

Master of Arts

Adult and Community Education

**Track in
Adult Education and Communications Technology**

Indiana University of Pennsylvania

AECT
Student Handbook

**ADULT EDUCATION AND COMMUNICATIONS TECHNOLOGY
STUDENT HANDBOOK**

Table of Contents

I.	About Adult Education and Communications Technology at IUP	1
	Master of Arts in Adult Education and Communications Technology.....	1
	Knowledge and Skills Learned in the AECT Track	1
	The Adult and Community Education Department	2
	The Communications Media Department	3
	Indiana University of Pennsylvania	3
II.	Admission to the AECT Track	4
	Admission Requirements	4
	Admission Process	4
	Testing	6
III.	Course Registration	6
	Information Required for Scheduling Classes	7
	Steps to Scheduling Courses	7
IV.	Student Advising and Program Planning	8
	Faculty Advisor	8
	Program Requirements	8
	Nonthesis Option	9
	Thesis Option	9
	Course Selection	10
	Transfer Credits	10
V.	Internships	11
VI.	Information Technology Specialist Certification	13
	Certification Requirements	13
	Application for Certification	13
VII.	Graduation	13
	Application for Graduation	14
	Application Deadlines	14
	Graduation Ceremonies	14
VIII.	Graduate Assistantships	14
IX.	Textbooks	15
X.	Libraries	15

Stapleton Library	15
Department Library	15
XI. IUP Publications You Should Have	16
XII. Student Services	16
Advising and Testing Center	16
Career Services	17
School of Graduate Studies and Research	17
I Card	17
Parking on Campus	17
Transcripts/Registrar's Office	18
Writing Center	18
XIII. Professional & Personal Growth	18
Conferences, Meetings and Workshops	18
Professional Associations	19
Periodicals	20
XIV. Appendixes	
A. Course Descriptions	21
B. Student Planning Guide	23
C. IUP Office Directory	24
D. Student Responsibility Signature Page	26

I. ABOUT ADULT EDUCATION AND COMMUNICATIONS TECHNOLOGY AT IUP

Master of Arts in Adult Education and Communications Technology

In 1996, a collaborative relationship was established between the Departments of Communications Media and Adult and Community Education at Indiana University of Pennsylvania. Under the leadership of Dr. Kurt Dudt and Dr. Gary Dean, the Adult and Community Education Department added a second departmental program, Adult Education and Communications Technology (AECT).

The track 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, healthcare, social services, community agencies and other sites where adults receive training and instruction.

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 organizations, community and social agencies, higher education and vocational institutions, correctional facilities, and government. 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 employment opportunities in instructional design, training and development, public relations, government administration, higher education, healthcare, social service, and other fields.

With its emphasis on joining adult education processes and practices to current media 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.
- Develop educational programs that 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 campus 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 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 chairperson 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 chairperson of the ACE Department. Dr. Ferro became chairperson 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 members and a 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 had 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 began at IUP. The new undergraduate program focused on educational technology and communications. The master's degree in communications closed in the early '90s. This program provided, in part, a foundation for the current AECT program. The Adult Education and Communications Technology track began in 1995. More focused than its prior incarnations, mission of the AECT track became the integration of theory, applied skills, multimedia, and technology to create an applied degree leading to careers in instructional design.

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. In 2008, the Communications Media Department began a doctoral program in Communications Media and Instructional Technology (CMIT), and many of our graduates have continued their studies in pursuit of a Ph.D. degree.

Indiana University of Pennsylvania

IUP has a history rich. 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 re-designated 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 remarkable 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

School of Graduate Studies and Research
Stright Hall, Room 101
210 South Tenth Street
Indiana, Pa. 15705-1048
graduate-admissions@iup.edu
724-357-2222

Applications must be made online at <http://www.iup.edu/admissions/graduate/howto/default.aspx>. Candidates are required to submit the following items with the application: application fee, official transcripts, a goal statement, two letters of recommendation, and a current resume.

- Application Form - The application form must be completed online at <http://www.iup.edu/admissions/graduate/howto/default.aspx>. To complete the application if you are a current or former IUP student, log in with your current credentials to proceed. If you are not an IUP student, click on “First Time User Account Creation.”
- Application Fee - A \$50.00 application fee is required and is submitted upon completion of the online application.
- 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. Transcripts from IUP do not need to be sent by the applicant, the Graduate School will request these directly from the Registrar’s Office.
- Two Letters of Recommendation - Two letters of recommendation are required. If you are a recent graduate, academic letters are preferred. Otherwise, professional letters of recommendation are acceptable. These letters may be sent in hard copy form or via email to the Graduate School at graduate-admissions@iup.edu.
- 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 is required.

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

One Course Only. Applicants who have never previously taken graduate-level coursework at IUP are eligible for the One Course Only admission option. Full application to the School of Graduate Studies and Research is not required. Students who take their first course under the One Course Only option must apply and be admitted to the School of Graduate Studies and Research before taking additional courses.

Special Status Admission - Special status is for applicants who do not intend to pursue a graduate degree but only wish to enroll in graduate classes for which they are qualified. Students granted Special Status admission who wish at a later time to pursue a graduate degree must apply to the degree program. Along with the application for Special Status, applicants must also submit a nonrefundable \$50 application fee, official transcripts from all colleges/universities attended, and

a goal statement. Special Status students may take a maximum of 12 credit hours. If a student admitted under Special Status later wishes to pursue a graduate degree at IUP, they must apply to that program to accept the coursework taken while in Special Status admissions.

After submitting an application and documents related to the categories above, students (if admitted to IUP) will receive information from the Graduate School about how to register for coursework.

Testing

The Graduate Record Exam (GRE) is *not* required for admission into IUP's Master of Arts in Adult and Community Education. Nevertheless, some applicants may need to take a test for admissions to the ACE program.

1. *Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)*. University-established, minimum scores for the the TOEFL or IELTS are required of all applicants to the Graduate School whose native language is not English. The tests are required before an applicant can be admitted to a graduate program. The minimum scores are determined by the Graduate School. International students who have an undergraduate degree from an American university do not have to submit TOEFL or IELTS 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.
 - Whether an applicant must take the MAT is dependent upon their undergraduate, cumulative grade point average (GPA). Applicants who have attended an undergraduate institution within the past five years and have an UGPA lower than 2.6 are required by the Graduate School to take the MAT. Applicants whose last attendance at an undergraduate institution of high education was more than five years ago and their UGPA is lower than 2.4 are also required by the Graduate School to take the MAT.
 - Applications for the MAT must be completed online at <http://psychcorp.pearsonassessments.com/haiweb/Cultures/en-US/site/Community/PostSecondary/Products/MAT/mathome.html>
 - Tests need not be taken at IUP or be scheduled through IUP. However, the official results must be sent to the Graduate School at IUP.

III. COURSE REGISTRATION

MyIUP is the name of Indiana University of Pennsylvania's University Records and Scheduling Assistant. This website, <http://www.iup.edu/myiup>, is your key to class registration, schedule planning, and records management at IUP. Students enrolled at IUP's 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 MyIUP website.

Use MyIUP to:

- Schedule Classes
- View Course Catalog
- View Course Descriptions
- Retrieve Grades
- Order Transcripts
- Change Personal Information
- Manage Finances
- See What's New for Students
- View the Central Calendar
- View the Academic Calendar
- Purchase Meal Plans

Midterm and final grades, academic calendar, academic policies, financial aid information and graduation requirements are also found on the MyIUP website.

Information Required for Scheduling Courses

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

1. Username. This is a unique randomly-generated identification that is assigned to all students who are admitted to IUP.
2. Network Password. In addition to your Username, you will be required to enter a unique network password. This is assigned to upon admission. Students may change their password at any time.
3. 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 MyIUP website, <http://www.iup.edu/myiup>
2. Click on "Sign In to MyIUP,"
3. Enter your Username and Network Password, click on "Login."
4. Click on "Academics" at the top of the page.
5. Click on "Class Changes" under Course Registration and Textbooks.
6. Click on "Select Term." Then click "Submit" (You will now be using the former system, URSA).
7. Enter your "Alternate 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

Faculty 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 track 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
TOTAL	36	33

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).

The process of completing a thesis involves the following steps:

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 typically 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

Up to 6 credits of graduate work taken as a graduate student at another institution may, with written approval, be incorporated as part of the graduate student's program at IUP. These courses must have been taken from a regionally accredited institution within the past five years, and the grade earned must have been a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to twelve graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must have

been a “B” or its equivalent or better. The combination of transfer credits earned at another institution and those earned at IUP may not exceed 12 credits.

To request transfer credits, the student must complete and follow the instructions listed on the Request for Graduate Transfer Credit Review Form at:
<http://www.iup.edu/graduatestudies/students/creditreview/default.aspx>

A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student’s department and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If credits earned at another institution are approved for transfer, only the credit, not the grade or accompanying quality points, will appear on the student’s IUP 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. This can be found online at: <http://www.iup.edu/aect/default.aspx>

Students 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 goals and objectives 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 (ITS) certification must take their internship at an approved educational institution. The student contract for this internship is established by the Pennsylvania Department of Education and linked to ITS certification standards.

The majority of ITS certification students have taken their internship with Indiana High School or the ARIN Intermediate Unit. These, however, are not the only sites that may be utilized and alternatives 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 from participating faculty in the Department of Communications Media. This advisor will be responsible for monitoring the internship.

Students can use the internship experience for different purposes. Some students use the internship to gain experience in an area or 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 seeking certification must complete the following requirements.

1. Students must acquire Act 34 and Act 151 clearance.
2. Students must complete an approved, graduate-level elective in Special Education and Clinical Services (EDEX).
3. Students must complete an approved internship in the media center of 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 the Pennsylvania Department of Education.

Application for Certification

1. If you are already a Pennsylvania Department of Education (PDE)-certified teacher, then no testing is necessary. If you are not a PDE-certified teacher, then you must take the Pre-Service Academic Performance Assessment (PAPA). This test covers reading, writing and mathematics. Please note that passing this examination does not result in a teaching certification. For details on how to apply for the PAPA, please see "All About State Testing Requirements" on the IUP Teacher Education website at <http://www.iup.edu/teachereducation>
2. After completing and passing the PAPA, an application for ITS certification must be made through the PDE Teacher Information Management System (TIMS) website. The process for submitting your application is outlined in "Forms and Documents" on the IUP Teacher Education website noted above. Please see "TIMS PowerPoint Instructions" under step three of the section for "Current IUP Students."
3. Once the application for certification has been submitted, PDE will contact IUP's Office of Teacher Education to verify completion of the AECT program and satisfaction of the ITS standards.
4. Please note that PDE no longer provides paper certifications, thus, at the completion of this process, you will need to access the TIMS systems to print your credential.

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 MyIUP at <http://www.iup.edu/myiup>. If you need help or have questions, you may contact the ACE Department or the Graduate School. After submitting an application for graduation, the Graduate School will send a Graduation Checkout Form to your advisor.

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:

- May 1 for May graduation
- August 1 for August graduation
- December 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

Students can purchase textbooks through the IUP Co-op Store, and have them mailed to them without coming to IUP's main campus. Books can also be ordered from other sources such as Amazon.

Books for courses may be purchased at:

- The Co-op Store, Phone: 1-800-537-7916 or 724-357-3145

For additional information, visit their website at <http://www.iupstore.com>

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>. On-campus students are required to have an I-Card to check out books and use library services. Online students can access the library without an I-Card by setting up a Virtual Private Network (VPN) on their home computer. Go to <http://www.iup.edu/itsupportcenter/vpn/default.aspx> for instructions on how to set up a VPN. If you need technical assistance in setting up the VPN, you can contact IT Support by calling 724-357-4000 or logging on to www.iup.edu/ihelp.

Some information and services available to students on the Library website are:

- Library Hours - <http://www.iup.edu/library> or call the Circulation Desk at 724-357-2340 or the Reference Desk at 724-357-3006
- Video Tutorial – for help navigating the essential tasks of library research, view the library video tutorials at <http://www.iup.edu/page.aspx?id=161633>
- Distance Education Services - please refer to the Distance Education Services website at: <http://www.iup.edu/page.aspx?id=77153>
- 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 website.

For a complete list of library services, visit the library website at <http://www.iup.edu/library>
Photocopiers, microfiche, and microfilm copiers are available in the library for student use.

Department Library

The Department of Adult and Community Education maintains a library of books and videos in adult education, research, and other topics. The books and videos are accessible by contacting the department secretary at 724-357-2470 or rgundy@iup.edu. Books will be mailed to students for their use. There is a list of books and videos on the department website at www.iup.edu/ace.

XI. IUP PUBLICATIONS YOU SHOULD HAVE

There are several important university publications students should possess. This document, *ACE 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 year. 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.

<http://www.iup.edu/graduatestudies/catalog/default.aspx>

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. <http://www.iup.edu/graduatestudies/thesis/default.aspx>

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

<http://www.iup.edu/aect/default.aspx>

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. Many of these services are available through MyIUP.

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.

School of Graduate Studies and Research

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 students' progress through Graduate School, including initial admissions, 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 website 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.

You may contact the I-Card processing center at <http://www.iup.edu/icard/default.aspx> or by calling 724-357-1314.

Parking on Campus

All persons who wish to park a vehicle on the IUP campus must get a parking permit. Parking permits are available through MyIUP. You may also contact the Campus Police at 724-357-8748.

Transcripts/ Registrar's Office

Transcripts may be obtained through the Office of the Registrar located in Clark Hall. Their website 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 website 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 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 Conference – This conference, sponsored by the Pennsylvania Association for Adult Continuing Education, is held in the winter or early spring each year. For more information, visit the website at <http://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. For more information, visit the website at <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. For more information, visit the website at <http://www.adulterc.org>

Pennsylvania Educational Technology Expo and Conference (PETE&C) - The Pete&C Conference is the Commonwealth's premier gathering for educators interested in the latest in instructional technology. For more information, visit their website at <http://www.peteandc.org>

Society for Information Technology and Teacher Education Conference (SITE) - SITE promotes the development and dissemination of theoretical knowledge, conceptual research and professional practice knowledge through the SITE conference, books, and collaborative projects with other organizations. For more information, visit the website at <http://site.ace.org/conf/>

American Society of Training and Development International Conference and Exposition (ASTD) - The world's largest gathering of training and development professionals. For more information, visit their website at <http://www.astdconference.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
Phone: 301-459-6261
Fax: 301-459-6241
<http://www.aaace.org>

Pennsylvania Association for Adult and Continuing Education

PO Box 11170
Pittsburgh, PA 15237
<http://www.paacesite.org>

American Society for Training and Development (ASTD)

1640 King Street, Box 1443
Alexandria, VA 22313-1443
<http://www.astd.org/>

Society for Information Technology and Teacher Education Conference (SITE)

P.O. Box 1545
Chesapeake, VA 23327-1545
<http://site.aace.org/>

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. Visit the website at <http://alx.sagepub.com/>

International Journal of Lifelong Learning – Published in England, this refereed journal provides a global perspective on adult education. Visit the website at <http://www.tandfonline.com/toc/tled20/current>

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 <http://www.paacesite.org>

Journal of Communications Media Studies - A referred journal published by the Department of Communications Media at IUP. Visit the website at <http://www.iup.edu/page.aspx?id=136723>

Journal of Communication - The premier journal in communication studies published by the International Communication Association. Visit the website at <http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291460-2466/homepage/Society.html>

Appendix A COURSE DESCRIPTIONS

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 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 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.

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.

Appendix B
STUDENT PLANNING GUIDE
 Master of Arts in Adult Education and Communications Technology
Indiana University of Pennsylvania

Name _____ Term Started _____

Advisor _____

PROGRAM REQUIREMENTS

- | | |
|--|--|
| ACE 621 – The Adult Learner | COMM 600 - Instructional Design and Development |
| ACE 622 - Program and Process Development | COMM 601 - Media Production |
| ACE 623 – Organization and Administration in ACE | COMM 614 – Instructional Computing Basics |
| ACE 625 – Facilitating Adult Learning Basics | COMM 631 – Interactive Multimedia |
| GSR 615 – Elements of Research | COMM 698 – Internship (3-6 credits) or Electives (3-6 credits) |
| ACE 750 – Seminar in Adult Learning and Technology | |

PLANNING GUIDE

Course	Term
Student	Advisor
	Date

Appendix C OFFICES AT IUP

Adult and Community Education 104 Davis Hall http://www.iup.edu/ace Rosanne Gundy, Department Secretary Email: rosanne.gundy@iup.edu Dr. Gary Dean, Chairperson Email: gjdean@iup.edu Dr. Jeff Ritchey Email: jritchey@iup.edu	724-357-2470 724-357-2470 724-357-4538 724-357-4539
Advising and Testing Center 216 Pratt Hall http://www.iup.edu/advisingtesting/ Catherine Dugan, Director Email: cmdugan@iup.edu	724-357-4067
Applied Research Lab 107B Stright Hall http://www.iup.edu/arl/	724-357-4530
Book Stores http://iupstore.com/ Co-op Bookstore (IUP), Hadley Union Building	724-357-3145
Bursar's Office Clark Hall Lobby http://www.iup.edu/bursar/ Sis Moorhead, Bursar Email: mlmoor@iup.edu	724-357-2207
Career Development Center 302 Pratt Hall http://www.iup.edu/career/ Tammy Manko, Director Email: tammy.manko@iup.edu	724-357-2235
College of Education and Educational Technology 104 Stouffer Hall http://www.iup.edu/education/ Dr. Lara M. Luetkehans, Dean Email: Lara.Luetkehans@iup.edu Makayla Sunealitis, Dean's Secretary	724-357-2480

Center for Counseling and Psychological Services Room G31 Suites on Maple East http://www.iup.edu/counselingcenter/default.aspx Rita Drapkin, Director Email: Rita.Drapkin@iup.edu	724-357-2621
Financial Aid 200 Clark Hall http://www.iup.edu/financialaid/ Stacy Hopkins, Director Email: shopkins@iup.edu	724-357-2218
Graduate Studies and Research, School of Room 101 Stright Hall http://www.iup.edu/graduate/ Dr. Timothy Mack, Dean Paula Stossel, Assistant Dean	724-357-2222
Police, University University Towers http://www.iup.edu/police/	724-357-2142
Registrar's Office 307 Clark Hall http://www.iup.edu/registrar/ Robert Simon, Interim Registrar Email: Robert.Simon@iup.edu	724-357-2217
Stapleton Library http://www.iup.edu/library/ Circulation Desk/Hours/Interlibrary Loan/Media Resources Reference Desk	724-357-2340 724-357-3006
Writing Center http://www.iup.edu/writingcenter/ 218 Eicher Hall	724-357-3029

Appendix D
Master of Arts in Adult and Community Education
Track in Adult Education and Communications Technology
Student Responsibility
Signature Sheet

As a student in the Adult Education and Communications Technology Track, I acknowledge that it is my responsibility to be informed regarding university policies and procedures. Each student is required to sign this form and return it to the department office.

I attest that I have accessed and read the following documents:

- AECT Student Handbook
- AECT Internship Handbook
- Graduate School Catalogue

Signing below indicates that you acknowledge that you are responsible for the information contained in the documents identified above.

Student Signature

Date

(Please Print Your Name)

Return this form to:

The Department of Adult and Community Education
104 Davis Hall, 570 S. 11th Street
Indiana University of Pennsylvania
Indiana, PA 15705
Phone: 724-357-2470
Fax: 724-357-3085