Master of Arts

Adult and Community Education

Indiana University of Pennsylvania

ACE
Student Handbook

DEDICATION

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

PREFACE

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

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

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Gary J. Dean
Jeffrey A. Ritchey

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ADULT AND COMMUNITY EDUCATION
STUDENT HANDBOOK

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I. ADULT AND COMMUNITY EDUCATION AT IUP

Master of Arts in Adult and Community Education

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

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

The Center for Community Education ended in 1987 when the Mott Foundation shifted its emphasis from funding regional training centers in universities to funding other types of community education activities. At that time, Dr. Gary Dean joined the ACE faculty as an assistant professor and program coordinator. Dr. Mahler retired in 1990. That Fall, Dr. Trenton Ferro joined the ACE faculty. In August 1991, Dr. Ferro became the ACE program coordinator and Dr. Dean became the 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 newly created department of Adult and Community Education.

Over the years, the Department of Adult and Community Education has been involved in many projects and activities. From 1988-1991, the department sponsored the IUP Student Literacy Corps. This program was designed to train undergraduate IUP students to serve as literacy tutors in a variety of community agencies in Indiana County. Under this state-funded program, students received three hours of academic credit that could be used as an elective. In 1993, the department conducted an institute to train adult basic and literacy educators in effective adult learning and teaching strategies. The one-week institute was sponsored by the Pennsylvania Department of Education and attracted adult educators from across Pennsylvania. Another important project of the department has been editing the *PAACE Journal of Lifelong Learning*. The journal is

published by the Pennsylvania Association for Adult Continuing Education and is distributed to the members as well as subscribers nationwide. The *PAACE Journal of Lifelong Learning* has also been cited one of the top 20 journals in adult education.

In 1996, under the leadership of Dr. Dean and Dr. Kurt Dudt of the Communications Media Department, a second track, Adult Education and Communications Media (AECT), was added to the ACE department. 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.

The years 2010 and 2011 were pivotal for the ACE program. The program's offerings in Monroeville were phased out in favor of delivering the program online. This marked the end of ACE's presence in the greater Pittsburgh area. The ACE program had continuous offerings in Pittsburgh since 1981, making it the oldest and longest running off-campus program in the history of IUP. The new online initiative has since proven to be very successful, attracting students from across Pennsylvania and the United States.

About Indiana University of Pennsylvania

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

In April 1920, control and ownership of the school passed to the Commonwealth of Pennsylvania. In May 1927, by authority of the General Assembly, the Indiana State Normal School became a college with the right to grant degrees. The name was then changed to the State Teachers' College at Indiana, Pennsylvania. In 1959, the legislature approved a change of name to Indiana State College. In the 1960s, a rapid growth in the liberal arts program occurred. In December 1965, the institution was designated as Indiana University of Pennsylvania and given the authority to expand its curriculum and to grant degrees at the graduate level. That year, the first doctoral program was initiated.

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

university 22nd among all the nation's public universities and number one in Pennsylvania in terms of educational value. IUP's internship program is the largest in Pennsylvania.

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

II. MISSION AND PHILOSOPHY OF THE ACE PROGRAM

The Master of Arts in Adult and Community Education at Indiana University of Pennsylvania is a rigorous and intensive professional development experience that takes place 100% online. Adult and Community Education students are committed professionals seeking to improve themselves, their work places, their communities and society. ACE is an applied science based on an interdisciplinary approach. Adult education, broadly defined, is the study of how, when, where and why adults engage in systematic learning. Community education, broadly defined, is the study of educational activities that contribute to the growth and development of communities. Professional preparation for students in adult and community education is realized through helping them develop:

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

III. ADMISSION TO THE ACE PROGRAM

Admission Requirements

The faculty of the ACE program maintains that there are many factors that facilitate or inhibit success in graduate school. To reflect such a philosophy in practice, the faculty strives to use an expansive approach to identify admission criteria. Among the criteria used are professional experience, personal and professional goals, ability to effectively communicate both 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 must 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 he or she is qualified. Students granted Special Status admissions 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. 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 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.

IV. 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
- Much More

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 upon admission. Students may change their password at any time.

3. *Alternate PIN*. The four-digit alternate pin 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.

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

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

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

Courses	Nonthesis Option	Thesis Option
ACE 620 Introduction to Adult and Community Education	3	3
ACE 621 The Adult Learner	3	3
ACE 622 Program & Process Development in Adult and Community Education	3	3
ACE 623 Organization & Administration in Adult and Community Education	3	3
ACE 625 Facilitating Adult Learning	3	3
GSR 615 Elements of Research	3	3
ACE 735 Seminar in Adult and Community Education	3	3
ACE 740 Internship in Adult and Community Education	6	6
Electives	6	3
ACE 745 Practical Research in Adult and Community Education	3	*3
ACE 850 Thesis	—	3
TOTAL	36	36

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

Nonthesis Option

Students electing the nonthesis option are required to complete a comprehensive examination. The comprehensive exam consists of a three-hour written exam. Students should consult their advisor the semester before they plan to take the exam. At that time, the areas that the exam will cover and topics and material to review for the exam will be discussed. Usually, the written portion of the exam is scheduled for about the 10th week of the fall or spring semester and the

beginning of the second term in the summer. An oral exam may be scheduled upon completion of the written part of the comprehensive exam. The oral part of the exam will be scheduled when the faculty determines that the student needs to further explain his/her responses on the written portion of the exam.

Thesis Option

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

The process of completing a thesis involves the following steps:

1. Identifying your thesis committee chairperson
2. Developing an initial outline of your topic
3. Identifying the other committee members to serve on your thesis committee
4. Submitting the Research Topic Approval Form to the Graduate School
5. Developing your full thesis proposal
6. Having the proposal approved by the Institutional Review Board for the Protection of Human Subjects
7. Defending your proposal to your committee
8. Gathering data
9. Writing the final report
10. Defending the thesis to your committee
11. Making final revisions and submitting the completed thesis to the Graduate School.

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

Course Selection

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

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

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

from other institutions. Please see the *Transfer of Credits* section for guidelines on these procedures.

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

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

Internship. All ACE students are required to complete a six credit internship. See the section below and the *ACE Internship Handbook* for detailed information on the internship procedure and requirements.

Transfer of 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 be taken from a regionally accredited institution, within the past five years, and the grade earned must be 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 be 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.

VI. INTERNSHIP

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

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

Students should consult the *ACE Internship Handbook* for more information about the internship. This can be found online at: http://www.iup.edu/page.aspx?id=42867

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

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

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

1. Use class assignments to prepare for the potential internship.
2. Look for and become aware of potential internship opportunities as they become Available.
3. Develop possible relationships between the internship, seminar, and practical research or thesis.
4. The enrollment requirement for the internship is six credit hours.
5. To begin the internship process, students will determine the internship site, develop a proposal for internship activities, and write a learning contract detailing the objective and activities of the internship.
6. The proposal must be approved by the internship instructor.

When the proposal has been approved, the learning contract can be developed. The contract is a three-party contract among the student, the internship coordinator, and the site supervisor.
7. Once the contract has been signed, students actually complete the internship project and write a final report of their internship experience.
8. In some cases, it will not be possible for students to complete activities as they are described in the contract. When this is the case, the student should consult the internship instructor about exceptions to the scheduling guidelines.

VII. GRADUATION

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

- Students are permitted to take up to five years to complete a master's program at IUP. This policy is in line with most other graduate schools across the country. Under certain circumstances, extensions can be granted to the five-year time limit.
- The Residency requirement states that a maximum of six credit hours can be transferred to IUP. All other courses must be taken IUP courses.
- In addition, the final six credits of a student's program must be IUP courses. This means that students should not wait until the end of their program to transfer courses.
- Students must maintain at least a 3.0 grade point average.

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 of the same graduation year. All ACE students are encouraged to attend graduation to share in the pride of accomplishment which

graduation symbolizes. Graduation caps, gowns, and hoods can be either purchased or rented from the IUP Co-op Store.

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

VIII. GRADUATE ASSISTANTSHIPS

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

The deadline for receiving applications is March 15 of each year. Decisions regarding who will be offered assistantships are made during March to May. If you are offered an assistantship, you must sign and return the contract to the Graduate School to accept the position.

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

Or, try their website at ww.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 y0ou 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

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.   http://www.iup.edu/page.aspx?id=42867

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

The I-Card is a student identification card at IUP. Online ACE students who do not visit campus may find that they do not need an I-Card. If a student desires to obtain an I-Card, contact or visit

the I-Card office in the Student Co-Op at the Hadley Union Building (HUB) on IUP's campus at http://www.iup.edu/icard/default.aspx or by calling 724-357-1314.

The I-Card card serves as a library card, campus bus service pass, and dining card. The chip in the card allows students to place cash on their cards through cash-to-card machines located in the dining halls, the HUB, Stapleton Library, Sutton Hall, Johnson Hall, and Wallace, Elkin, Lawrence, and Stewart residence halls. You may use your card to pay for various services and purchases on campus.

Parking on Campus

All persons who wish to park a vehicle on the IUP campus must 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 ACE faculty, who are themselves actively engaged in these pursuits, support your professional development outside of class as well as in it. A few important ways of continuing your professional development outside of class are to read the professional literature, join professional associations, and participate in meetings, conferences, and workshops.

Conferences, Meetings and Workshops

PAACE 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.

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 200
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

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

Appendix A

COURSE DESCRIPTIONS

ACE 620 Introduction to Adult and Community Education   *3 credits*
A survey course in which examines the fields of adult and community education philosophically, historically and in terms of current programs and processes. The course includes the study of Adult and Community Education principles and components, as well as literature and resources.

ACE 621 The Adult Learner   *3 credits*
This course focuses on the adult as a learner, including adult physiological, psychological, sociological characteristics and their effects on learning.

ACE 622 Program and Process Development in Adult and Community Education *3 credits*
A knowledge and skill-building course designed for present and future adult and community education practitioners. This how-to course examines concepts and practices relevant to the development of educational programs in traditional and nontraditional settings.

ACE 623 Organization and Administration in Adult and Community Education *3 credits*
This course introduces the student to basic theories of leadership, management and organizational structure. It includes study and application of the tasks, tools, strategies and leadership roles of adult and community education administrators.

ACE 625 Facilitating Adult Learning   *3 credits*
This course examines teaching and learning theories as they relate to adults: the teaching-learning process in a variety of educational settings; instructional methods, techniques and devices which are effective with adults; and instructional designs and evaluative methods that are effective in the teaching-learning process.

ACE 650 Current Topics in Adult and Community Education   *3 credits*
Explores current issues, trends, and topics in depth in a workshop format. Topics will be selected by the faculty and announced in advance of the semester in which the course is to be offered. Topics may include issues in continuing higher education, volunteerism, adult career development, managing nonprofit organizations, group processes in adult education, and current issues in research. Prerequisite: Permission of the instructor.

ACE 735 Seminar in Adult and Community Education   *3 credits*
This course involves an intensive study of special topics in adult and community education with a research emphasis. Research content varies according to student interest.
Pre-requisites: Permission.

ACE 740 Internship in Adult and Community Education   *6 credits*
This is an individually designed field project in which students work with a site project adviser and a university adviser. The six-credit internship is a single project designed in two phases, each earning three credits.
Pre-requisites: 9 credits in Adult and Community Education and Permission.

ACE 745 Practical Research in Adult and Community Education *3 credits*
Practical research in adult and community education is designed to have students conduct and report a formal research study in their field of interest. Students formulate a research problem, and design a plan of inquiry that will provide an answer(s) to their research problem(s). Students must be able to interpret their findings and communicate them both orally and in writing at a professional level.
Pre-requisites: GSR 615 and Permission.

ACE 850 Thesis *3 credits*
Students selecting the thesis option will complete a thesis project with a committee consisting of at least three faculty members.

GSR 615 Elements of Research *3 credits*
Selection of a research problem, data collection, types of research, research reports, and the use of the library and computer in connection with research problems are studied. Elements of statistics are introduced. This course provides background for preparation of the thesis and enables the student to become an intelligent consumer of products of academic research.

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

Name_____**Term Started**_____

Advisor_____

PROGRAM REQUIREMENTS

ACE 620, Introduction to ACE   GSR 615, Elements of Research
ACE 621, The Adult Learner   ACE 735, Seminar in ACE *
ACE 622, Program and Process Development   ACE 740, Internship – must be taken twice*
     in ACE
ACE 623, Organization and Administration in ACE ACE 745, Practical Research in ACE*, **
ACE 625, Facilitating Adult Learning   or
Electives (6 Credit Hours Required)   ACE 850, Thesis*

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

PLANNING GUIDE

Course	Term

Student	Advisor	Date

Appendix C

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

Adult and Community Education	724-357-2470
104 Davis Hall	
http://www.iup.edu/ace	
Rosanne Gundy, Department Secretary	724-357-2470
Email: rosanne.gundy@iup.edu	
Dr. Gary Dean, Chairperson	724-357-4538
Email: gjdean@iup.edu	
Dr. Jeff Ritchey	724-357-4539
Email: jritchey@iup.edu	

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

Applied Research Lab   724-357-4530
107B Stright Hall
http://www.iup.edu/arl/

Book Store   724-357-3145
http://iupstore.com/
Co-op Bookstore (IUP),
Hadley Union Building

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

Career Development Center
302 Pratt Hall   724-357-2235
http://www.iup.edu/career/
Tammy Manko, Director
Email: tammy.manko@iup.edu

College of Education and Educational Technology 724-357-2480
104 Stouffer Hall
http://www.iup.edu/education/
Dr. Lara M. Luetkehans, Dean
Email: Lara.Luetkehans@iup.edu
Makayla Sunealitis, Dean's Secretary

Center for Counseling and Psychological Services 724-357-2621
Room G31 Suites on Maple East
http://www.iup.edu/counselingcenter/default.aspx
Rita Drapkin, Director
Email: Rita.Drapkin@iup.edu

Financial Aid 724-357-2218
200 Clark Hall
http://www.iup.edu/financialaid/
Stacy Hopkins, Director
Email: shopkins@iup.edu

Graduate Studies and Research, School of 724-357-2222
Room 101 Stright Hall
http://www.iup.edu/graduate/
Dr. Timothy Mack, Dean
Paula Stossel, Assistant Dean

Police, University 724-357-2142
University Towers
http://www.iup.edu/police/

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

Stapleton Library
http://www.iup.edu/library/
Circulation Desk/Hours/Interlibrary Loan/Media Resources 724-357-2340
Reference Desk 724-357-3006

Writing Center 724-357-3029
http://www.iup.edu/writingcenter/
218 Eicher Hall

Appendix D

Master of Arts in Adult and Community Education

Student Responsibility
Signature Sheet

As a student in the Master of Arts in Adult and Community Education program, 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:

• ACE Student Handbook

• ACE 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