and seminars are offered by the different schools in the College of Health Sciences on and off campus on a noncredit continuing education (CEU) basis. Professional continuing education programs cover a wide range of topics, including environmental health, occupational safety, industrial hygiene, dental hygiene, dental assisting, nursing, nuclear medicine, technology, health-care management, medical technology, physical therapy, and community health.

Continuing education serves the following functions:
- Licensure and certification for professionals and practitioners
- Credential and degree achievement and
- Professional development to update knowledge and skills.

Clientele served by the programs include nursing, public health and allied health professionals, human service workers, managers and supervisory personnel, technicians, laboratory personnel, and health educators.

CENTER FOR PROFESSIONAL STUDIES

Courses

CPS 368. Internship in Professional Studies. 1-6 Credits.
An opportunity to integrate service and applied learning experience with leadership perspectives. Prerequisite: junior standing.

CPS 395. Topics. 1-3 Credits.
The study of selected topics which, due to their specialized nature, may not be offered regularly. These courses will appear in the course schedule. Prerequisite: junior standing or permission of the instructor.
CPS 397. Independent Study. 1-6 Credits.  
Independent reading and study on a topic to be selected under the direction of an instructor. Prerequisite: Permission of instructor.

CPS 398. Independent Study. 1-6 Credits.  
Independent reading and study on a topic to be selected under the direction of an instructor. Prerequisites: Permission of instructor.

CPS 400. Foundations of Leadership. 3 Credits.  
This course is designed to provide students with a basic introduction to leadership, with a focus on leadership history, leadership styles, traits, and skills. The differences between managers and leaders will be explored. Prerequisite: junior standing or permission of the instructor.

CPS 406. Cyber Law. 3 Credits.  
This course tackles two major cyber law subjects. The first part of the course examines various U.S. laws and legal considerations that impact the digital and cyberspace worlds from traditional civil, and to a lesser extent, traditional criminal perspectives. The second part will familiarize cyber operations professionals about the extent of and limitations on their authorities to ensure operations in cyberspace are in compliance with U.S. law, regulations, directives and policies. The course will also introduce students to miscellaneous cybersecurity topics such as the Federal Acquisition Requirements. Prerequisite: junior standing.

CPS 408. Global Leadership. 3 Credits.  
This course will introduce students to the concepts and complexity of leadership in a globalized society and provide the opportunity to put leadership theory into practice. Emphasis will be on the development of the student as a leader who thinks globally, appreciates cultural diversity, is technologically savvy, knows how to build partnerships and alliances, and has the capacity to share leadership. Students will also evaluate their current mindset and leadership skills and create a professional plan for development as a global leader. Prerequisite: junior standing or permission of the instructor.

CPS 410. Leadership Ethics. 3 Credits.  
This course examines how ethical principles can be used to guide effective leadership practices. Students will gain an understanding of how ethical principles in the workplace have developed over time. They will also explore the connections between individual ethics and workplace behaviors, in addition to leadership strategies that promote ethical behavior by workers. Prerequisite: junior standing or permission of the instructor.

CPS 412. Leadership and Law. 3 Credits.  
This course addresses leadership in public, private, and non-profit organizations relative to laws that impact such organizations. Students will examine their role as leaders within legal systems that influence business operations such as employment law, intellectual property, antitrust, white collar crime, and bankruptcy. Prerequisite: junior standing or permission of the instructor.

CPS 414. Design Thinking for Leaders. 3 Credits.  
Design thinking is a human-centered approach to problem solving and innovation. With design thinking one can confidently generate solutions to problems in organizations or to launching a new product or enterprise. It is being used by leaders for developing meaningful and useful responses to contemporary challenges. In this course, an overview of design thinking is provided, along with a model containing key questions and tools to help leaders understand design thinking as a problem solving approach. Prerequisites: junior standing or permission of the instructor.

CPS 415. Women in Leadership. 3 Credits.  
This course provides students with the opportunity to explore the top female leaders of the present day. The course examines the difference between male and female leaders in business/economics, politics, entertainment, and government. Leadership styles will be explored. Prerequisite: junior standing or permission of the instructor.

CPS 416. Trends and Issues in Leadership. 3 Credits.  
This course is focused on examining and expanding on the application of leadership principles and decision making. It is designed to have students step out of their comfort zones and look at leadership issues from various sides. The course will provide background and learning on primary leadership concepts with ethics ideals sprinkled within the content. Students will be challenged to find articles and examples for leadership application in multiple business, industry, government, and societal realms, taking on both protagonist and antagonist roles in the examination of the issues. Prerequisite: junior standing or permission of the instructor.

CPS 495. Topics. 1-3 Credits.  
The advanced study of selected topics which, due to their specialized nature, may not be offered regularly. These courses will appear in the course schedule. Prerequisite: junior standing or permission of the instructor.