TROY UNIVERSITY’S
MASTER’S DEGREE IN ADULT EDUCATION
COLLEGE OF EDUCATION

Pathway to
Graduation Guide
Navigation Tips!

1. To the left of the screen you will see links which take to you each section of this guide.

2. When you see a “+” symbol this means to expand the content in that section.
   - Click on the “+” symbol and you will see additional links which pertain to that section.
   - To collapse the information select the “+” symbol again.
Why a Program in Adult Education?

✓ What is “Adult Education?”

✓ Program Purpose:
  • To equip individuals with the knowledge and skills to work in an adult education environment.
Adult Education....

✓ For individuals age 16 and older
✓ Yearly, over 40% of all American adults participate in some form of education:
  • University/Degree related
  • Work related
  • Personal interest related
  • Basic Skills
Adult Education….

✓ University/Degree related
  • Associates Degree
  • Bachelors Degree
  • Masters and Doctoral Degrees

More than half the U.S. population 25 years of age and over in 2000, (52 percent) had completed at least some college education. Just under one quarter (24 percent) had a bachelor's degree or more. Nine percent had an advanced degree (master's degree, professional degree or doctoral degree).

US Census Bureau
Adult Education....

✓ Basic Skills
  • Adult Basic Education (GED)
  • Adult & family literacy
  • English as a second language

...serves adults over the age of 16, not currently enrolled in school, and functioning at or below the 12th grade level. It enables them to gain the basic literacy skills necessary to function in family and society; to continue their education to at least the level of a high school diploma; to secure needed training and education to become more employable, productive, and responsible citizens; and to learn to speak, understand, read, and write English as a second language.

Idaho State University Website
Adult Education….

✔ Personal interest related
  • Community education & organizing
  • Religious education
  • Social advocacy & action
  • Hobbies, recreation, personal improvement

Art, CPR, landscaping, home improvement, music appreciation, foreign language, SCUBA, fly fishing, knitting, money management, computers, etc., etc., etc…..
Adult Education….

 ✓ Work related
   • Professional/Continuing education
   • Human resource development
   • Workplace learning

Workplace education programs focus on the literacy and basic skills training that workers need to gain new employment, retain present jobs, advance in their careers, or increase productivity… Large businesses and industries frequently establish their own programs. Small organizations may pool resources to establish centers where training designed for a particular type of industry can be offered.

The Office of Vocational and Adult Education
The vast number of adults participating in education requires a proportionally large number of persons with the knowledge and skills to plan, implement, and evaluate these programs.
Congratulations on your acceptance into the Master of Science in Adult Education program!

How do you get started?.....
....Steps to Getting Started

1. Once you have received a “Welcome to TROY” correspondence from your student services advisor/counselor, contact your faculty advisor via the contact information listed on your correspondence.

2. You and your faculty advisor will discuss your program plan and course of study, the pacing and order of courses, and a degree plan.

3. You will need to access, in this order, your Web Express, Trojan email, and Blackboard accounts (click on link for instructions).

4. You will then need to register for classes through Web Express and order books from the online book store.

5. You will access Blackboard (http://troy.blackboard.com) to view your course.

6. Access the MSADE Blackboard one-stop-shop advisement site entitled ADE Community Network (ADE Net). You must log into Blackboard.
Where Can I take Classes?

**Click here** to find face-to-face classes scheduled near you.

**Click here** to find the eTROY (online) schedule of classes.
Who Are My Advisors?

✓ You are assigned a **Student Services (Advisor) Counselor** and a **Faculty Advisor** after the enrollment process has been completed, and you have been cleared to register.

- The **Faculty Advisor** teaches full-time in the Master’s Program and has direct knowledge of course content and the professional field

- The TROY **Student Services (Advisor) Counselor** is an employee who helps with general questions:
  - First-term set up
  - Registration holds
  - Drops/withdrawals
  - Processing of paperwork
Who Is My **Faculty Advisor**?

- The **Faculty Advisor** teaches full-time in the Master’s Program and has direct knowledge of course content and the professional field.

- Contact your **Faculty Advisor** every term for issues regarding your progress, concerns, and academic options:
  - Pre-requisites
  - Course selection and load each term
  - Course order and pacing
  - Academic options at TROY or after graduation
## Faculty Advisors

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<thead>
<tr>
<th>Faculty</th>
<th>Location</th>
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<tbody>
<tr>
<td>Dr. Riad Aisami</td>
<td>Augusta, GA</td>
<td><a href="mailto:raisami@troy.edu">raisami@troy.edu</a></td>
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<tr>
<td>Dr. Leo Ruberto</td>
<td>Ft. Walton Beach, FL</td>
<td><a href="mailto:lruberto@troy.edu">lruberto@troy.edu</a></td>
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<td>Dr. Chris Tresslar</td>
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<td><a href="mailto:ctresslar@troy.edu">ctresslar@troy.edu</a></td>
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<tr>
<td>Dr. Dianne Lawton</td>
<td>Brunswick, GA</td>
<td><a href="mailto:dlawton@troy.edu">dlawton@troy.edu</a></td>
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<tr>
<td>Dr. April Parker</td>
<td>Columbus, GA</td>
<td><a href="mailto:parkera@troy.edu">parkera@troy.edu</a></td>
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<tr>
<td>Dr. Joseph Reynolds</td>
<td>Montgomery, AL</td>
<td><a href="mailto:jreynolds45@troy.edu">jreynolds45@troy.edu</a></td>
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<tr>
<td>Dr. Dionne Rosser-Mims</td>
<td>Covington, GA</td>
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<tr>
<td>Dr. Jonathan Taylor</td>
<td>Montgomery, AL</td>
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Who Is My **Student Services (Advisor) Counselor?**

✔ The TROY **Student Services (Advisor) Counselor** is an employee who helps with general questions:
  - First-term set up
  - Registration holds
  - Drops/withdrawals
  - Processing of paperwork

✔ [Click here](#) to find your counselor. Next, go to College of Education section.
  - **Student Services (Advisors) Counselors** are assigned by last name.
Master of Science in Adult Education (MSADE)

Program Overview

- 11-course (33-credit hour) program (36 with Thesis).
- Typically take one/two* years to complete (*term/semester)
- Online and residence options

ADMISSIONS

- A baccalaureate degree from a regionally accredited university with a minimum overall undergraduate grade point average of 2.5.
- A score of 383 or higher on the Miller Analogies Test (MAT) or a verbal GRE score of 372 or higher.
- A Letter of Recommendation addressing potential for success and written and oral communication skills.
Master of Science in Adult Education (MSADE)

Program Purpose

The purpose of the Master of Science in Adult Education (MSADE) program is to offer students an opportunity to acquire proficiency, knowledge, and skills in the social context of adult education, program development and management, and the facilitation of adult learning.

This program prepares students for careers in such areas as industry, continuing professional education, training and program development, instructional technology, corporate consulting, health care, post-secondary education, government agencies, non-profit organizations, professional organizations, and professional military education.
Master of Science in Adult Education (MSADE)

Program Objectives

• **Knowledge of Curriculum**: Develop curricula that incorporate an understanding of how the social context influences the field, including culture, policy, economics, and technology.

• **Knowledge of Adult Learning**: Discuss the different ways in which adults learn and how to assess their needs, interests, motivations, and capabilities.

• **Research Fundamentals**: Evaluate and apply relevant research.

• **Personal Reflection**: Articulate a personal adult education teaching philosophy.

• **Application of Knowledge and Skills**: Apply specialized knowledge related to the curriculum and instructional design to practical situations.
This Program is Designed For…

✓ Professionals who **work closely with adult populations** in instructional, advising, or service capacities.

✓ Professionals who **design training and development** for education, corporate, or military organizations.

✓ Professionals who **manage educational technology and inventory** at educational organizations.

✓ Professionals who seek careers at **technical colleges, two-year colleges, or four-year colleges/universities** in office management, program development, student affairs, or business/administrative services.

✓ Instructors wanting to **teach at the two-year college level** in areas such as biology, criminal justice, English, general science, mathematics, political science, social science, or psychology.
Keep in Mind…

✔ The MSADE is *not a teacher licensure program*. You would need to contact your state education certification agency to see how this degree fits with alternative routes to certification.

✔ Some concentrations do provide 18 graduate hours in a subject area but *this does not guarantee eligibility to teach in a two-year college*. You would need to adhere to the position requirements of each institution.
How is the MSADE Structured?

11-COURSES (33/36-SEMESTER HOURS) REQUIRED

REQUIRED CORE COURSES (15 SEMESTER HOURS)

- ADE 6600 (3) Foundations of Adult Education
- ADE 6640 (3) Social Context of Adult Education
- ADE 6670 (3) Adult Learning and Development
- ADE 6691 (3) Research Methodology
- ADE 6699 (3) Capstone – OR – ADE 6695 (6) Thesis

CONCENTRATIONS (18 SEMESTER HOURS)

- Curriculum and Instructional Design
- Instructional Technology
- Leadership Studies
## How is the MSADE Structured?, cont.

### CONCENTRATION COURSES (18 SEMESTER HOURS)

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- **Curriculum and Instructional Design**
- **Instructional Technology**
- **Leadership Studies**

Select ONE of the following courses:

- ADE 6617 3 Seminar in Personnel Planning and Leadership
- EAL 6643 3 Administration of School Personnel
- PA 6624 3 Public Human Resource Management
What Are the Expectations of the Program?

Core classes ensure that all graduates:

• Understand the evolution of and theories about adult learning

• Understand the importance of contextual issues (social, cultural, economic, etc.) on the development and implementation of adult education programs

• Comprehend basic research methods with specific emphasis on adult learning

• Can articulate a personal education philosophy
What Are the Expectations of the Program?, cont.

**Concentration classes:**

- **Curriculum and Instructional Design** - equip graduates with the ability to analyze, design, develop, implement, and evaluate curricula for the education and training of adults in diverse learning situations.
  - *Proficiency in applying Instructional Systems Design (ISD), educational evaluation, curriculum design, and teaching methods*

- **Instructional Technology** - equip graduates to analyze, design, develop, implement, and evaluate curricula and instructional technologies for education and training in diverse learning situations.
  - *Proficiency in applying Instructional Systems Design (ISD), current and emerging technologies, distance education, and graphic/multimedia design*

- **Leadership Studies** - develop leaders who are globally-minded, proficient in technology, and who can apply and generate knowledge from real-world situations.
  - *Proficiency in applying leadership skills in adult education venues, problem solving, organizational evaluation and improvement, and strategic planning*
In What Order Should I Take Courses?

✓ One of the purposes of **faculty advisement** is to recommend courses and a pattern of sequence to students.

  * It is recommended that you complete a degree plan with your faculty advisor before starting your program.

**Important!!...Follow the recommended course sequencing schedule found on pages 27-32 of this guide.**

  * ADE 6699 should be taken towards the end of your program, since it is an application of knowledge from a good portion of the MSADE program.
In What Order Should I Take Courses…
“…if I take 2 courses a term?”

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In What Order Should I Take Courses…  
“…if I take 2 courses a term?”

### Instructional Technology Course Sequencing

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Leadership Studies Course Sequencing

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In What Order Should I Take Courses…

“…if I take 1 course a Term?”

Consult with your “faculty advisor” to customize your course schedule.
In What Order Should I Take Courses…

“…if I take classes in a Semester?”

Consult with your “faculty advisor” to customize your course schedule.
In What Order Should I Take Courses…

“…in an A/B Session?”

Consult with your “faculty advisor” to customize your course schedule.
Capstone Course

• The **capstone course (ADE 6699)** is a culminating experience that helps students integrate and apply the knowledge they have gained in their program.

  • Emphasis is placed on challenging students to view the adult educational process from many perspectives.

  • Working independently students will create an educational portfolio to demonstrate mastery of program objectives and proof of readiness to receive a master’s degree, which will be submitted in portions throughout the semester/term for feedback from the instructor and classmates.

  • An oral presentation will be required.
In your final term/semester… you will enroll in ADE 6699, Capstone.

Access to an active LiveText account is required (select links).
- LiveText (Login)
- LiveText Assistance

Students develop a portfolio comprised of 6 sections:
- ASSIGNMENT #1: STATEMENT OF PURPOSE
  - In a 1-2 page essay you will reflect on your initial goals and perspectives when you entered the program.
- ASSIGNMENT #2: APPLICATION OF KNOWLEDGE
  - You will be given three case studies for written analysis and discussion. You will synthesize your learning from these assignments in your oral presentation.
Capstone Course, cont.

- **ASSIGNMENT #3: CONCENTRATION PROJECT**
  - This assignment is designed to provide students with the opportunity to demonstrate in-depth knowledge of literature, theories, and practices related to their specialized area of adult education. Project instructions and expectations will vary depending on the concentration. You will be working with your faculty advisor and course instructor in the development and evaluation of the project. This project will be integrated into your final portfolio.

- **ASSIGNMENT #4: COMMON ASSIGNMENTS**
  - Common assignments (required) completed in all core courses (ADE 6600, ADE 6640, ADE 6670, and ADE 6691) are submitted as part of the capstone portfolio.

- **ASSIGNMENT #5: REFLECTIVE ESSAY**
  - This assignment is designed to provide you the opportunity to reflect on your adult education teaching philosophy and explore why this philosophy has or has not changed during your tenure in the program. You will also be required to reflect on your growth and development in the professional practice of adult education as you complete the program and plan the next steps in your journey as an adult education practitioner.

- **ASSIGNMENT #6: ORAL PRESENTATION**
  - This assignment is designed to provide you the opportunity to demonstrate effective communication and presentation techniques. You will be required to present and discuss your capstone experience in a 15-20 minute oral presentation to the class or a small committee of facilitators.
Requirements for Graduation

Work with your Student Services Counselor at least two terms/one semester before your final term/semester:

- Complete all course work.
- Have a cumulative 3.0 GPA.
- File an Intent to Graduate form with the Graduate Records office one term/semester prior to graduating.
- Pass the ADE 6699 Capstone course.
- Pay required fees.
- Identify commencement ceremony location and guidelines.
- Purchase cap and gown.
General Information
General Information
(click on links to access information)

Advisement & Academics

- **Helpdesk**
- **Student Services Counselor**
- **Schedule of Classes**
- **Academic Calendar**
- **Academic Catalogs**
- **Tutorial Services**
  - Smarththinking
  - Writing Center

- **Library - Online Catalog**
  - Learn how to use the library (click here)
- **Library - Online Databases**
- **LiveText (Login)**
- **LiveText Assistance**
- **Forms**
- **Proctored Exam**
General Information, cont.
(click on links to access information)

**Registration**
- Schedule of Classes
- Registration/Bill Pay
- Trojan Web Express
- Bookstore
  - MBS Bookstore
  - B & N - Alabama Campuses

**Technology**
- Blackboard
- E-mail
- Registration/Bill Pay
- Trojan Web Express
General Information, cont.
(click on links to access information)

Other

• Oracle (Student Handbook)
• Trojan OneCard
• Financial Aid
• Judicial Affairs
• Records Office
• Order Official Transcripts
How do I order textbooks?

- MBS Direct can be accessed via the internet (click here) or by phone at 1-800-325-3252.
- You will be able to access the books for your term by choosing Option 1 or 2 and then by choosing your specific home location.
- The electronic book voucher program is for students with approved financial aid, VA Chapter 31 benefits, and other tuition assistance programs.
  - The student’s VA Form 1905, DD 1556 or other TA Form must authorize book charges and list the amount authorized.
  - A 10% handling fee is charged for using the book voucher system.
Conditions of Admission

✓ Unconditional Admission
  • Overall GPA of 2.5 OR 3.0 in last 30 semester (45 quarter) hours of undergraduate work
  • Minimum score of 383 on MAT or 372 (verbal) on GRE

✓ Conditional Admission
  • May be granted if unconditional admission requirements are not met.
  • Student must maintain a 3.0 average in the first nine hours (3 courses) to be admitted unconditionally.

✓ Temporary Admission
  • Granted for one semester pending receipt of official transcripts and scores.
  • Registration will be blocked after one semester.
Can I Transfer Courses to TROY?

✓ Up to 6 sh (2 courses) of graduate classes may be approved for transfer into our program.

✓ Your transcript can be evaluated for this request after you have successfully passed 9 hours of coursework with TROY.

✓ If you have questions, contact your student services counselor (click here)
VA Certification

VA students should contact their local Troy University VA Certifying Official to obtain certification for each eTROY course in which they are registered.

To ensure a place in the desired classes, students should register as early as possible, since there are limitations in face-to-face classroom capacity and eClass size.

Current tuition is listed in the University’s semester schedule.
VA Certification, cont.

- Active duty service members must enroll through the education portal of their service (i.e., goarmyed, WAVE, etc.) in order to TA benefits.

- Questions regarding their eligibility for tuition assistance benefits should be directed to their servicing Education Centers.
Americans with Disabilities Act

✓ Troy University supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which ensure that postsecondary education students with disabilities have equal access to all academic programs, physical access to all academic programs, physical access to all buildings, facilities, and events, and are not discriminated against on the basis of disability.

✓ Eligible students, with appropriate documentation, will be provided equal opportunity to demonstrate their academic skills and potential through the provision of academic adaptations and reasonable accommodations.

✓ Further information including appropriate contact information, can be located through TROY’s Office of Human Resources (click here).