

**Master of Arts**

**Adult Education and  
Communications Technology**

**Indiana University of Pennsylvania**

***AECT Graduate  
Student Handbook***

**2011**

**Adult Education and Communications Technology Handbook**  
Indiana University of Pennsylvania

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## **I. ADULT EDUCATION AND COMMUNICATIONS TECHNOLOGY AT IUP**

### **Master of Arts in Adult Education and Communications Technology**

The Master of Arts in Adult Education and Communications Technology at Indiana University of Pennsylvania prepares educators and trainers to work in today's technological world. The program balances academic training, practical field experience and individualized attention with a focus on communications technology. Students enhance their abilities to help adults learn in many settings, including business and industry, health care, social services, community agencies and other educational programs.

Adult education is a fast-growing field which encompasses the development, delivery and evaluation of education programs in a broad variety of settings, including business and industry, community colleges, healthcare, community and social agencies, higher education, corrections and vocational education. Communications Media is the application of current and emerging technologies to enhance and supplement the delivery of educational and informational programs. The combination of the theory and research from Adult Education and the knowledge and skills in the use of technology from Communications Media will place graduates of the program in an advantageous position in the labor market.

Graduates should be competitive for such employment opportunities as human resources, developers in business and industry, production positions in education, business and government, public relations positions, private and nonprofit sectors, entrepreneurs in the rapidly developing market of external program delivery to government, business and education, and a variety of other jobs which involve the delivery of education, training and the use of technology.

In 1996, under the leadership of Dr. Kurt Dudt and Dr. Gary J. Dean, the Adult and Community Education Department added a second departmental program, Adult Education and Communications Technology (AECT).

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.

### **Knowledge and Skills Learned in the AECT track**

Students in the AECT track study a variety of topics related to Communication, technology, and adult education and training. Upon completion of the program students will be able to:

- Understand and apply adult development and learning theory to the design and implementation of educational programs and media selection and use.
- Plan educational programs which incorporate the use of educational technology, needs assessment, and program evaluation.

- Understand the importance of leadership and management skills in an organizational context.
- Demonstrate skills for teaching adults in face-to-face settings.
- Demonstrate knowledge and skills in use of research methods.
- Demonstrate knowledge and skills in use of multimedia production.
- Select, design, produce, and evaluate technology and media for education and training of adults.
- Conduct audience/learner analysis.
- Understand and apply principles of ethics as they relate to the use of media and technology.
- Employ instructional systems design processes, including developing goals and objectives, developing learning activities, and conducting learner assessment.
- Integrate technology with the teaching and training of adults.
- Obtain practical experience in the design, development, utilization, and evaluation of technology and adult learning.

### **The Adult and Community Education Department**

The Master of Arts in Adult and Community Education (ACE) began at Indiana University of Pennsylvania in 1976. In 1981, courses were offered at the main campuses of IUP and the University of Pittsburgh. The ACE program was also offered in Delaware as an off-campus degree program for a period of time in the early to mid-1980s.

Dr. Margaret Mahler was instrumental in the process of establishing the Center for Community Education, which helped establish the ACE master's program. During her tenure at IUP she served as a faculty member in the ACE program, director of the Center for Community Education (CFCE) and coordinator of the ACE program. Mahler developed many of the ACE courses and shaped the program requirements and curriculum.

The CFCE ended in 1987 when its parent group, 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 J. 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 of the ACE Department. Dr. Ferro assumed the chairmanship in 1999.

The Department of Adult and Community Education edits 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 and its growing national subscription base. The journal is the only refereed journal published by a state association that addresses the adult education field. The journal has also been cited as one of the top 20 journals in adult education.

### **The Communications Media Department**

Indiana University of Pennsylvania has worked with communications media programs since the 1950s. The first communications program at Indiana University of Pennsylvania was the Learning Resources master's degree. In 1978, an undergraduate communications program opened at IUP. The new undergraduate program focused on educational technology and communications. The master's degree in communications closed in the early '90s. The program was reopened in 1995 as the Adult Education and Communications Technology track of the Adult and Community Education Department. More focused than its prior incarnations, its mission became the integration of theory, applied skills, multimedia and technology to create an applied generalist degree for media professionals.

Today the Communications Media Department is one of the largest departments at Indiana University of Pennsylvania. Featuring classes in radio and television broadcasting, multimedia, graphics design, production, and gaming and simulations, the department provides communications students with the theory, the knowledge and the experience to become competitive communications and media professionals.

### **Indiana University of Pennsylvania**

IUP has a history rich in accomplishments. The first building, John Sutton Hall – named in honor of the first president of the Board of Trustees – opened for students on May 17, 1875. Indiana State Normal School served only 225 students in a single building.

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 December 1965, the institution was redesignated 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. IUP is still the only university in the state system of higher education that grants doctoral degrees.

Since May 17, 1875, the university has experienced continuous growth, becoming Pennsylvania's fifth largest university and the second largest university in Pennsylvania's State System of Higher Education. Current enrollment is over 14,000, with approximately 1,600 in graduate programs. The student populous includes students from nearly every state and many countries.

IUP has been acclaimed by many publications to be one of the national, 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 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 IUP the no.1 public university in Pennsylvania in terms of value and no. 22 among all the nation's public universities. IUP also possesses the largest internship program 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. IUP has 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. ADMISSION TO THE AECT TRACK**

### **Admission Requirements**

The faculty of the AECT 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 Education and Communications Technology program of the Adult and Community Education Department 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 at iup.edu  
724-357-2222

Applications can also be made online at [www.graduate-admissions.iup.edu](http://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 – 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 proceeding information, the application packet is complete. The Graduate School will then forward the 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 AECT 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 Education and Communications Technology graduate program.

There are several tests which applicants to the AECT track 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 GPA's 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.

### III. COURSE REGISTRATION

URSA is the name of Indiana University of Pennsylvania's University Records and Scheduling Assistant. This web site, [www.iup.edu/ursa](http://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 onto the URSA web site.

Use URSA to:

- Schedule Classes
- View the 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 (mm/dd/yy) 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 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

## IV. 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 Education and Communications Technology consists of a minimum 36 credit hours for the nonthesis option and 33 credits for the thesis option. 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 AECT 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.

<u>Courses</u>	<u>Nonthesis Option</u>	<u>Thesis Option</u>
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
ACE 750 Seminar: Technology and Adult Learning	3	3
COMM 600 Instructional Design and Development	3	3
COMM 601 Media Production	3	3
COMM 614 Instructional Computing Basics	3	3
COMM 631 Interactive Multimedia	3	3
GSR 615 Elements of Research	3	3
COMM 698 Internship or Electives	6	-
ACE/COMM 850 Thesis	-	3
<b>TOTAL</b>	<b>36</b>	<b>33</b>

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### **Nonthesis Option**

The nonthesis option requires a minimum of 36 credit hours of courses. These courses consist of four courses in adult and community education (ACE 621, ACE 622, ACE 623, and ACE 625); four courses from communications media (COMM 600, COMM 601, COMM 614, and COMM 631); one research course (GRS 615); the seminar course (ACE 750); and six credits of electives and/or internship (COMM 698). Students electing to do an internship can take either a three-credit or six-credit internship. Students opting for a three credit internship must also take at least one three-credit elective to complete the minimum requirements for graduation.

## Thesis Option

The thesis option requires a minimum of 33 credit hours of courses. These courses consist of four courses in adult and community education (ACE 621, ACE 622, ACE 623, and ACE 625); four courses from communications media (COMM 600, COMM 601, COMM 614, and COMM 631); one research course (GRS 615); the seminar course (ACE 750); and three thesis credits (ACE 850 or COMM 850).

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.

### 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 Education and Communications Technology.

**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.

*Elective/Internship* – Nonthesis option students are required to select a minimum of six semester hours, of electives and/or internship. Electives may be taken at any point in the program. 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. See the section on internship in this handbook for more info about the internship.

*Knowledge and Skill Core Courses* – There are eight courses in this category: ACE 621, ACE 622, ACE 623, ACE 625, COMM 600, COMM 601, COMM 614 and COMM 631. In most cases, all of the knowledge and skill core courses should be completed before enrolling in the seminar (ACE 750), beginning an internship or starting work on a thesis.

Seminar in Technology and Adult Learning (ACE 750). The seminar is designed to help students integrate studies from the two departments, Communications Media, and Adult and Community Education, and to show how technology is utilized in adult education and training settings.

### **Transfer 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 Administration, School of Graduate Studies 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.

## **V. Internships**

An internship is not required as part of the AECT track, but it is encouraged. It is required for the Instructional Technologies Specialist certification, however.

An internship fulfills several purposes:

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

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

Handouts may register for either 3 or 6 credits of internship. The objective of an AECT internship is for the participant to learn something vital or useful to enrich their job performance, marketability, and life. The AECT internship is a project-oriented internship. A project-based internship is completed when an assigned task is finished or set of objectives is met.

It is recommended that students who are participating in an internship contact the AECT internship coordinator one semester before the semester in which they wish to perform the internship. This time is necessary to find, contact and confirm, an internship site. The extra time is also used to create a learning contract consisting of objectives, goals for a project that the student would like to participate in during the internship. This is developed with the assistance of the AECT internship coordinator.

AECT 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, 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.

It is not recommended that AECT students use current or previous work experience to fulfill the internship requirements. Internships at a place of employment are possible, if the internship clearly constitutes new learning experiences for the student.

Students wishing to apply for the Instructional Technology Specialist certification must take their internship at an approved educational institution. The student contract for this internship is preset by the Pennsylvania Department of Education.

The majority of students in the track have taken their internship with Indiana High School or the ARIN Intermediate Unit. These are not the only sites that may be chosen, though. Suggestions are welcome.

Once the student's internship contract has been signed, a supervising adviser will be selected from the Adult and Community Education Department or participating Communications Media faculty to monitor the internship. Then the internship may begin.

Students can use the internship experience for different purposes. Some students use the internship to gain experience in an area or in an organization which is new to them. For example, students interested in training and development, but with no prior experience in that field, can use the internship to gain a working knowledge of training and development. Other students have used the internship to develop new skills or sharpen skills they already possess. In these cases, students may engage in a project, which allows them to develop and sharpen the desired skills. Whatever the reason, the internship should satisfy the three purposes outlined in the first paragraph of this section.

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

## **VI. INFORMATION TECHNOLOGY SPECIALIST CERTIFICATION**

### **Certification Requirements**

The Instructional Technology Specialist Certification is issued by the Pennsylvania Department of Education (PDE). To be eligible for this certification, students must complete the regular sequence of courses in the Adult Education and Communications Technology track in the Adult and Community Education Department. In addition, students wishing certification must complete the following requirements.

1. Students must acquire Act 34 and Act 151 clearance.
2. Students must complete an approved, graduate level course in Special Education and Clinical Services
3. Students must complete an approved internship in a media center in a school district or intermediate unit. The internship must include activities that meet PDE standards. See the AECT Internship Handbook explanation of these standards.



4. For certification, students must complete and submit all required forms and fees to IUP and the Pennsylvania Department of Education.

### **Application for Certification**

1. If you are already a Pennsylvania Department of Education-certified teacher, then no testing is necessary. If you are not a PDE-certified teacher, then you must take the PRAXIS I exam (PPST I). This test features reading, writing and mathematics.
2. After completing and passing the PRAXIS I test, and following the completion of the entire program, the applicant must complete the General Pennsylvania Education Department Application. This can be obtained at 104 Stouffer Hall or at <http://www.state.pa.us>. If using the web site, download forms 338G and 338C.
3. Complete and mail the application forms, a copy of the front page of your PRAXIS scoring report and a \$75 check payable to IUP (processing fee) to Judy Geesey, 104 Stouffer Hall, Indiana University of Pennsylvania, Indiana, PA 15705.
4. Once the application has reached the office, the chairperson of the Communications Media Department is contacted to verify completion of the AECT program.
5. Once verified, the forms will be held until enough have been collected (about If faster application or processing is needed, see Judy Geesey at 104 Stouffer Hall.
6. The forms are then sent by express mail to the Pennsylvania Department of Education. The form processing period is two weeks.
7. After the processing period, certification status will appear on the PDE's web site. This may be accessed by going to the site and logging in with your social security number. If the status reads "in process," any school superintendent can expedite certification.
8. The actual certification forms will arrive in 6-8 weeks at the address listed on the General PDE Application form.

## **VII. GRADUATION**

Graduation from the AECT 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 taken must be 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 AECT 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.
- Graduation Fees – Submitting the application for graduation will initiate the bill for graduation fees, which will be sent to you near the end of the semester. The graduation fees cover the cost of transcripts, diploma and the associated record keeping. You can pay this bill upon receipt even if your plans have changed, and you do not plan to graduate that semester. You will not need to pay the bill a second time. *If you do not graduate in the term for which you made application, you must reapply 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
- Oct. 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. All AECT 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 Monroeville 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 [ww.iupstore.com](http://ww.iupstore.com)

- The College Store, phone: 724-463-9142. Or, try their the web site at [www.thecollegestore.com/iup](http://www.thecollegestore.com/iup)

## 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, <http://www.iup.edu/library>.

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

- Library Hours - <http://www.iup.edu/library> 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/library>, 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.lib.iup.edu/library](http://www.lib.iup.edu/library) or the IUP Electronic Services page <http://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* – This 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 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 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**

Students take care of parking permits through URSA. New parking website is <http://www.iup.edu/police/parking/>. Or call 724-357-8748.

### **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.iup.edu/writingcenter/>. 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 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](http://www.paacesite.org)

*Midwest Research-to-Practice Conference in Adult, Continuing and Community Education* – This conference is held each fall, usually in early October. Visit the website at [www.mdudka.iweb.bsu.edu](http://www.mdudka.iweb.bsu.edu).

*American Association for Adult and Continuing Education Conference* – This is the major national conference sponsored by the American Association for Adult and Continuing Education. Visit the website at [www.aaace.org](http://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](http://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](http://www.aaace.org)

Pennsylvania Association for Adult and Continuing Education  
 PO Box 295  
 State College, PA 16804-0295  
[www.paacesite.org](http://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](http://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](http://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](http://www.paacesite.org)



## Appendix A COURSE DESCRIPTIONS

### **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 750 Seminar: Technology and Adult Learning** *3 credits*

This course, by providing an advanced forum in which to research, discuss, and document current and emerging topics, issues, and applications in technology and adult learning (with special emphasis on distance learning) serves to synthesize these two fields of inquiry and offers students the opportunity to conceptualize and develop models and strategies for the integrated application of theory and practice learned in earlier courses. Literature reviews, topics analysis, and case studies are used to enhance awareness of critical issues and potential applications in real life settings.

**Prerequisites:** At least twelve completed credits, six each in ACE and COMM courses, and advisor approval.

### **COMM 600 Instructional Design and Development** *3 credits*

Examines the systems approach for the design, development and evaluation of instructional material (print, video, multimedia, etc.). Students will learn the history of instructional technology and its current applications. Each student will produce a self-instructional prototype, which will require the student to systematically and creatively apply the concepts and rules earned in the class.

### **COMM 601 Media Production** *3 credits*

Students learn how to systematically plan, produce, use and evaluate media. Each student will produce different types of messages (motivational, informational and instructional) using a variety of media.

### **COMM/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.

**COMM 698 Internship***3 credits*

Supervised professional work experience in communications media. Location, duties, length of internship and hours are individually tailored to student career goals. Sites represent wide application of process and technology of communications business, education, allied health or other agencies.

**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.



Student	Advisor
	Date

## Appendix C

**OFFICES AT IUP**  
**Indiana University of Pennsylvania**  
**Indiana, Pa. 15705**

<b>Bursar's Office, Clark Lobby</b>	724-357-2207
Web Site: <a href="http://www.iup.edu/bursar/">http://www.iup.edu/bursar/</a>	
Sis Moorhead, Bursar	
Email: <a href="mailto:mlmoor@iup.edu">mlmoor@iup.edu</a>	
<b>Adult and Community Education, 104 Davis Hall</b>	724-357-2470
Web Site: <a href="http://www.iup.edu/ace">http://www.iup.edu/ace</a>	
Marceda Smith, Department Secretary	724-357-2470
Email: <a href="mailto:msmith@iup.edu">msmith@iup.edu</a>	
Dr. Gary Dean, Chairperson	724-357-4538
Email: <a href="mailto:gjdean@iup.edu">gjdean@iup.edu</a>	
Dr. Jeff Ritchey	724-357-4539
Email: <a href="mailto:jritchey@iup.edu">jritchey@iup.edu</a>	
<b>Advising and Testing Center, 216 Pratt Hall</b>	724-357-4067
Web Site: <a href="http://www.iup.edu/advisingtesting/">http://www.iup.edu/advisingtesting/</a>	
Catherine Dugan, Director	
Email: <a href="mailto:cmdugan@iup.edu">cmdugan@iup.edu</a>	
<b>Applied Research Lab, 221 Gordon Hall</b>	724-357-4530
Web Site: <a href="http://www.iup.edu/arl/">http://www.iup.edu/arl/</a>	
<b>Book Stores</b>	
Web Site: <a href="http://iupstore.com/">http://iupstore.com/</a>	
Co-op Bookstore (IUP), Hadley Union Building	724-357-3145
The College Store, 744 Locust Street, Indiana	724-463-9142
<b>Campus Police, Grant St</b>	724-357-2141 or 724-357-2142
Web Site: <a href="http://www.iup.edu/police/">http://www.iup.edu/police/</a>	
Bill Montgomery	
Emergency for Police or Fire, Parking tags, Other	
Email: <a href="mailto:billmont@iup.edu">billmont@iup.edu</a>	
<b>Career Services, 302 Pratt Hall</b>	724-357-2235
Web Site: <a href="http://www.iup.edu/career/">http://www.iup.edu/career/</a>	
Mark Anthony, Director	
Email: <a href="mailto:anthony@iup.edu">anthony@iup.edu</a>	
<b>College of Education, 104 Stouffer Hall</b>	724-357-2482

Web Site: <http://www.iup.edu/education/>

Dr. Mary Ann Rafoth, Dean

Email: [mrafoth@iup.edu](mailto:mrafoth@iup.edu)

Makayla Sunealitis, Dean's Secretary

Email: [Makayla.Miller@iup.edu](mailto:Makayla.Miller@iup.edu)

**Center for Counseling and Psychological Services, 307 Pratt Hall** 724-357-2621

Rita Drapkin, Director

Email: [Rita.Drapkin@iup.edu](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:perdue@iup.edu)