

KANSAS STATE
UNIVERSITY

College of Education

Master of Science in
**Adult and
Continuing
Education**

August 2011

Graduate Studies



Master of Science in Adult and Continuing Education

Kansas State University
College of Education

This graduate program meets program curricular requirements established by the College Student Education International (ACPA) and the Council for the Advancement of Standards (CAS) guidelines for professional preparation programs.

MISSION STATEMENT

The College of Education is dedicated to preparing educators to be knowledgeable, ethical, caring decision makers through excellence in the:

- delivery of exemplary instruction to students at the undergraduate and graduate levels;
- production, interpretation, and dissemination of sound and useful research and scholarship;
- provision of leadership, collaboration, and service within the profession; and
- promotion, understanding, and celebration of diversity.

ADMISSION REQUIREMENTS

Admission to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program. Applicants seeking admission to the master's degree program in college student development must submit the information noted below. *All materials must be received before review will begin.*

Complete the Graduate School Application online and pay the application fee. All other materials must be sent either as an electronic file or as a hard copy to:

Office of Graduate Studies
College of Education
18 Bluemont Hall
1100 Mid-Campus Drive
Kansas State University
Manhattan, KS 66506-5301
785-532-5595
ddeam@ksu.edu

- A. A Completed Graduate School Application.** The application may be completed online by going to www.k-state.edu/grad/gsprospective/apply/index.htm. It is highly recommended that the application for admission be submitted online.

Application Deadlines. The College of Education accepts applications throughout the year. However, the deadlines noted below have been established for admission to start in a particular semester. Failure to meet the deadline for a particular semester could

delay admission into the program. *The Graduate School application and all additional documentation must be received by the following deadline dates for admission in a particular semester.*

Domestic Students	Fall Semester	—	March 1
	Spring Semester	—	October 1
	Summer Semester	—	February 1
International Students	Fall Semester	—	February 1
	Spring Semester	—	August 1
	Summer Semester	—	December 1

B. Graduate School Application Fee.

Domestic Students—A \$40 application fee is required for all domestic students; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please make a check payable to the KSU Graduate School and include it with your application.

International Students—A \$55 application fee is required; *your application will not be processed without this fee.* When applying online, you may pay by credit card. If mailing a paper copy of the completed application, please pay with an international cashier's check or money order (in U.S. funds) payable to the KSU Graduate School and include it with your application. Cash or personal checks cannot be accepted from international students.

C. OFFICIAL transcripts.

Paper Transcripts—Send TWO official transcripts from the institution awarding the bachelor's degree and TWO official transcripts from all the institutions attended since completion of the bachelor's degree. If you have credits from K-State, we will obtain a copy of your K-State transcript at no cost to you. *Copies of transcripts that are stamped "issued to student" will not be accepted.*

Digital Transcripts—Send any digital transcripts to the following email address: ddeam@ksu.edu. Some institutions are now sending transcripts in a digital format (e.g., a PDF). The digital transcript must be sent directly from the college or university you attended to the email address indicated above.

D. Statement of Goals and Professional Experience. Submit a 1-2 page statement that includes the following information:

- Career and professional goals and aspirations, and how being accepted to the program will benefit the goals and aspirations
- A description of relevant professional experience within education or a related field
- Future professional plans
- If you have a request for a certain advisor, indicate that preference in the statement.

Send your Statement of Goals as an electronic file to ddeam@ksu.edu or as a hard copy to the address for the Office of Graduate Studies provided above.

- E. TOEFL.** Applicants whose native language is not English must submit a current TOEFL score (Test of English as a Foreign Language). The TOEFL is offered several times a year throughout the world by the Educational Testing Service (www.ets.org/toefl). The TOEFL school code for Kansas State University is **6334**. International applicants are advised to take the TOEFL as early as possible to avoid delays in the processing of their applications for admission. An applicant who has received a degree in the last two years from a United States college or university is exempt from this requirement.

There are three types of TOEFL scores: paper-based TOEFL, computer-based TOEFL, and TOEFL IBT (internet-based TOEFL taken in real time). TOEFL scores are valid for two years from the initial test date. A score of at least **550** (paper-based test), **213** (computer-based test), or **79** (IBT-internet-based test) on the TOEFL is required to be considered for admission to the Graduate School.

- *For Regular Admission*—Applicants with scores of 600 (paper-based), 250 (computer-based), or 100 (IBT-internet based) or above may be considered for regular admission.
- *For Possible Provisional Admission*—Applicants with scores between 550/213/79 and 599/249/99 may be admitted provisionally and must at the time of their enrollment demonstrate proficiency in reading and writing English and in understanding spoken American English to the satisfaction of the Graduate School. Those who do not meet the minimum proficiency standard will be required to complete specified courses offered by the English Language Program (ELP) at Kansas State University. For additional information about the English Language Program, go to www.ksu.edu/elp.

For additional information about admission requirements for international students, go to Chapter 1 of the Graduate Handbook at www.k-state.edu/grad/gscurrent/handbook/chap1.htm and to the International Students section of the Graduate Viewbook at www.k-state.edu/grad/gsprospective/viewbook/intrnl.htm.

ADDITIONAL INFORMATION

Faculty Contact in the program. For more information, contact:

Dr. Royce Ann Collins

785-532-3529

racollins@ksu.edu

or

Dr. Jeffery Zacharakis

785-532-5872

jzachara@ksu.edu

Department of Educational Leadership

College of Education

363 Bluemont Hall

1100 Mid Campus Drive

Kansas State University

Manhattan, KS 66506-5312

785-532-5535

sandye@ksu.edu

Non-Degree Status. In some cases, a student may wish to take a course(s) prior to being admitted in a degree program. In these cases, a person must be admitted as a non-degree student. Students may take *up to nine graduate credit hours* as a non-degree student in the Graduate School prior to being admitted into a graduate degree program. However, *successful completion of any hours taken as a non-degree seeking student does not guarantee admission into the program.* Non-degree students are not eligible for financial assistance.

Graduate Handbook. Once admitted, students should become familiar with the Graduate Handbook at www.ksu.edu/grad/gscurrent/handbook/index.htm. This handbook includes policies and procedures about advising, the program of study, enrollment, transfer credits, the final oral/written exam, required approval forms, and other aspects of the graduate program.

Virtual Orientation for New Graduate Students. The Graduate School recommends that all new graduate students complete the virtual orientation prior to coming to campus. The website for this orientation is www.ksu.edu/grad/gsprospective/orientation/about.htm. There is valuable information concerning housing options, orientation dates, registration and enrollment procedures, and many other aspects of the campus. By completing the virtual orientation, you should become familiar with what to expect when you arrive on campus.

Advisor and Program of Study. Once admitted to the program, an advisor is assigned. The advisor assists the student in developing the program of courses the student will take to earn the master's degree. A program of study listing the courses the student intends to take is submitted to the Graduate School upon completion of nine hours (part-time students) or during the second semester (full-time students).

Graduate Assistantships. A limited number of graduate assistantships are available in the College of Education. Go to www.coe.ksu.edu/grad/assistantships.htm for detailed information and application procedures. Assistantships are commonly available for the academic year (fall and spring semesters. To apply for a graduate assistantship, a letter of application and resume should be submitted by April 1 to each department for which the applicant would like to be considered. It is helpful to talk with the appropriate department chair as early as possible to learn of assistantships available in the department.

Financial Aid. Questions about financial assistance should be directed to the Student Financial Assistance Office, 104 Fairchild Hall, Manhattan, KS 66506, 785-532-6420, ksusfa@ksu.edu. For information regarding financial aid, you may go to www.ksu.edu/sfa.

Program Requirements for the Master's Degree in Adult and Continuing Education

33 credit hours

All courses are three credit hours unless otherwise noted.

A. Required Courses (18 credit hours)

EDACE	780	Introduction to Adult Education
EDACE	790	Characteristics of the Adult Learner
EDACE	818	Social Foundations of Adult Education
EDACE	830	Program Planning in Adult Education
EDACE	847	Adult Learning and Motivation
EDCEP	816	Research Methods in Education (or approved equivalent)

B. Elective Courses (15 hours)

EDACE	750	Women, Education, and Work
EDACE	786	Topics: Adult Education Summer Institute
EDACE	786	Topics: Diversity in the Workplace
EDACE	786	Topics: Innovative Instructional Strategies
EDACE	786	Topics: International Adult Education
EDACE	815	Introduction to Community Educational Development
EDACE	820	Principles of Teaching Adults
EDACE	825	Theory and Practice of Continuing Education
EDACE	850	Self-Directed Learning
EDACE	860	Innovative Higher Education Programs for Adults
EDACE	865	Principles of Workplace Learning
EDACE	875	Program Evaluation in Adult Education
EDACE	880	Significant Literature of Adult Education
EDACE	886	Seminar: Adults in Career and Life Transitions
EDACE	886	Seminar: History of Adult Education in North America
EDACE	886	Seminar: Human Resource Development Policy
EDACE	886	Seminar: Trends and Issues in Adult Education
EDACE	937	Organization and Administration of Adult Education

Individualized Courses (may be used as electives)

(Students may take no more than 6 hours of individualized coursework as electives.

Practicum coursework cannot exceed 3 credit hours.)

EDACE	733	Practicum in Adult Education (1-3 hrs.)
EDACE	775	Readings in Adult Education (1-3 hrs.)
EDACE	795	Problems in Adult Education (1-3 hrs.)