



TROY UNIVERSITY  
COURSE SYLLABUS  
ADE 6630 – Program of Adult Education  
Term 5- AY 07-08  
May 27, 2008- July 27, 2008

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**INSTRUCTOR/PROFESSOR**

**Dr. Craig Wilson**

Troy University  
5425 Robin Hood Road  
Ste.B1  
Norfolk, VA 23513

Home: 757-851-3031  
Work: 757-851-3031  
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**MEETING LOCATION, DATES & TIMES:**

The course will meet on designated Wednesdays from 5:15 PM to 10:00 PM at Troy University's Regional Center.

**CONSULTATION HOURS:**

Consultation times can be scheduled with the instructor on Wednesdays from 4:00pm to 5:00pm at the Regional Center. Dr. Wilson can be contacted at home during week day evenings from 6:00pm to 8:00pm, or anytime by E-mail.

**CATALOG COURSE DESCRIPTION:**

This course is a study of the variety of adult education programs and the tasks associated with their development and administration. The course includes investigation and assessment of actual adult education programs.

**DESIRED COURSE COMPETENCY:**

Upon completion of this course the student should be able to:

1. Comprehend the tasks inherent in the design of adult education programs.
2. Know Federal and State adult education guidelines and plans.
3. Comprehend the variety of programs in adult education.

4. Analyze the effectiveness of an adult education program.
5. Understand the history of Adult/Continuing Education

#### **METHODS OF INSTRUCTION:**

1. Individual research writing and presentation projects
2. Faculty led guided discussions and lectures
3. Assigned readings
4. Written essays
5. On-Line Discussion Board

#### **STUDENT OUTCOMES/COURSE LEARNING OBJECTIVES:**

The student upon completion of this course the student should be able to:

- Describe broad tasks associated with adult education programs
- Assess how well an adult education is meeting goals and objectives
- Describe three adult education programs, one from each category: individual improvement, organizational improvement, and societal improvement
- Depict the tasks associated with an adult education program design
- Explain adult education programs in terms of purpose, students, objectives, personnel, equipment, and other elements

**ENTRANCE COMPETENCIES:** Students will be expected to be proficient in critical thinking and critical writing, formatting papers in APA style, the use of the internet, email, MS Word, MS PowerPoint, and in conducting research through the Troy University Remote Library.

#### **COURSE TECHNOLOGY:**

**Email and Internet Access:** All students are required to have email accounts and internet access for this course. The Troy University Web based email account will be used.

**Email:** All official University communications with TROY students will be sent through the Trojan (TROY) e-mail address assigned to them. All official information, including but not limited student billing, faculty-student communications, registration changes, and financial aid information, sent to students' assigned Trojan e-mail addresses will constitute official notice. The University accepts no responsibility for any forwarding of e-mail that students may choose to undertake from their official Trojan e-mail accounts. The University is only responsible for ensuring that official E-mail is sent out to those student e-mail accounts that are maintained by the University. All students are responsible for monitoring their Trojan e-mail accounts frequently. Students can access their e-mail by visiting [www.troy.edu](http://www.troy.edu) and selecting the E-Mail Link.

## **STUDENT REQUIREMENTS:**

Students will complete weekly written assignments, write an individual research paper, participate in group discussions and other assignments to satisfy course requirements. Weekly assignments will be given in class. I reserve the right to modify the schedule based on student interests/inputs and class progress.

## **METHOD OF EVALUATION:**

The student's overall performance will be established by completion of the specific objectives listed for the course. Course participation should be active, meaningful with focus on the topic of discussion and will include attendance for a portion of the overall grade. Specific guidelines and instructions will be furnished on the first evening of class, to include specific grading criteria.

## **ASSIGNMENT OF GRADES/GRADING POLICY:**

**Evaluation:** Grades for the semester will be based on the following criteria:

|                     |     |
|---------------------|-----|
| Weekly Assignments  | 10% |
| Research Paper      | 25% |
| Essays              | 20% |
| Group Participation | 20% |
| Guided Discussion   | 25% |

Final letter grades are then calculated on the following basis:

|   |         |
|---|---------|
| A | 90-100% |
| B | 80-89%  |
| C | 70-79%  |
| D | 60-69%  |
| F | <60%    |

## **ATTENDANCE POLICY:**

Students are required to attend all classes. If a student misses a class they are required to make-up all missed work. Participation in all learning activities is required. Students are required to tell or email the instructor if they know in advance they will miss a class.

## **MAKE-UP WORK POLICY:**

- If you foresee difficulty of any type which may prevent you from finishing an assignment on time or which may prevent completion of the course, notify the instructor as soon as possible.
- If I have not heard from you by the deadline date for the assignment, no make-up work will be allowed unless extraordinary circumstances existed. Requests for extensions must be made in advance.

- All work missed must be made up within one week of the original due date. Make-up assignments will be given by the instructor on an individual basis when extenuating circumstances exist. All missing assignments at the end of the term will be given the grade of zero (0).

### **REQUIRED TEXTBOOK(S) AND/OR OTHER MATERIALS:**

Required:

Caffarella, Rosemary S. (2001). *Planning programs for Adult Learners. (Second Edition)* San Francisco: Jossey-Bass Publishers.

Recommended reference:

American Psychological Association (2001). *Publication Manual of the American Psychological Association (5<sup>th</sup> Ed.)* Englewood Cliffs, NJ: Merrill.

Research as necessary to complete required assignments.

### **STANDARD UNIVERSITY POLICIES:**

#### **INCOMPLETES**

A grade of "I" is not automatically assigned, but rather must be requested by the student by submitting to the instructor the Petition for and Work to Remove an Incomplete Grade form. An "I" can never be used in lieu of an "F" nor can an "I" be assigned because of excessive absences, with the exception that the student will make up the work by repeating all or part of the class in some subsequent term. No "Incomplete" may exceed nine weeks from the date it is assigned. Failure to clear the incomplete within the specified time period will result in the assignment of a grade of "F" for the course.

#### **AMERICANS WITH DISABILITIES ACT (ADA):**

Troy University supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which insure that postsecondary students with disabilities have equal 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 found at the following link:

<http://www.troy.edu/humanresources/ADAPolicy2003.htm>

Students who have or may be dealing with a disability or learning difficulty should speak with the Office of Student Services, 757-274-0511 as soon as possible in order to ensure eligibility under the ADA.

### **STUDENT ORIENTATION AND COURSE PRE-REQUISITE SKILL REQUIREMENTS:**

1. New students are required to complete an "in person" orientation with a site representative prior to enrolling. The "on-line" orientation session found at <http://ar.troy.edu/studentorientation/index.html> is the next step in the Troy University –Atlantic Region orientation process. It reinforces the discussions with the site representative and provides new students with all of the essential information to succeed in graduate education.
2. All students should ensure that they have developed certain pre-requisite skills prior to beginning courses. These skills include demonstrating writing proficiency in term papers, preparing PowerPoint slides for class presentations, using SPSS and Excel for statistical analysis, and conducting academic research through the Troy University library system. The links at the bottom of the Atlantic Region New Student Orientation page contain tutorials in each of these skills areas that will assist students in developing the skills required for graduate course work.

### **STANDARDS OF CONDUCT:**

By their enrollment, students are responsible for following the “Standards of Conduct” as they apply in the Troy University Atlantic Region. Students may be disciplined up to and including suspension and expulsion for the commission of offenses in described on page 22 of the 2007-2008 Graduate Catalog. As a reminder to graduate students, the “Standards of Conduct” regards dishonesty as an offense, which includes cheating and plagiarism. Students should carefully study the definitions of cheating and plagiarism:

#### 1. Cheating includes:

- a) Copying, or relying upon, another student’s answers or submitting another student’s work as one’s own or submitting as new work assignments previously completed for another class, while completing any class assignment, study group assignment, or during in-class or take-home examinations.
- b) Providing one’s own answers to another student while completing any class assignment, study group assignment (except where approved by the instructor due to the nature of the assignment itself), or during in-class or take-home examinations.
- c) Using notes, books, or any other unauthorized aids during an examination; or holding an unauthorized discussion of answers during in-class examinations.

2. Plagiarism is submitting a paper, other required student course requirement in which the language, ideas, or thoughts are identical to published or unpublished material from another source, including material found on the Internet, without correctly giving credit to that source. A good rule of thumb for correctly crediting a source is found in the citation below:

"Quotation marks should be used to indicate the exact words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words is paraphrasing. Each time a source is paraphrased a credit for the source needs to be included in the text. ... The key element of this principle is that an author does not present the work of another as if it were his or her own work. This can extend to ideas as well as written words." (*Publication Manual of the American Psychological Association*, 2001, p.349)

While computers and the Internet allow students to cut and paste work from other material, new software is making it easier for universities detect plagiarism. Instructors may screen electronic versions of student assignments using the detection software. To avoid the pitfalls of plagiarism, students are strongly encouraged to review information on it available through Troy University Writing Center resources (<http://troy.troy.edu/writingcenter/index.html> )

### **LIBRARY SUPPORT:**

For online journals and eBooks, follow the "Library" links from the Troy University homepage or the Atlantic Region homepage. Choose "Databases (book & journal) on the University College Library Services page. From the Troy University Libraries Online Resources page, use the pull down menu in the center of the page for A-Z or subject listings of databases. Once you click on one of the database links, you'll be asked to login with your Trojan email account ID and password. Your email address is the same as your Trojan Web Express ID. If you do not know your Trojan Web Express ID, follow this link:[http://it.troy.edu/email/user\\_id\\_help.html](http://it.troy.edu/email/user_id_help.html) To request to have your email password reset, follow this link <http://it.troy.edu/email/index.html>.

For library support, contact:  
Susan W. Cornett  
Atlantic Region Librarian  
Troy University  
Bateman Library  
42 Ash Avenue  
Langley Air Force Base, VA 23665  
swcornett@troy.edu  
757-865-7880 (voice mail)  
757-865-3295 (fax)  
888-241-0277 (toll free)

Live Chat, an instant messaging service, for online assistance from the TROY Libraries, is available 24 hrs a day, 7 days a week. There is a link to that service on the University College Library Services Web page, <http://uclibrary.troy.edu>

The Troy University Atlantic Region Library is located at Herbert H. Bateman Memorial Library, 42 Ash Ave., Langley Air Force Base, VA 23665

Telephone: Circulation Desk: (757) 764-2906; DSN: (88) 574-2906

Hours: Monday - Thursday 10:00 a.m. to 8:00 p.m.; Friday - Sunday noon to 5:00 p.m.;  
Holidays Closed

## HYBRID COURSE:

This is a hybrid learning course. This means that while a most of the 45 contact hours of the course-schedule will be in-class sessions, there are on-line meeting, exercises, and/or discussions scheduled in the course Blackboard site. For on-line class meetings, students are evaluated in their participation and the fulfillment of requirements and deadlines in the same manner as for class meetings. The following Schedule of Assignments will be finalized during the first class meeting.

### SCHEDULE OF READINGS AND ASSIGNMENTS:

| <b>CLASS MEETING</b>                | <b>TOPICS</b>                      | <b>ASSIGNMENTS:</b>  |
|-------------------------------------|------------------------------------|--|
| Week 1 May 28                       | Adult Program Development          | Activity Report and Learning Journal   |
| Week 2 June 4<br><b>DL Session</b>  | Ethical programs                   | Discussion Board   |
| Week 3 June 11                      | New Program Development            | Activity Report, Daily Learning Journal, Reflective essay                        |
| Week 4 June 18<br><b>DL Session</b> | Planning an Educational Conference | Discussion Board   |
| Week 5, June 25                     | Determining Program Formats        | Activity Report, Daily Learning Journal, Activity Observation, , Reaction Paper, |
| Week 6 July 2<br><b>DL Session</b>  | Woody Allen Quote                  | Discussion Board   |
| Week 7, July 9                      | Program Budgeting and Staffing     | Activity Report, Daily Learning Journal, Interview                               |
| Week 8 July 16<br><b>DL Session</b> | Program Marketing                  | Discussion Board   |
| Week 9, July 23                     | Selecting and Using Facilities     | Activity Report, Daily Learning Journal, Analytical Essay                        |

This course will be delivered using a hybrid-learning format. This means that while most of the 45 contact hours of the course schedule will be in-class sessions; there are scheduled online meetings, exercises, and/or discussions. Five class sessions will be delivered using in class sessions (*Weeks 1, 3, 5, 7, and 9*). Four class sessions (*Weeks 2, 4, 6, and 8*) will be delivered over the Internet using the Blackboard system. A Blackboard site has been created to help manage class activities and to promote interaction among students. Blackboard will be used to provide such things as class announcements, lecture slides, syllabi, case analysis questions, research paper

examples, and interactive forums for on line class meetings/exercises/ and or discussions. Please see schedule of readings and assignments which will be handed out at each class session. For online class meetings, students are evaluated on the quality (level of participation), and quality (content) of participation.