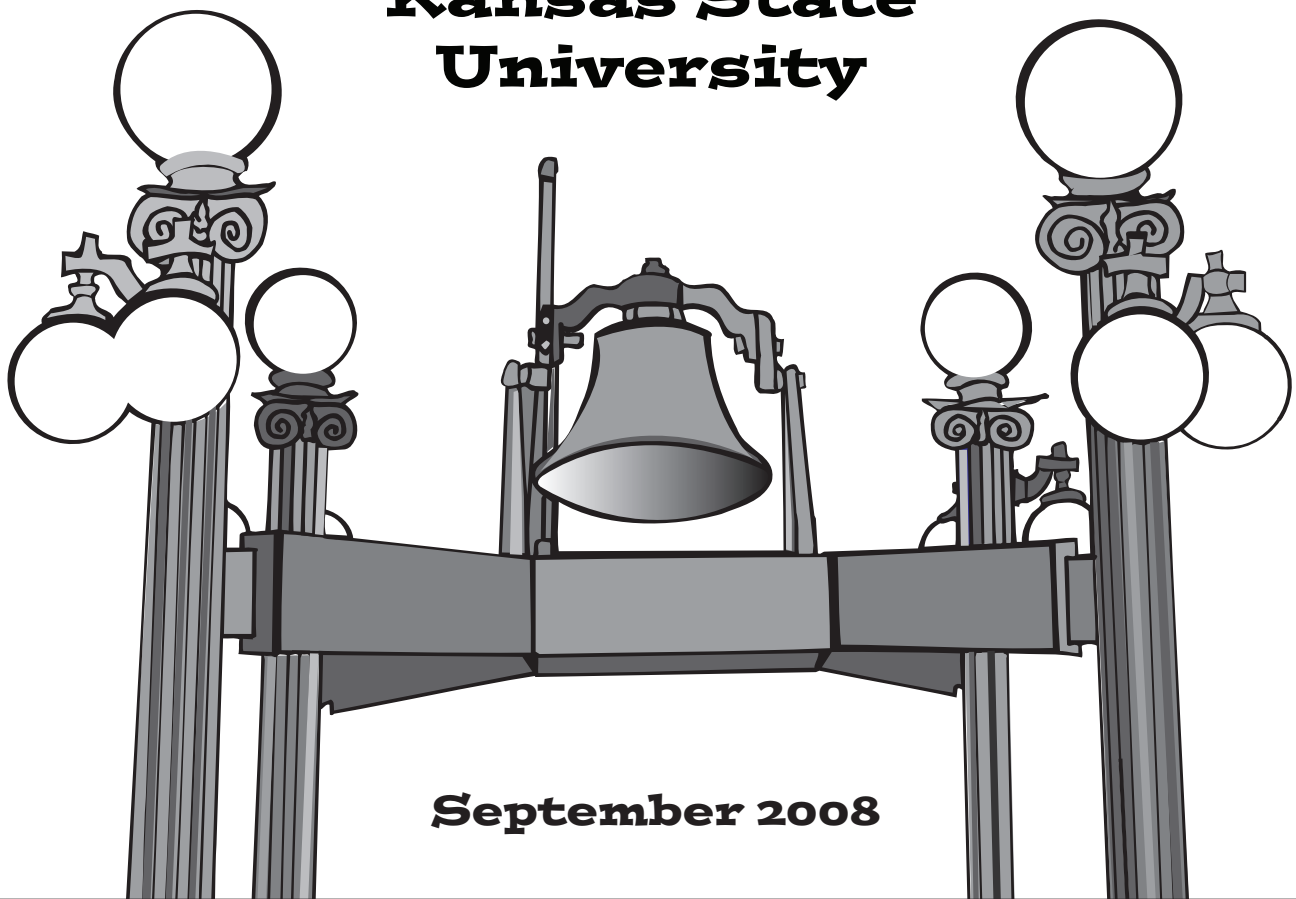


Master of Science in Adult and Continuing Education

**College of Education
Kansas State
University**



September 2008

Master of Science in Adult and Continuing Education

College of Education
Kansas State University

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 to graduate study is granted by the Dean of the Graduate School upon the recommendation of the faculty in the graduate program.

ADMISSION REQUIREMENTS

The Adult and Continuing Education faculty have set the following minimum requirements for admission into this program:

- a. A completed Graduate School application. The application materials may be obtained <http://www.k-state.edu/grad/gsprospective/apply/> or from the Office of Graduate Studies
- b. A statement of objectives which includes:
Your reasons for seeking this degree; your intended area of specialization within the program; any research interests; past and present employment; and future professional plans. If you have a request for a certain advisor, indicate that preference in the statement of objectives.
- c. A description of relevant professional experience within education or a related field.
- d. Completion of a bachelor's degree from an accredited institution.
- e. Two OFFICIAL transcripts from the institution awarding your bachelor's degree and two OFFICIAL transcripts from all institutions at which any graduate credits were completed. *Copies that are stamped "issued to student" cannot be accepted.* (If you have credits from K-State, we can obtain a copy of the K-State transcript at no cost to you)

f. 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.*** Please make a check payable to the K-State Graduate School, and include it with your application. If you are applying online, you may pay by credit card.

International Students A \$55 application fee is required; ***your application will not be processed without this fee.*** Please pay with an *international cashier's check or money order* (in U.S. funds) to the K-State Graduate School, and include it with your application. We cannot accept cash or personal checks from international students. If you are applying online, you may pay by credit card.

The application materials are to be submitted to the Office of Graduate Studies, NOT the department.

Office of Graduate Studies
College of Education
18 Bluemont Hall
1100 Mid-Campus Drive
Kansas State University
Manhattan, KS 66506-5301

Application Deadlines. Although the College of Education accepts applications throughout the year, the following deadlines are established to allow the faculty adequate time to review the completed application. Failure to meet the deadline could delay admission to the program.

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

For more information about requirements for this degree, contact:

Department of Educational Leadership
Attn: Faculty of Adult Education
363 Bluemont Hall
1100 Mid-Campus Drive
Kansas State University
Manhattan, KS 66506-5312

Non-Degree Status ("Special Student"). In some cases, a student may wish to take a course prior to being admitted to a degree program. In these cases, a person must be admitted for non-degree status (often referred to as a “special student”).

No more than nine credit hours earned as a special student may be applied for an advanced degree if the student is later admitted to a degree program. It is to the student’s advantage to apply for admission into the degree program as soon as possible after deciding to pursue a degree.

Master's Degree Procedures Handbook. Once admitted, students should obtain this handbook from the Office of Graduate Studies in the College of Education. This handbook includes information and guidelines about advising, the program of study, enrollment, transfer credits, the final oral/written exam, and required approval forms.

Graduate Assistantships. A limited number of graduate assistantships are available in the College of Education. Contact the Office of Graduate Studies for an application. Access <http://coe.ksu.edu/grad/assistantships.htm> for detailed information. Assistantships are commonly available for the academic year (fall and spring semesters). Completed graduate assistant applications must be sent by April 1 to each department to which the applicant would like to be considered. It is helpful to talk with the appropriate department chair to learn specifics of the 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, finaid@k-state.edu

Major Professor and Program of Study.

Once admitted to the program, an advisor (often called the major professor) is assigned. The major professor 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 or two semesters.

Required Courses

EDACE	780	Introduction to Adult Education	3
EDACE	790	Characteristics of Adult Learners	3
EDACE	830	Program Planning Adult Education	3
EDCEP	816	Research Methods or approved equivalent	3

Elective Courses (Select 15-21 hours from the following*)

EDACE	750	Women, Education and Work	3
EDACE	786	Topics: Adult Education Summer Institute	3
EDACE	786	Topics: Diversity in the Workplace	3
EDACE	786	Topics: Innovative Instructional Strategies	3
EDACE	786	Topics: International Adult Education	3
EDACE	786	Topics: Principles of Human Resource Development	3
EDACE	816	Introduction to Community Education	3

EDACE	820	Advanced Methods of Teaching	3
EDACE	825	Theory & Practice of Continuing Education	3
EDACE	860	Non-Traditional Study for Adults	3
EDACE	886	Sem: Administration & Organization of Adult Education	3
EDACE	886	Sem: Adult Learning & Motivation	3
EDACE	886	Sem: Adults in Career & Life Transitions	3
EDACE	886	Sem: History of Adult Education in North America	3
EDACE	886	Sem: Human Resource Development Policy	3
EDACE	886	Sem: Program Evaluation	3
EDACE	886	Sem: Self-Directed Learning	3
EDACE	886	Sem: Trends & Issues in Adult Education	3
EDACE	886	Sem: Significant Literature in Adult Education	3

**Students who choose to enroll in individualized course options seen below, will take fewer elective courses.*

Individualized Courses (Select 0-6 hours from the following**)

EDACE	733	Practicum in Adult Education	3
EDACE	775	Readings in Adult Education	3
EDACE	795	Problems in Adult Education	3

***Students may take no more than 6 hours of individualized coursework. Practicum coursework cannot exceed 3 credit hours.*