Master of Arts

Adult and Community Education
Indiana University of Pennsylvania

ACE Graduate Student Handbook

2011

DEDICATION

Students are the most important component of the ACE program. Over the years students with many different talents, experiences, and abilities have made up the ACE student body. It is this diversity of people that gives depth and meaning to the program. This handbook is respectfully dedicated to the past, present, and future students who are the ACE program.

PREFACE

With students scattered throughout Western Pennsylvania, taking classes at Monroeville and on the IUP main campus, the ACE program is a study in adult education itself. Students lead professional lives, have families, and are involved in their communities in addition to attending graduate school. Due to these many demands, ACE students need to be able to concentrate on their studies, not the logistics of managing the university system. When questions or issues arise, we have found that students frequently did not know whom to ask, which office to approach, or what questions are appropriate. The ACE Student Handbook has been developed to help meet the needs of students for clear, consistent and accessible information.

We urge every student to become familiar with the contents of the ACE Student Handbook. While you are with us in the ACE program, you should spend your time and energy becoming an effective adult and community educator, not trying to cope with the university system.

Gary J. Dean
Jeffrey A. Ritchey

ADULT AND COMMUNITY EDUCATION
STUDENT HANDBOOK

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I. ADULT AND COMMUNITY EDUCATION AT IUP

Master of Arts in Adult and Community Education

The Master of Arts in Adult and Community Education (ACE) began at Indiana University of Pennsylvania in 1976. Courses were offered at the main campuses of IUP and the University of Pittsburgh in 1981. In addition, the ACE program was offered in Delaware as an off-campus degree program for a period of time in the early to mid-1980s. From 1976-1987, the ACE program was part of the Center for Community Education. The CFCE was funded by the Mott Foundation which funded community education projects throughout the country and continues to be a major supporter of community education today.

The purpose of the Center for Community Education (CFCE) at IUP was to promote community education, provide resources and materials for community educators, and conduct staff development and train community educators. The master's program was established at the same time as the CFCE. The community education emphasis of the Mott Center for Community Education was combined with an academic emphasis in adult education to create the Adult and Community Education master's program. Dr. Margaret Mahler was instrumental in the process of establishing the CFCE and the master's program. During her tenure at IUP she served as a faculty member in the ACE program, director of the CFCE and coordinator of the ACE program. She also developed many of the ACE courses and shaped the program requirements and curriculum. Dr. Roger Axford, a noted adult education author, and Dr. Judith Cope were also involved in the program in its early stages. Other early faculty members in the ACE program included Joan Koss and Dr. Joan Marshall, who also served as director of the CFCE and coordinator of the master's program.

The Center for Community Education ended in 1987 when the Mott Foundation shifted its emphasis from funding regional training centers in universities to funding other types of community education activities. At that time, Dr. Gary Dean joined the ACE faculty as an assistant professor and program coordinator. Dr. Mahler retired in 1990. That Fall, Dr. Trenton Ferro joined the ACE faculty. In August 1991, Dr. Ferro became the ACE program coordinator and Dr. Dean became the chairman of the Department of Counseling, Adult Education and Student Affairs (CAESA), which was the academic home of the Adult and Community Education program. In 1996, CAESA was divided into three independent departments with Dr. Dean continuing as chairman. Dr. Ferro assumed the chairmanship in 1999.

Over the years, the Department of Adult and Community Education has been involved in many projects and activities. From 1988-1991, the department sponsored the IUP Student Literacy Corps. This program was designed to train undergraduate IUP students to serve as literacy tutors in various communities in Indiana County. Under this state-funded program, students received three hours of credit that could be used as an elective for the time they spent as a volunteer literacy tutor. In 1993, the department conducted an institute to train adult basic and literacy educators in effective adult learning and teaching strategies. The one-week institute was sponsored by the Pennsylvania Department of Education and attracted adult educators from

across Pennsylvania. Another important project of the department has been editing the PAACE Journal of Lifelong Learning. The journal is published by the Pennsylvania Association for Adult Continuing Education and is distributed to over 1,000 members as well as a growing national subscription base. The journal is the only refereed journal published by a state association that addresses the broad field of adult education. The journal has also been cited one of the top 20 journals in adult education.

About Indiana University of Pennsylvania

IUP has a history rich in accomplishments. The first building, named John Sutton Hall in honor of the first president of the Board of Trustees, was opened for students on May 17, 1875. Since that year, when Indiana State Normal School served only 225 students in a single building, the university has experienced continuous growth, becoming Pennsylvania's fifth largest university and the largest university in Pennsylvania's State System of Higher Education. Current enrollment is over 14,000, with approximately 2000 in graduate programs. The student populous includes students from nearly every state and scores of countries throughout the world. IUP is also the only university in the state system that grants doctoral degrees.

In April 1920, control and ownership of the school passed to the Commonwealth of Pennsylvania. In May 1927, by authority of the General Assembly, the Indiana State Normal School became a college with the right to grant degrees. The name was then changed to the State Teachers' College at Indiana, Pennsylvania. In 1959, the legislature approved a change of name to Indiana State College. In the 1960s, a rapid growth in the liberal arts program occurred.

In December 1965, the institution was designated as Indiana University of Pennsylvania and given the authority to expand its curriculum and to grant degrees at the graduate level. That year, the first doctoral program was initiated.

In 1996, under the leadership of Dr. Dean and Dr. Kurt Dudt of the Communications Media Department, a second track, Adult Education and Communications Media (AECT), was added to the ACE department program. With its emphasis on joining adult education processes and practices to current computer technologies, this track attracts people who are interested in instructional design, computer-mediated instruction and learning, and the application of computer-assisted communications in a variety of settings.

IUP has been acclaimed nationally as among the academic best. Barron's publications have twice listed IUP among the most academically competitive colleges and universities in the nation. In 1982, the consumer magazine Changing Times identified IUP as 1 of only 50 U.S. colleges and universities with both high academic standards and tuition and fees below the national average. In 1985, the education editor of the New York Times included IUP in "The Best Buys in College Education" as one of 221 "Best Buy" colleges and universities in the nation. Only 12 Pennsylvania schools were chosen. Most recently Money magazine's "Money Guide" ranked the university 22nd among all the nation's public universities and number one in Pennsylvania in terms of educational value. IUP's internship program is the largest in Pennsylvania.

For the last nine years, IUP has been named one of the nation's top universities by the 2002 U.S. News and World Report's best colleges edition. In addition, IUP has been consistently placed in the third tier among the top 175 colleges and universities in the country sharing honors with institutions such as Arizona State, Clemson, Colorado State, Kansas State, Seton Hall and St. John's University.

II. MISSION AND PHILOSOPHY OF THE ACE PROGRAM

The Master of Arts in Adult and Community Education at Indiana University of Pennsylvania is a rigorous and intensive professional development experience. Adult and Community Education students are committed professionals seeking to improve themselves, their work places, their communities and society. ACE is an applied science based on an interdisciplinary approach. Adult education, broadly defined, is the study of how, when, where and why adults engage in systematic learning. Community education, broadly defined, is the study of educational activities that contribute to the growth and development of communities. Professional preparation for students in adult and community education is realized through helping them develop:

- A specialized knowledge of the literature, research, and theories in adult and community education
- A broad knowledge of the literature, research and theories in supporting disciplines
- Specific skills to enhance performance as an adult and community educator
- The ability to reflect critically on and learn from one's professional and personal practices as an adult and community educator
- The ability to guide practice based on theory and to modify theories based on practical experience
- The ability to communicate effectively both in writing and verbally
- The ability to understand, conceptualize, and conduct research in adult and community education
- A commitment to support the growth of adult and community education as fields of inquiry and practice
- A commitment to continued professional development in adult and community education
- A commitment to use the knowledge and skills learned in the program to improve the quality of life at work, in the community and in society

III. ADMISSION TO THE ACE PROGRAM

Admission Requirements

The faculty of the ACE program maintains that there are many factors that facilitate or inhibit success in graduate school. To reflect such a philosophy in practice, the faculty strives to use an expansive approach to identify admission criteria. Among the criteria used are professional experience, personal and professional goals, ability to effectively communicate verbally and in writing, as well as traditional criteria such as test scores and previous graduate and undergraduate grades. Deficiencies in any of these areas may be offset by strengths in other areas. A close examination of both the person and the data is made for all prospective students.

Admissions Process

Application to the Adult and Community Education program is made through the Graduate School at IUP. Write or call the Graduate School for an admissions packet:

Graduate School and Research
Stright Hall, Room 101
210 South 10th St.
Indiana, Pa. 15705-1081
Graduate-admissions@iup.edu
724-357-2222

Applications can also be made online at www.graduate-admissions iup.edu. Candidates are required to submit the following items with the application: official transcripts, two letters of reference, a goal statement, a current resume, a writing sample, and application cards.

- *Official Transcripts* – Transcripts from all undergraduate and graduate institutions previously attended must be sent directly to the Graduate School from the institution(s) where you completed the credits. Official transcripts must be in a sealed envelope with the registrar's seal.
- *Two Letters of Reference* – If you have been out of school for more than five years, one or both of the letters of recommendation may be professional. If you have been in school within the last five years, both of your letters must be academic.
- *Goal Statement* – The application also includes a goal statement, which is particularly important for determining admission. Care should be taken to write your goal statement so that it communicates clearly and concisely your professional goals and how the Master of Arts in Adult and Community Education program will help you achieve them.
- *Current Resume and Writing Sample* – A current resume and sample of your writing is also required.
- *Application Cards* – An application fee and fee card are required for admission. An affirmative action card, if appropriate, may also be submitted.

When the Graduate School has received all of the preceding information, your application packet is complete. The Graduate School will then forward your application material to the Adult and Community Education program faculty.

**Applications will not be forwarded to the Department of Adult and Community Education for departmental review until the application packet is complete.*

Interview

You may be contacted for an interview. The interview has three purposes:

- For you and the faculty to get acquainted
- For the faculty to determine if you are an appropriate candidate for the program
- For you to determine if this is the best graduate program for you

Special Status Admission – Students who have never enrolled in a graduate course at IUP may take one course on the IUP campus or two courses in the same term in Monroeville without being admitted formally to the Graduate School and the ACE program. If interested in this option, contact the Graduate School and request a one course only form. Formal application must be made, however, to continue taking courses.

Students may also be admitted to the Graduate School on Special Status. This means that you are not formally admitted to a major. Special Status students may take up to 12 credit hours of course work. This does not guarantee admission to a graduate program. Special status does not guarantee that courses taken will be accepted toward a graduate degree. Therefore, students who intend to pursue a degree are advised to apply for admission to the desired degree program rather than apply for Special Status.

Testing

The Graduate Record Exam (GRE) is *not* required for admission into IUP's Master of Arts in Adult and Community Education graduate program.

There are several tests which applicants to the ACE program may be required to take:

1. *Test of English as a Foreign Language* (TOEFL) – The TOEFL is required of all applicants to the Graduate School whose native language is not English. The test is required before an applicant can be admitted to a graduate program. The minimum score is determined by the Graduate School. International students who have an undergraduate degree from an American university do not have to submit TOEFL scores.
2. *Miller Analogies Test* (MAT) – The MAT is required of applicants with low undergraduate grade point averages and minimal professional work experience to demonstrate aptitude for graduate studies. The minimum score for admission is determined by the Graduate School.

- In most cases no testing is required.
- Whether an applicant must take the MAT is dependent upon their undergraduate, cumulative grade point average (GPA). Students with GPAs lower than 2.6 are required by the Graduate School to take the MAT. Students with undergraduate GPA's older than five years and lower than 2.4 are also required by the Graduate School to take the MAT.
- Applications for the MAT can be obtained from the Graduate School or the office of Career Services in Pratt Hall.
- Tests need not be taken at IUP or be scheduled through IUP. However, the official results may be sent to the Dean of the Graduate School, Stright Hall, IUP.

Degree Candidacy

The review for degree candidacy occurs after you have completed 12 credit hours. Recommendation for degree candidacy is based on grade point average. You must have a 3.0 minimum GPA and the recommendation of the faculty advisor. After you have been approved for degree candidacy, you may continue to register for graduate courses at IUP. Thus, degree candidacy serves a gate-keeping function and is a final step in the admission process. This process is initiated by the Graduate School. You do not need to make an application for degree candidacy.

IV. COURSE REGISTRATION

URSA is the name of Indiana University of Pennsylvania's University Records and Scheduling Assistant. This web site, www.iup.edu/ursa, is your key to class registration, schedule planning and records management at IUP.

Students enrolled at both IUP's main campus and the Monroeville Graduate Center will use this system to schedule classes. Students do not need to be on campus or at any special computer to complete class registration; simply log on to the URSA web site.

Use URSA to:

- Schedule Classes
- View Course Catalog
- View Course Descriptions
- Retrieve Grades
- Order Transcripts
- Change Personal Information

Midterm and final grades, academic calendar, academic policies, financial aid information and graduation requirements are also found on the URSA web site.

Information Required for Scheduling Courses

You must have the following information in order to enter the secure area in URSA:

1. *Banner ID* – Your eight-digit BANNER ID number, which begins with an @ sign, can be found:
   - above your picture on your I-Card
   - on the front of your Time Appointment Letter

2. *Personal Pin Number* – In addition to your Banner ID, you will be required to enter a Personal Identification Number (PIN).
   - If this is the first time you have ever logged into URSA, your PIN number is set as your birth date in month-day-year (mmddyy) format. You will be required to change the PIN to a six-digit code that you must remember.

3. *Time Appointment Letter* – This letter from the Graduate School provides the following information:
   - *Registration times* – Students may access the registrations system only during the times listed on this letter.
   - *Banner ID* – Your eight-digit Banner ID number begins with an @ sign and is located on the front of your Time Appointment Letter and above your picture on your I-Card.
   - *Personal PIN* – This is your own six-digit Personal Information Number.
   - *Alternate PIN* – The four-digit number printed on this sheet changes every semester. Your Alternate PIN is required every time you access the web registration system throughout the entire semester.

Steps to Scheduling Courses

1. Log on to the URSA website, http://www.iup.edu/ursa.
2. Click on "Log in to Secure Area,"
3. Enter your Banner ID and PIN, click on "Login."
4. Click on "Student Services"
5. Click on "Process Registration."
6.. Click on "Select Term." Then click "Submit."
7. Enter your "Alternative Pin." Then click "submit."
8. Now, if you want to look-up classes to add, click on "Class search." If you already know your classes, add the CRNs. After that, click "Submit."
9. After completing registration, you will get your current schedule.

V. STUDENT ADVISING AND PROGRAM PLANNING

Role of Advisor

A faculty advisor is assigned at the time of admission to the program. It is very important to maintain contact with your faculty advisor throughout the program. Your advisor will help plan your sequence of courses, select electives, approve transfer courses, prepare for the comprehensive examination and plan for graduation. When you have any questions regarding the program, department or university policies, your advisor is the first person you should contact for assistance.

Program Requirements

The Master of Arts in Adult and Community Education consists of a minimum of 36 credit hours (12, three-semester hour courses). Students may elect to complete either the thesis or nonthesis option. The nonthesis option requires a comprehensive exam. All students are required to complete a six-credit hour internship.

The requirements for the program consist of the courses listed below. Course descriptions appear in Appendix A. The program requirements and Student Planning Guide appear in Appendix B. The Student Planning Guide is designed to help you plan your course of study in the ACE program.

Courses should be selected in consultation with your academic advisor. It is your responsibility to contact your academic advisor to discuss course selection, graduation requirements and other related issues.

Courses	Nonthesis Option	Thesis Option
ACE 620 Introduction to Adult and Community Education	3	3
ACE 621 The Adult Learner	3	3
ACE 622 Program & Process Development in Adult and Community Education	3	3
ACE 623 Organization & Administration in Adult and Community Education	3	3
ACE 625 Facilitating Adult Learning	3	3
GSR 615 Elements of Research	3	3
ACE 735 Seminar in Adult and Community Education	3	3
ACE 740 Internship in Adult and Community Education	6	6

Electives	6	3
ACE 745 Practical Research in Adult and Community Education	3	*3
ACE 850 Thesis	—	3
TOTAL	36	36

* ACE 745 is recommended as an elective for the thesis option. See Appendix B

Nonthesis Option.

Students electing not to do a thesis will be required to complete ACE 745, Practical Research. In addition, students electing the nonthesis option are required to complete a comprehensive examination.

The comprehensive exam consists of a three-hour written exam. Students should consult their advisor the semester before they plan to take the exam. At that time, the areas that the exam will cover and topics and material to review for the exam will be discussed. Usually, the written portion of the exam is scheduled for about the 10th week of the fall or spring semester and the beginning of the second term in the summer. An oral exam may be scheduled upon completion of the written part of the comprehensive exam. The oral part of the exam will be scheduled when the faculty determines that the student needs to further explain his/her responses on the written portion of the exam.

Thesis Option

If you plan to do a thesis, you should consult with your advisor as early in the program as possible. Although you are not required to identify the thesis option early, doing so will enhance your ability to complete the thesis in a timely manner. Usually your academic advisor will serve as the chairperson of your thesis committee. Another chairperson may be selected, however, if that is more appropriate.

The process of completing a thesis involves the following steps:

1. Identifying your thesis committee chairperson
2. Developing an initial outline of your topic
3. Identifying the other committee members to serve on your thesis committee
4. Submitting the Research Topic Approval Form to the Graduate School
5. Developing your full thesis proposal
6. Having the proposal approved by the Institutional Review Board for the Protection of Human Subjects
7. Defending your proposal to your committee

8. Gathering data
9. Writing the final report
10. Defending the thesis to your committee
11. Making final revisions and submitting the completed thesis to the Graduate School.

Students planning to complete a thesis should allow a minimum of two semesters to do so. Three or more semesters are usually required to complete a thesis.

Course Selection

Courses are selected in conjunction with your academic advisor. Following are some general guidelines to help plan your program in Adult and Community Education. **Remember:** Each student is an individual with special needs, skills and requirements. Your advisor will work with you to make the program work for you.

Graduate School Requirements – GSR 615, Elements of Research, is the only Graduate School requirement in Adult and Community Education. It is recommended this course be taken before registering for ACE 735, ACE 745 or ACE 850.

Electives – Students are required to select a minimum of six semester hours, two courses, of electives. Electives may be taken at any point in the program. Please note the Final Credits policy of the Graduate School under the *Graduation Requirements* section. These should be selected in consultation with your academic advisor. In some cases, electives may be transferred from other institutions. Please see the *Transfer of Credits* section for guidelines on these procedures.

ACE Knowledge and Skill Core Courses – There are five courses in this category: ACE 620, ACE 621, ACE 622, ACE 623, and ACE 625. The number system implies the order in which these courses should be taken. Courses may be taken out of sequence through consultation with your academic advisor. In most cases, all of the knowledge and skill core courses should be completed before enrolling in the Advanced Professional Development courses.

ACE Advanced Professional Development Courses. There are four courses in this category: ACE 735, ACE 740, ACE 745, and ACE 850. In these courses, students are expected to function independently and take the initiative to define their areas of study. Students will work closely with the instructor to develop individual learning projects.

Transfer of Credits

There are several requirements that must be met in order to receive transfer credit for graduate courses at IUP. The official guidelines regarding graduate transfer credit appear in the

Graduate School Catalog. Further information may be obtained from the assistant dean of administration in the Graduate School.

General Guidelines for Transferring Graduate Credits

- Degree Candidacy, a minimum of 12 completed credits at IUP, must be obtained to transfer credits to IUP.
- A maximum of six credit hours can be transferred.
- The courses must be graduate-level courses at an accredited institution.
- A maximum of five years is allowed for completion of a master's program at IUP, including transfer courses.
- You must receive a grade of "B" or better in the course.
- Master's Residence Requirement: You cannot transfer credits for the last six credit hours of your program at IUP.
- Transfer credit is approved for elective courses only.

Process for Transferring Graduate Credits

1. Discuss with your advisor the course you plan to take or have taken and your reason for requesting the transfer of credit.
2. To request permission to transfer the course upon its completion, write to the Assistant Dean at the Graduate School and Research, Stright Hall, Indiana University of Pennsylvania, Indiana, Pa. 15705. The letter should include the course name and number, the name of the institution, the number of credit hours, and the term you plan to take the course. A course description must accompany the request for transferring credit. That description can be in the form of a syllabus or a copy of the catalog page describing the course.
3. In addition to the information listed in item No. 2 above, you must have an official transcript sent to the Graduate School from the institution where the course was taken.
4. The Graduate School will review the transfer of credit request and forward it to your academic advisor for approval.
5. After approval from your academic advisor, the Graduate School will then forward the request to the Registrar's Office.
6. You should follow up with the Registrar's Office to determine if the transfer credit has been posted to your transcript.

VI. INTERNSHIP

An internship is a required part of the ACE program. The internship experience serves several purposes:

1. To provide an opportunity to put theory into practice in a setting of the student's choosing
2. To provide for new learning opportunities for students
3. To provide students with the opportunity to work independently.

Students should consult the *ACE Internship Handbook* for more information about the internship.

Students develop their own internship experience. ACE students have had internships in many different types of institutions, agencies and businesses. Ideas for potential internship sites can come from other students, the literature in adult and community education, class discussions, the program faculty, and students' own knowledge of their community. The program faculty have contacts and suggestions for internship sites for students who are not sure of how or where to develop an internship.

Most internships in Adult and Community Education center around a project. The project can take many different forms. Some of the different types of projects in which students have engaged include developing educational programs, teaching workshops or courses, assisting with administration, doing needs assessments, developing marketing strategies and materials, building interagency networks, and developing new programs.

Although the internship is usually scheduled late in the program, students should start thinking about it early. Such early consideration will allow students to do several things:

1. Use class assignments to prepare for the potential internship
2. Look for and become aware of potential internship opportunities as they become available
3. Develop possible relationships between the internship, seminar, and practical research or thesis
4. The enrollment requirement for the internship is six credit hours.
5. To begin the internship process, students will determine the internship site, develop a proposal for internship activities, and write a learning contract detailing the objective and activities of the internship.
6. The proposal must be approved by the internship instructor.
7. When the proposal has been approved, the learning contract can be developed. The contract is a three-party contract among the student, the internship coordinator, and the site supervisor.
8. Once the contract has been signed, students actually complete the internship project and write a final report of their internship experience.
9. In some cases, it will not be possible for students to complete activities as they are described in the contract. When this is the case, the student should consult the internship instructor about exceptions to the scheduling guidelines.

VII. GRADUATION

Graduation from the ACE program is accomplished when students have met all of the program requirements. There are several policies of which students should be aware in preparation for graduation:

- Students are permitted to take up to five years to complete a master's program at IUP. This policy is in line with most other graduate schools across the country. Under certain circumstances, extensions can be granted to the five-year time limit.
- The Residency requirement states that a maximum of six credit hours can be transferred to IUP. All other courses must be taken IUP courses.
- In addition, the final six credits of a student's program must be IUP courses. This means that students should not wait until the end of their program to transfer courses.

Application for Graduation

It is the student's responsibility to apply for graduation. Applications for graduation must be done on-line through URSA. If you need help or have questions, you may contact the ACE Department Office or the Graduate School. After submitting an application for graduation, the Graduate School will send a Graduation Checkout Form to your advisor.

- *Graduation Checkout Form* – This form lists all of your coursework and is sent to the ACE program coordinator. Your academic advisor will check the form carefully to determine if you have met all of the requirements for graduation. When your academic advisor determines that you have met all the requirements for graduation, then you will be cleared to graduate at the end of the appropriate semester. The form has a place for your advisor's signature and the College Dean's signature. These signatures are *not* required to process your form for graduation.

Application Deadlines

If the Graduate School receives your form late, your graduation will be delayed. The application must be submitted to the Graduate School by:

- March 1 for May graduation
- June 1 for August graduation
- October 1 for December graduation.

Graduation Ceremonies

There are two graduation ceremonies each year: one in May and the other in December. August graduates may attend either the December or May ceremonies of the same graduation year. All ACE students are encouraged to attend graduation to share in the pride of accomplishment which graduation symbolizes. Graduation caps, gowns, and hoods can be either purchased or rented from the IUP Co-op Store.

Each May, the Department of Adult and Community Education has its departmental graduation ceremony. This is typically held the Friday evening before the Saturday university commencement exercises. Students enrolled in the ACE and AECT programs are recognized.

VIII. GRADUATE ASSISTANTSHIPS

There are a limited number of graduate assistantships available each year. Students wishing to apply should request an application from the Graduate School. Graduate assistantships are awarded to students for a nine-month period beginning in September and ending in May. Students receive a tuition waiver and a stipend. Each graduate assistant will have a different position description in which the duties of the job are outlined.

The deadline for receiving applications is March 15 of each year. Decisions regarding who will be offered assistantships are made the middle of May. Contracts must be accepted and returned to the Graduate School within two weeks.

IX. TEXTBOOKS

Monroeville students will be able to purchase their books through the IUP Co-op Store and have them mailed to them without coming to IUP's main campus. Information about purchasing books for Pittsburgh students is sent with course registration materials prior to the beginning of each semester.

Books for courses may be purchased at:

- The Co-op Store, Phone: 1-800-537-7916 ext. 2 or 724-357-3145
  Or, try their web site at http://www.iupstore.com
- The College Store, phone: 724-463-9142. Or, try their the web site at http://www.thecollegestore.com/iup
- A list of texts for courses can be accessed prior to the start of the semester at this site as well.

X. LIBRARIES

Stapleton Library

All students have access to IUP's Stapleton Library. Students are able to access all of the library's information and services from the internet through their website, www.iup.edu/library.

Some information and services available to students on the web site are:

- Library Hours - http://www.lib.iup.edu/depts/admin/info/hoursinfo.shtm or call 724-357-2197 (recording) or the reference desk at 724-357-3006.
- InterLibrary Loan - Electronic InterLibrary Loan Service, at http://www.iup.edu/page.aspx?id=17399, is a way for members of the IUP community to request materials which the library does not own. Information about InterLibrary Loan is also presented on the web site.
- For a complete list of library services, visit the library web site at www.iup.edu/library

- The number of the reference desk is 724-357-3006. The number for library hours is 724-357-2197. Photocopiers, microfiche, and microfilm copiers are available in the library for student use.

XI. IUP PUBLICATIONS YOU SHOULD HAVE

There are several important university publications students should possess. The *Adult and Community Education Student Handbook* contains a lot of useful information, but it does not represent official university policy. Official university policy is contained in the publications listed below, which may be obtained free from the Graduate School. Remember, policies, deadlines, and rules will not be waived just because you do not know about them. You are responsible for being informed about university policies.

The Graduate School Catalog – A new catalog is published every two years. The catalog available at the time you were admitted to the program contains the policies and rules in effect for you for your entire program. You should obtain and use this catalog since it contains the official university policies, rules and deadlines for all matters related to the Graduate School.

The Graduate Student Handbook – The handbook is an important supplement to the graduate school catalog. It contains useful information on such topics as admission processes, assistantships, transferring credits, graduation requirements, scheduling, and appealing grades.

Thesis/Dissertation Manual – This is an indispensable resource for students planning to do a thesis. All the Graduate School rules, guidelines, and deadline dates for theses are contained in this document.

Ace Internship Handbook – This publication includes complete information on the requirements for completing the internship in Adult and Community Education and can be obtained from the internship coordinator in the department.

XII. STUDENT SERVICES

Following is a partial listing of student services offered at IUP. Addresses and phone numbers for each of these offices is provided in Appendix C.

Advising and Testing Center

The Advising and Testing Center, located in Pratt Hall, provides assistance for students with learning and physical disabilities. In addition, the Career Exploration Lab is part of the Advising and Testing Center.

Career Services

The Career Services Office, located in Pratt Hall on the IUP main campus, offers an extensive list of services to IUP graduate students. These include on-campus interviews and recruiting by employers, a resource and directory library, career counseling, mock interviewing and workshops on topics such as writing cover letters and resumes.

Of special interest to ACE students are the vacancy lists maintained at the Career Services Office. In addition to lists of vacancies at IUP, the office exchanges vacancy lists with many schools and businesses and maintains a special list of vacancies for careers in education.

The Career Services Office also conducts all testing including the MAT, GRE, and TOEFL. You should contact the career services office to acquire applications for these tests and identify dates and fees for testing.

Graduate School

Students interested in doing a thesis are encouraged to contact the School of Graduate Studies and research to obtain a copy of the Thesis/Dissertation Manual. The School of Graduate Studies and Research admits, monitors, and graduates graduate students at IUP. They oversee a student's progress through graduate school, including initial admissions, admission to candidacy, exceptions to policy such as extensions for time to complete the program, changes of grades for incompletes, and transferring credits from other schools and programs. Visit their web site at http://www.iup.edu/admissions/graduate . Call 724-357-2222.

I-Card

Identification cards may be obtained in the Hadley Union Building (HUB) at the I-Card processing center. This card serves as your library card, campus bus service pass, and dining card. The chip allows you to place cash on your card through cash-to-card machines located in the dining halls, the HUB, Stapleton Library, Sutton Hall, Johnson Hall, and Wallace, Elkin, Lawrence, and Stewart residence halls. You may use your card to pay for various services and purchases on campus.

Parking on Campus

All persons who wish to park a vehicle on the IUP campus must register for a parking permit. Parking permits are available at the HUB during university check-in or through the Campus Police located in the Administrative Annex. Call 724-357-8748 or visit the web site at http://www.iup.edu/parking/.

Transcripts/ Registrar's Office

Transcripts may be obtained through the Office of the Registrar located in Clark Hall. Their web site is http://www.iup.edu/registrar/ . Or call 724-357-2217.

Writing Center

The Writing Center, located in Eicher Hall, provides one-on-one assistance to students in writing skills, composition, organization, and grammar. Computers are also available to students for word processing. Microsoft Word is the software used. Visit their web site at http:\www.wc.iup.edu\, or call 724-357-3029.

XIII. PROFESSIONAL AND PERSONAL GROWTH

Graduate school provides opportunities for professional and personal growth matched by few other periods in your life. Classroom learning in graduate school provides a beginning for professional development, not an end. People with graduate degrees are expected to assume leadership positions in their organizations, communities and professions. For these reasons the ACE faculty, who are themselves actively engaged in these pursuits, support your professional development outside of class as well as in it. A few important ways of continuing your professional development outside of class are to read the professional literature, join professional associations, and participate in meetings, conferences, and workshops.

Conferences, Meetings and Workshops

PAACE Mid-Winter Conference – This conference, sponsored by the Pennsylvania Association for Adult Continuing Education, is held around the beginning of February each year. Visit the website at www.paacesite.org.

American Association of Adult and Continuing Education – This is the major national conference sponsored by the American Association for Adult and Community Education. Visit the website at www.aaace.org.

Adult Education Research Conference – The latest research and theory in adult education is presented at this conference by faculty and graduate students. Visit the website at www.adulterc.org

Professional Associations

Following are several professional associations which students may wish to join. These are general associations and do not reflect the great variety of more specialized professional

associations representing various disciplines and contexts in which adult educators work. Membership rates given are approximate and may change.

American Association for Adult and Continuing Education
10111 Martin Luther King, Jr. Hwy
Suite 200C
Bowie, MD 20720
301-459-6261
www.aaace.org

Pennsylvania Association for Adult and Continuing Education
PO Box 295
State College, PA 16804-0295
www.paacesite.org

National Community Education Association
3929 Old Lee Highway #91-A, Fairfax, VA 22030-2401
P 703-359-8973 F 703-359-0972
www.ncea.com

Periodicals

There are several major journals that students can access for class assignments as well as for their professional development. Some of these are:

Adult Education Quarterly – This is the premier research journal in the field. It is published by the American Association for Adult and Continuing Education and is free with professional membership. Visit the website at http://aeq.sagepub.com/

Adult Learning – This magazine is intended for practitioners and others interested in a refereed journal. It also contains useful articles on timely topics of importance to the practice of adult education. It is free with professional membership in AAACE.

Community Education Journal NCEA – This is a magazine style journal in which articles of current and general interest are published. It is the official journal of the National Community Education Association. Visit the website at www.ncea.com

Community Education Research Journal – This is a journal in which research articles related to community education are published.

International Journal of Lifelong Learning – Published in England, this refereed journal provides a global perspective on adult education.

PAACE Journal of Lifelong Learning – A refereed journal published by PAACE and free with membership to the organization. The journal is edited by the ACE faculty at IUP. Visit the website at www.paacesite.org

Appendix A

COURSE DESCRIPTIONS

ACE 620 Introduction to Adult and Community Education *3 credits*

A survey course in which examines the fields of adult and community education philosophically, historically and in terms of current programs and processes. The course includes the study of Adult and Community Education principles and components, as well as literature and resources.

ACE 621 The Adult Learner *3 credits*

This course focuses on the adult as a learner, including adult physiological, psychological, sociological characteristics and their effects on learning.

ACE 622 Program and Process Development in Adult and Community Education *3 credits*

A knowledge and skill-building course designed for present and future adult and community education practitioners. This how-to course examines concepts and practices relevant to the development of educational programs in traditional and nontraditional settings.

ACE 623 Organization and Administration in Adult and Community Education *3 credits*

This course introduces the student to basic theories of leadership, management and organizational structure. It includes study and application of the tasks, tools, strategies and leadership roles of adult and community education administrators.

ACE 625 Facilitating Adult Learning *3 credits*

This course examines teaching and learning theories as they relate to adults: the teaching-learning process in a variety of educational settings; instructional methods, techniques and devices which are effective with adults; and instructional designs and evaluative methods that are effective in the teaching-learning process.

ACE 735 Seminar in Adult and Community Education *3 credits*

This course involves an intensive study of special topics in adult and community education with a research emphasis. Research content varies according to student interest.
Pre-requisites: Permission.

ACE 740 Internship in Adult and Community Education *6 credits*

This is an individually designed field project in which students work with a site project adviser and a university adviser. The six-credit internship is a single project designed in two phases, each earning three credits.
Pre-requisites: 9 credits in Adult and Community Education and Permission.

ACE 745 Practical Research in Adult and Community Education *3 credits*

Practical research in adult and community education is designed to have students conduct and report a formal research study in their field of interest. Students formulate a research problem, and design a plan of inquiry that will provide an answer(s) to their research problem(s). Students must be able to interpret their findings and communicate them both orally and in writing at a professional level.

Pre-requisites: GSR 615 and Permission.

ACE 850 Thesis *3 credits*

Students selecting the thesis option will complete a thesis project with a committee consisting of at least three faculty members.

GSR 615 Elements of Research *3 credits*

Selection of a research problem, data collection, types of research, research reports, and the use of the library and computer in connection with research problems are studied. Elements of statistics are introduced. This course provides background for preparation of the thesis and enables the student to become an intelligent consumer of products of academic research.

Appendix B

STUDENT PLANNING GUIDE

Master of Arts in Adult and Community Education

Indiana University of Pennsylvania

Name_____Term Started_____

Advisor_____

PROGRAM REQUIREMENTS

_____

ACE 620, Introduction to ACE
ACE 621, The Adult Learner
ACE 622, Program and Process Development in ACE
ACE 623, Organization and Administration in ACE
ACE 625, Facilitating Adult Learning
Electives (6 Credit Hours Required)

GSR 615, Elements of Research
ACE 735, Seminar in ACE *
ACE 740, Internship – must be taken twice*

ACE 745, Practical Research in ACE*, **
or
ACE 850, Thesis*

* Permission or Prerequisites required
** Non-thesis option requires Comprehensive Exam

PLANNING GUIDE

Course	Term

Student Advisor Date

Appendix C

OFFICES AT IUP

Indiana University of Pennsylvania
Indiana, Pa. 15705

Bursar's Office, Clark Lobby 724-357-2207
Web Site: http://www.iup.edu/bursar/
Sis Moorhead, Bursar
Email: mlmoor@iup.edu

Adult and Community Education, 104 Davis Hall 724-357-2470
Web Site: http://www.iup.edu/ace
Marceda Smith, Department Secretary 724-357-2470
Email: msmith@iup.edu
Dr. Gary Dean, Chairperson 724-357-4538
Email: gjdean@iup.edu
Dr. Jeff Ritchey 724-357-4539
Email: jritchey@iup.edu

Advising and Testing Center, 216 Pratt Hall 724-357-4067
Web Site: http://www.iup.edu/advisingtesting/
Catherine Dugan, Director
Email: cmdugan@iup.edu

Applied Research Lab, 221 Gordon Hall 724-357-4530
Web Site: http://www.iup.edu/arl/

Book Stores
Web Site: http://iupstore.com/
Co-op Bookstore (IUP), Hadley Union Building 724-357-3145
The College Store, 744 Locust Street, Indiana 724-463-9142

Campus Police, Grant St 724-357-2141 or 724-357-2142
Web Site: http://www.iup.edu/police/
Bill Montgomery
Emergency for Police or Fire, Parking tags, Other
Email: billmont@iup.edu

Career Services, 302 Pratt Hall 724-357-2235
Web Site: http://www.iup.edu/career/
Mark Anthony, Director
Email: anthony@iup.edu

College of Education, 104 Stouffer Hall 724-357-2482
Web Site: http://www.iup.edu/education/
Dr. Mary Ann Rafoth, Dean
Email: mrafoth@iup.edu
Makayla Sunealitis, Dean's Secretary
Email: Makayla.Miller@iup.edu

Center for Counseling and Psychological Services, 307 Pratt Hall 724-357-2621
Rita Drapkin, Director
Email: Rita.Drapkin@iup.edu

Financial Aid, 200 Clark Hall 724-357-2218
Web Site: http://www.iup.edu/financialaid/
Patricia McCarthy, Director
Email: Patricia.McCarthy@iup.edu

Library Department, **225 Stouffer Hall** 724-357-4064

Stapleton Library
Circulation Desk 724-357-2340
Hours 724-357-2197
Interlibrary Loan 724-357-3037
Media Resources 724-357-7974 or 724-357-3064
Periodical Reading Room
Reference Desk 724-357-3006

Off-Campus Graduate Programs, Stright Hall
Paula Stossel, Director of Marketing and Recruiting for Off Campus program 724-357-2228
Email: paula.stossel@iup.edu
Toll Free Number 1-800-845-0131

Registrar's Office, 307 Clark Hall 724-357-2217
Web Site: http://www.iup.edu/registrar/
Robert Simon, Interim Registrar
Email: Robert.Simon@iup.edu

The School of Graduate Studies and Research, 101 Stright Hall 724-357-2222
Web Site: http://www.iup.edu/graduatestudies/
Dr. Tim Mack, Dean
Email: Dave.Mayer@iup.edu
Donna Griffith, Assistant Dean of Administration 724-357-4506

Writing Center, 218 Eicher Hall 724-357-3029
Tina Perdue, Director
Email: perdue@iup.edu